

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No.		(Do not fill up. For CSC use only)		
I. PERSONAL INFORMATION				
2. SURNAME	TEVES			
FIRST NAME	KAREN LUZ	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	YAP			
3. DATE OF BIRTH (mm/dd/yyyy)	3/24/1971	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	
4. PLACE OF BIRTH	CEBU CITY	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:	
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	N/A	
7. HEIGHT (m)	2.59 m	ZIP CODE	N/A	
8. WEIGHT (kg)	73 kgs		House/Block/Lot No.	Street
9. BLOOD TYPE	"O"		MIRAMBEL HOMES,	GABAS
10. GSIS ID NO.	006-0087-0544-0		Subdivision/Village	Barangay
11. PAG-IBIG ID NO.	1700-0032-4364	BAYBAY CITY	LEYTE	
12. PHILHEALTH NO.	11-000084478-0	City/Municipality	Province	
13. SSS NO.	N/A	18. PERMANENT ADDRESS	N/A	
14. TIN NO.	150-449-630	ZIP CODE	N/A	
15. AGENCY EMPLOYEE NO.	V00876		House/Block/Lot No.	Street
			MIRAMBEL HOMES,	GABAS
			Subdivision/Village	Barangay
		BAYBAY CITY	LEYTE	
		City/Municipality	Province	
		19. TELEPHONE NO.	N/A	
		20. MOBILE NO.	9069267236	
		21. E-MAIL ADDRESS (if any)	kartevs@yahoo.ca	

II. FAMILY BACKGROUND				
22. SPOUSE'S SURNAME	TEVES		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ALDWIN	NAME EXTENSION (JR., SR) N/A	JOJI MARIE Y. TEVES	9/16/1997
MIDDLE NAME	MANAPSAL		JOI OWEN Y. TEVES	4/25/2001
OCCUPATION	TEACHING		JAMES ALD Y. TEVES	5/18/2003
EMPLOYER/BUSINESS NAME	CPSU		JERALDINE FAITH Y. TEVES	7/30/2008
BUSINESS ADDRESS	KAB. CITY, NEGROS OCCIDENTAL			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	YAP			
FIRST NAME	PEDRO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	MAURILLO			
25. MOTHER'S MAIDEN NAME				
SURNAME	PACETES			
FIRST NAME	ESTRELLA			
MIDDLE NAME	UMACOB			
(Continue on separate sheet if necessary)				

III. EDUCATIONAL BACKGROUND							
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	Baybay South Central School		1977	1983		1983	
SECONDARY	Experimental Rural High School		1983	1987		1987	
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	Visayas State College of Agriculture	BS Food Tech	1987	1991		1991	
GRADUATE STUDIES	Leyte State University, University of the Phil. Los Baños, Laguna	MS Ag. Extension PhD Food Science	1997	2000		2000	
			2009	2012		2015	

SIGNATURE		DATE	
11/18/19			

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	PRC Professional Teacher's License No. 591029, issued on	81.00%	10/19/1999	Cebu City	591029	3/24/2022

V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

SIGNATURE		DATE	11/18/19
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[illegible]

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Food safety & risk analysis	N/A	PCARRD Scholars Association, Inc. (PSAI)
Food processing and preservation		Philippine Assoc of Food technologists, Inc. (PAFT)
Food extension		Natural Products Society of the Philippines
Community organizing		Philippine Association of Nutrition
Cooking		Philippine Extension Network , Inc. (PEN)
Singing		Phil Assoc of Agri-Vironment Educators and Entrepres (PASSAGE)
Car & motorcycle driving		

SIGNATURE		DATE	11/18/19
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(Continued)

DATE _____

11/18/19

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: Date Filed: _____ Status of Case/s: _____
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details (country): _____
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Dr. HENRY Y. GOLTIANO	DAEEx, VSU, Visca, Baybay, Leyte	N/A
Dr. FELIX J. AMESTOSO	DFST, VSU, Visca, Baybay, Leyte	N/A
Dr. ERLINDA I. DIZON	UPLB College, Laguna	N/A

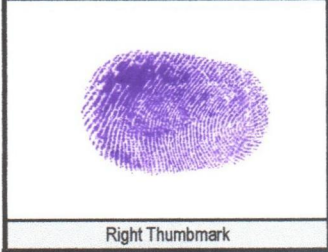
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.



KAREN S. TEVES
PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: NON-PROF LTO LICENSE
ID/License/Passport No.: F02-05-000283
Date/Place of Issuance: 6/10/2019 - BAYBAY CITY

Signature (Sign inside the box)
11/18/2019
Date Accomplished



SUBSCRIBED AND SWORN to before me this 20 NOV 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
VSU LEGAL OFFICER
Person Administering Oath

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied for.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed starting with the most recent/present employment

- Duration: January 1, 2017 – present
- Position: Associate Professor IV - present
- Name of Office/Unit: Department of Agricultural Education and Extension
- Immediate Supervisor: Dr. Henry Y. Goltiano
- Name of Agency/Organization and Location: DAEEEx, VSU
- **List of Accomplishments and Contributions (if any)**
 - Performed instruction, research and extension functions.
 - Attended international training and conferences
 - Performed various tasks as OJT coordinator of the department
 - Submitted research and extension project proposals for funding
 - Conducted approved research and extension projects and submitted required accomplishment reports.
 - Performed other assigned tasks needed for AACCUP accreditation and ISO certification
- **Summary of Actual Duties**
 - Responsible for performing instruction, research and extension functions
 - Submitted research and extension project proposals for funding, conducts approved research and extension projects and submitted required accomplishment reports.
 - Conducted other functions as required by the immediate supervisor

- Duration: June 8, 2015 – December 30, 2016
- Position: Assistant Professor III
- Name of Office/Unit: Department of Food Science and Technology
- Immediate Supervisor: Dr. Ivy Imnace
- Name of Agency/Organization and Location: DFST, VSU
- **List of Accomplishments and Contributions (if any)**
 - Performed instruction, research and extension functions.
 - Attended international training and conferences
 - Conducted approved research and extension projects and submitted required accomplishment reports.
 - Performed other assigned tasks needed for AACCUP accreditation and ISO certification
- **Summary of Actual Duties**
 - Responsible for performing instruction, research and extension functions
 - Conducted other functions as required by the immediate supervisor

- Duration: March 1, 2013 – June 7, 2015
- Position: Assistant Professor III
- Name of Office/Unit: College of Agriculture
- Immediate Supervisor: Dr. Leonilo Francisco
- Name of Agency/Organization and Location: Central Phil State University
- **List of Accomplishments and Contributions (if any)**
 - Performed instruction, research and extension functions.
 - Attended international training and conferences
 - Conducted approved research and extension projects and submitted required accomplishment reports.
- **Summary of Actual Duties**
 - Responsible for performing instruction, research and extension functions
 - Conducted other functions as required by the immediate supervisor

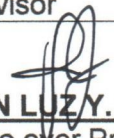
- Duration: April 15, 2011 – February 28, 2013
- Position: Assistant Professor I
- Name of Office/Unit: College of Agriculture

- Immediate Supervisor: Dr. Leonilo Francisco
- Name of Agency/Organization and Location: Central Phil State University
- **List of Accomplishments and Contributions (if any)**
 - Performed instruction, research and extension functions.
 - Attended international training and conferences
 - Conducted approved research and extension projects and submitted required accomplishment reports.
- **Summary of Actual Duties**
 - Responsible for performing instruction, research and extension functions
 - Conducted other functions as required by the immediate supervisor

- Duration: May 16, 2009 – April 14, 2011
- Position: Instructor II
- Name of Office/Unit: College of Agriculture
- Immediate Supervisor: Dr. Leonilo Francisco
- Name of Agency/Organization and Location: Central Phil State University
- **List of Accomplishments and Contributions (if any)**
 - Performed instruction, research and extension functions.
 - Attended international training and conferences
 - Conducted approved research and extension projects and submitted required accomplishment reports.
- **Summary of Actual Duties**
 - Responsible for performing instruction, research and extension functions
 - Conducted other functions as required by the immediate supervisor

- Duration: July 17, 2000 – May 15, 2009
- Position: Instructor I
- Name of Office/Unit: College of Agriculture
- Immediate Supervisor: Dr. Leonilo Francisco
- Name of Agency/Organization and Location: Central Phil State University
- **List of Accomplishments and Contributions (if any)**
 - Performed instruction, research and extension functions.
 - Attended trainings, seminars and conferences
- **Summary of Actual Duties**
 - Responsible for performing instruction, research and extension functions
 - Responsible for students consultation in the department.
 - Conducted other functions as required by the immediate supervisor

- Duration: July 16, 1992 – October 17, 1993
- Position: Instructor I
- Name of Office/Unit: College of Home Economics
- Immediate Supervisor: Dr. Norma Montemayor
- Name of Agency/Organization and Location: Central Mindanao University
- **List of Accomplishments and Contributions (if any)**
 - Performed instruction, research and extension functions.
 - Attended trainings, seminars and conferences
- **Summary of Actual Duties**
 - Responsible for performing instruction, research and extension functions
 - Conducted other functions as required by the immediate supervisor


KAREN LUZ Y. TEVES
 (Signature over Printed Name
 of Employee/Applicant)

Date: Nov 18, 2019