

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 () ☐ use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

1. CS ID

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	BORNIA		
FIRST NAME	NELITA		NAME EXTENSION (JR., SR)
MIDDLE NAME	CUYOS		
3. DATE OF BIRTH (mm/dd/yyyy)	9/1/1967	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Manlilisid Javier, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
7. HEIGHT (m)	1.42 m	ZIP CODE	6521
8. WEIGHT (kg)	58.0 kg		
9. BLOOD TYPE	"O"		
10. GSIS ID NO.	B67T1NPC017	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
11. PAG-IBIG ID NO.	1700-0028-4021	ZIP CODE	6521
12. PHILHEALTH NO.	13-000015276-6		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	915-327-356	20. MOBILE NO.	0985 331 4212
15. AGENCY EMPLOYEE NO.	V00660	21. E-MAIL ADDRESS (if any)	nelitabornias01@gmail.com.

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Bornias		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Ricardo	NAME EXTENSION (JR., SR)	Richienel C. Bornias	3/26/2004
MIDDLE NAME	Bulahan		Renelyn C. Bornias	8/24/2009
OCCUPATION	Utility laborer			
EMPLOYER/BUSINESS NAME	OVPREI, VSU			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Cuyos			
FIRST NAME	Cresenciano	Sr.		
MIDDLE NAME	Arcelo			
25. MOTHER'S MAIDEN NAME				
SURNAME	Pepito			
FIRST NAME	Norberta			
MIDDLE NAME	Bughao			

(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	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	Manlilisid Elementary School	Primary School	1973	1979	Graduated	1979	Salutatorian
SECONDARY	Abuyog Academy	Junior High School	1979	1983	Graduated	1983	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Visayas State College of Agriculture (VISCA) VSU	Bachelor of Science in Agriculture major in Horticulture	1985	1992	Graduated	1992	N/A
GRADUATE STUDIES	Visayas State University (VSU)	Master of Science in Horticulture	1993	N/A	37	N/A	N/A


(Continue on separate sheet if necessary)

SIGNATURE	DATE	01-02-2025	CS FORM 212 (Revised 2017), Page 1 of 4
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[illegible]

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

[illegible]

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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

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

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	35th Joint VICARP-RRDEN Regional RDE Symposium	11/30/2023	12/1/2023	16.00	Scientific	VSU-VICARP
	Organic Agriculture Production NCII	12/27/2019	2/3/2020	232.0	Technical	TESDA & Godoy's Organic Land & Diversification Farm School (GOLD Farm)
	2nd Regional Conference of the Society of Agricultural Educators in Region 8, Inc. (SAER 8)	6/21/2019		8.0	Technical	Society of Agricultural Educators in Region 8, Inc. (SAER 8), & CHED
	17th National Vegetable Congress	8/22/2018	8/24/2018	24.0	Technical	Vegetable Industry Council of Southern Mindanao (VICSMIN), Inc.
	11th PAPTCB Inc. Scientific Convention	7/9/2018	7/14/2018	32.0	Scientific	Philippine Association for Plant Tissue Culture & Biotechnology (PAPTCB), Inc.

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Propagate Horticultural Crops through		N/A	VSU-Administrative Personnel Association (VSU-ADPA)
	Tissue Culture & other means, arranged			VSU Alumni Association
	flowers/decorate any occasion			Philippine Association for Tissue Culture and Biotechnology (PAPTCB)
				Society of Agricultural Educators in Region 8, Inc. (SAER 8)

(Continue on separate sheet if necessary)

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? ☐ YES ☒ NO

b. within the fourth degree (for Local Government Unit - Career Employees)? ☐ YES ☒ NO

If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense? ☐ YES ☒ NO

If YES, give details: _____

b. Have you been criminally charged before any court? ☐ YES ☒ 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? ☐ YES ☒ 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? ☐ YES ☒ 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)? ☐ YES ☒ NO

If YES, give details: _____

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? ☐ YES ☒ NO

If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country? ☐ YES ☒ 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? ☐ YES ☒ NO

If YES, please specify: _____

b. Are you a person with disability? ☐ YES ☒ NO

If YES, please specify ID No: _____

c. Are you a solo parent? ☐ YES ☒ NO

If YES, please specify ID No: _____

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

NAME	ADDRESS	TEL. NO.
Dr. Gloria E. Bancale	Dept. of Horticulture, VSU	565-0600 local 1031
Asst. Prof. Roden D. Troyo	Dept. of Horticulture, VSU	565-0600 local 1031
Dr. Catherine C. Arradaza	Dept. of Horticulture, VSU	565-0600 local 1031

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.



Government issued ID (i.e. Passport, GDS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID

Number and Date of Issuance

Government Issued ID: ePhilID

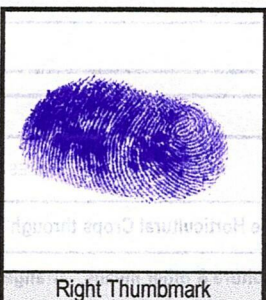
ID/License/Passport No.: PCN:3942-6985-2487-9638

Date/Place of Issuance: October 30, 2022

Signature (Sign inside the box)

01-02-2025

Date Accomplished



SUBSCRIBED AND SWORN to before me this **10 JAN 2025**, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ABIGAIL S. MONTERON

Person Administering Oath

WORK EXPERIENCE SHEET

- Instruction:**
1. Include only the work experience relevant to the position being applied to.
 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 from recent first.

- Duration: January 1, 2018 – Present
 - Position: Science Research Assistant
 - Name of Office/Unit: Department of Horticulture
 - Immediate Supervisor: Dr. Gloria E. Bancale/ Prof. Roden D. Troyo
 - Name of Agency/Organization and Location: Visayas State University, Brgy. Pangasugan, Baybay City, Leyte
-
- Duration: July 1, 2015 – December 31, 2017
 - Position: Science Research Assistant
 - Name of Office/Unit: Department of Horticulture
 - Immediate Supervisor: Asst. Prof. Roden D. Troyo
 - Name of Agency/Organization and Location: Visayas State University, Brgy. Pangasugan, Baybay City, Leyte
-
- Duration: February 1, 1999 – June 30, 2015
 - Position: Science Research Assistant
 - Name of Office/Unit: Department of Horticulture
 - Immediate Supervisor: Prof. Elizabeth D. Briones
 - Name of Agency/Organization and Location: Visayas State University, Brgy. Pangasugan, Baybay City, Leyte

List of Accomplishments and Contributions (if any)

- Attended trainings, conferences, workshop, symposium for research and extension.

Summary of Actual Duties

- Responsible for the implementation, facilitation, preparation, submission and presentation of research outputs.
- Assist in the propagation and selling of ornamental plants and flowers, stage decoration/indoor landscaping.
- Take charge for the collection, remittance and submission of monthly financial reports of the project and maintain efficient filling of records.
- Assist in the maintenance of ornamental Tissue Culture Laboratory and nursery.
- Supervise laborers, and
- Does other project related tasks assigned by the Supervisor.

- Duration: October 1, 1993 – January 31, 1999
- Position: Graduate/Research Assistant
- Name of Office/Unit: Department of Horticulture, Visayas State College of Agriculture – German Technical Cooperation (GTZ)
- Immediate Supervisor: Prof. Elizabeth D. Briones
- Name of Agency/Organization and Location: Visayas State College of Agriculture, Visca, Baybay Leyte.

List of Accomplishments and Contributions (if any)

- Attended trainings, lectures, conferences, workshop, symposium for research and extension.

Summary of Actual Duties

- Take charge for the mass propagation of different flowering ornamentals/ orchids through tissue and embryo culture, and maintain the cleanliness of Tissue Culture Laboratory.
- Assist in the preparation of training materials for demonstration (hands on) of participants on different trainings/seminars on propagation, care and maintenance, and marketing of different ornamentals and flower arrangement.

- Assist in the distribution of planting materials to farmers cooperator.
- Assist in the beautification/cleanliness of Garden show area, selling/marketing of ornamentals during ViSCA Anniversary.
- Assist stage decoration as requested.
- Submit monthly reports of accomplishments
- Supervised laborers
- Perform other related tasks assigned by the Supervisor.


NELITA C. BORNIAS

(Signature over Printed Name
of Employee/Applicant)

Date: 12/27/2024