

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	LAO		
FIRST NAME	VINCE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	GONZALES		
3. DATE OF BIRTH (mm/dd/yyyy)	11/01/1998	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	CEBU CITY, CEBU	If holder of dual citizenship, please indicate the details.	Philippines ▼
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	221 RAMON MAGSAYSAY House/Block/Lot No. Street N/A ZONE 19 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	5'3	ZIP CODE	6521
8. WEIGHT (kg)	59		
9. BLOOD TYPE	NA	18. PERMANENT ADDRESS	221 RAMON MAGSAYSAY House/Block/Lot No. Street N/A ZONE 19 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	2005687867	ZIP CODE	6521
11. PAG-IBIG ID NO.	121228848178		
12. PHILHEALTH NO.	13-025507643-5		
13. SSS NO.	NA	19. TELEPHONE NO.	N/A
14. TIN NO.	726 645 929	20. MOBILE NO.	09561495083
15. AGENCY EMPLOYEE NO.	V01161	21. E-MAIL ADDRESS (if any)	vincelao42@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	LAO			
FIRST NAME	MARVIN	NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME	MADRAZO			
25. MOTHER'S MAIDEN NAME				
SURNAME	GONZALES			
FIRST NAME	MAY GRACE			
MIDDLE NAME	DELA TORRE			

(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 CITY GRACE CHRISTIAN SCHOOL	PRIMARY	2004	2010	Graduated	2010	WITH HONORS
SECONDARY	VISAYAS STATE UNIVERSITY LABORATORY HIGHSCHOOL	SECONDARY	2010	2014	Graduated	2014	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	NA	NA	NA	NA	NA
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	2014	2018	Graduated	2018	MAGNA CUM LAUDE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	Master of Management major in Business Management	2019	2021	Graduated	2021	VSU Scholarship Program for Honor Undergraduates of VSU

(Continue on separate sheet if necessary)

SIGNATURE

DATE

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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

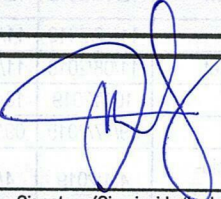
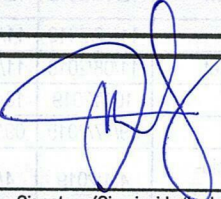




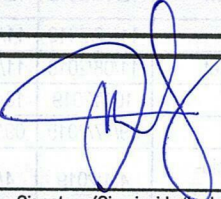


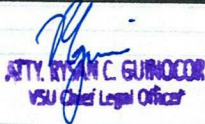
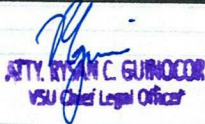
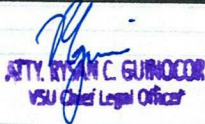
(Continue on separate sheet if necessary)

SIGNATURE

DATE _____

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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			
	SOCIETY OF AGRIBUSINESS STUDENTS (SABS)	2016	2017	NA	Treasurer	
	NA	NA	NA	NA	NA	
	NA	NA	NA	NA	NA	
(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			
	Design Thinking Workshop	3/11/2024	3/15/24	40	Technical	Agricultural Training Institute - Regional Training Center VIII
	Microenterprises Disaster Resilience Seminar	03/25/2023	03/25/2023	1.5	Technical	Asia Pacific Alliance for Disaster Management
	Financial Literacy Seminar	03/08/2023	03/08/2023	1	Technical	College of Management Supreme Student Council at Visayas State University
	Training Workshop on Business Planning: Topics: Business Model Canvas -- Key Activities and Production	02/08/2023	02/10/2023	24	Technical	Visayas State University - COLLABDev
	Organizational Management and Leadership Training (Samar Group)	10/27/2022	10/28/2022	8	Technical	Philippine Rural Development Project -- IREAP Component of DA RFO 8
	Training on Farm Business Management	7/25/2022	7/29/2022	4	Technical	Agricultural Training Institute - Regional Training Center VIII
	Essential Excel Skills for Data Preparation and Analysis	10/22/2021	5/19/2022	10	Technical	Development Academy of the Philippines
	Interpersonal Relationships at Work	4/30/2022	4/30/2022	2	Instruction	Hiraya-Diwa Psychological Services
	Waste Management and Circular Economy	4/1/2022	4/1/2022	2	Instruction	College of Management and Economics, Visayas State University
	Smarter Philippines through Data Analytics, R&D, Training, and Adoption (SPARTA) Mini Conference: # GameChangeHERs in Data Science and	3/31/2022	3/31/2022	2	Instruction	SPARTA Project, Development Academy of the Philippines
	National Conference on Agricultural Science & Technology (NCAST)	3/24/2022	3/25/2022	16	Research	Bataan Peninsula State University (Main Campus)
	PRODEV National Seminar-Workshop on Scale Development for Research	3/17/2022	3/19/2022	24	Research	PRODEV Project Training Center
	Southeast Asia Development Symposium 2022: Sustainable Solutions for Southeast Asia's Recovery	3/16/2022	3/17/2022	16	Instruction	Asian Development Bank
	PRODEV National Seminar-Workshop on Qualitative Data Analysis	3/3/2022	3/5/2022	24	Technical	PRODEV Project Training Center
	iLEAP Plus: Introduction to Patents, Utility Models, and Industrial Designs	2/22/2022	2/22/2022	3	Instruction	IPOPHIL
	2021 UNIVERSITY CONSORTIUM GRADUATE FORUM "Agricultural Adaptation Strategies for Coping with Climate Change"	12/2/2021	12/3/2021	16	Research	National Taiwan University
	GAME 2021: BREAKING THE MOLD AGRIBUSINESS AND ENTREPRENEURSHIP AMID DISRUPTIVE FORCES	11/18/2019	11/19/2019	16	Research	Department of Agribusiness Management and Entrepreneurship, College of Management and Economics, UPLB
	VISERDAC 1st Anniversary: Rising above Crisis through Accelerating Philippines Digital Transformation	10/13/2021	10/13/2021	2	Instruction	Visayas Socio-Economic Research and Data Analytics Center (VISERDAC)
	VSU Newly-Hired Faculty Onboarding	08/19/2021	08/23/2021	24	Foundational	Visayas State University
	VSU Faculty Onboarding	08/16/2021	08/18/2021	24	Foundational	Visayas State University
	Getting Grounded on Analytics	08/08/2021	08/08/2021	3	Technical	Development Academy of the Philippines
	Best Practices in Writing and Publishing Your Research Paper	4/16/2021	4/16/2021	2	Instruction	Elsevier
	ScienceDirect Articles and Journals: Choosing the Right One for Your Research	1/29/2021	1/29/2021	2	Instruction	Elsevier
	CME VISERDAC Training Series: Developing Fundable Research Proposals	11/13/2020	11/13/2020	2	Instruction	Visayas Socio-Economic Research and Data Analytics Center (VISERDAC)
	Webinar on Introduction to Copyright and Fair Use for Educators	8/28/2020	8/28/2020	3	Instruction	Visayas State University
	(LMS)	05/19/2020	05/21/2020	8	Instruction	Visayas State University, UIIC Web Services
	Developing, Pre-testing, Revising and Monitoring of LEC Material Training-Workshop	1/14/2020	1/16/2020	24	Instruction	Department of Food Science and Technology
	OBE Syllabus and Table of Specifications (TOS) Preparation and Review	12/19/2019	12/19/2019	5	Instruction	Department of Business and Management, VSU
	Regional Forum on Economic and Financial Literacy	11/12/2019	11/12/2019	5	Technical	RO8
	Stock 101: A Guide to First-Time Investors in the Philippine Stock Market	11/08/2019	11/08/2019	5	Technical	Department of Business and Management
	Short course Training and Workshop on Food Value Chain	10/7/2019	10/11/2019	40	Technical	ASEAN, MAFF, VSU, DFST
	Financial Management Seminar	09/17/2019	09/18/2019	16	Technical	VSU, ISRDS
	Training-Workshop on Parametric and Non-Parametric Analysis for Socio-Economic Research using SPSS	4/4/2019	4/5/2019	16	Technical	Visayas Socio-Economic Research and Data Analytics Center (VISERDAC)
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
	Data Management		Scientific Productivity Award - Non-Sci Indexed Journal		VSU Faculty Association	
	Bookkeeping		NA		VSU Faculty Union	
	NA		NA		VSU Credit Cooperative	
	NA		NA		Philippine Association of Practitioners of Student Affairs and Services (PAPSAS)	
(Continue on separate sheet if necessary)						
SIGNATURE		DATE		CS FORM 212 (Revised 2017), Page 3 of 4		

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)																
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>NILDA T. AMESTOSO</td><td>VSU,VISCA,BAYBAY CITY,LEYTE</td><td>563-7358</td></tr><tr><td>MARLON M. TAMBIS</td><td>VSU,VISCA,BAYBAY CITY,LEYTE</td><td>9166836995</td></tr><tr><td>ANALITA A. SALABAO</td><td>VSU,VISCA,BAYBAY CITY,LEYTE</td><td>9235191103</td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	NILDA T. AMESTOSO	VSU,VISCA,BAYBAY CITY,LEYTE	563-7358	MARLON M. TAMBIS	VSU,VISCA,BAYBAY CITY,LEYTE	9166836995	ANALITA A. SALABAO	VSU,VISCA,BAYBAY CITY,LEYTE	9235191103		
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ANALITA A. SALABAO	VSU,VISCA,BAYBAY CITY,LEYTE	9235191103														
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.																
<table><tr><td colspan="2">Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID:</td><td>Driver's License</td></tr><tr><td>ID/License/Passport No.:</td><td>H1218001429</td></tr><tr><td>Date/Place of Issuance:</td><td>1/3/2023</td></tr></table>	Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	Driver's License	ID/License/Passport No.:	H1218001429	Date/Place of Issuance:	1/3/2023	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>4/23/24</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	4/23/24	Date Accomplished	<table><tr><td> VINCE B. LAO</td></tr><tr><td> Right Thumbmark</td></tr></table>	 VINCE B. LAO	 Right Thumbmark
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 VINCE B. LAO																
 Right Thumbmark																
SUBSCRIBED AND SWORN to before me this <u>09 MAY 2024</u> , affiant exhibiting his/her validly issued government ID as indicated above.																
<table><tr><td> ATTY. RYAN C. GUINOCOR VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>			 ATTY. RYAN C. GUINOCOR VSU Chief Legal Officer	Person Administering Oath												
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Person Administering Oath																

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences 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 most recent first.

Position applied: Instructor I (Permanent)

- Duration: June 7, 2023 – Present
- Position: Instructor I (Permanent)
- Name of Office/Unit: Department of Business and Management
 - Immediate Supervisor: Dr. Mark C. Ratilla
 - Name of Agency/Organization and Location: Visayas State University, ViSCA, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Given quizzes, exams, and activities to students
 - Conducted research, instruction and extension activities
 - Attended relevant trainings and seminars
 - Summary of Actual Duties
 - Teaches Management Related Courses (Investment Management, Financial Management, Principles of Accounting I and II, Managerial Economics, Entrepreneurial Mindset).

Position applied: Instructor I (Temporary)

- Duration: August 1, 2022 – July 31, 2023
- Position: Instructor I (Temporary)
- Name of Office/Unit: Department of Business and Management
 - Immediate Supervisor: Mr. Bert C. Peñalosa
 - Name of Agency/Organization and Location: Visayas State University, ViSCA, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Given quizzes, exams, and activities to students
 - Summary of Actual Duties
 - Teaches Management Related Courses (Organization and Management of Small Business, Human Behavior in Organization, Principles of Accounting II, etc).

Position applied: Instructor I (Substitute)

- Duration: August 23, 2021 – July 31, 2022
- Position: Instructor (Substitute)
- Name of Office/Unit: Department of Business and Management
- Immediate Supervisor: Dr. Angelita L. Paradero

- Name of Agency/Organization and Location: Visayas State University, ViSCA, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Given quizzes, exams, and activities to students
- Summary of Actual Duties
 - Teaches Management Related Courses (Organization and Management of Small Business, Human Behavior in Organization, Principles of Accounting II, etc).

Position applied: Instructor (Part-time)

- Duration: August 1, 2020 – September 30, 2020
- Position: Instructor (Part-time)
- Name of Office/Unit: Department of Business and Management
- Immediate Supervisor: Dr. Nilda T. Amestoso
 - Name of Agency/Organization and Location: Visayas State University, ViSCA, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Co-authored and developed modules and learning materials for management subjects such as Introduction to Investment Management, Principles of Accounting II and Production/Operations Management.
- Summary of Actual Duties
 - Assists in the preparation and development of modules and learning materials for management subjects such as Introduction to Investment Management, Principles of Accounting II and Production/Operations Management.

Position applied: Instructor I (Substitute)

- Duration: August 1, 2019 – July 31, 2020
- Position: Instructor (Substitute)
- Name of Office/Unit: Department of Business and Management
- Immediate Supervisor: Dr. Analita A. Salabao
 - Name of Agency/Organization and Location: Visayas State University, ViSCA, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Given quizzes, exams, and activities to students
- Summary of Actual Duties
 - Teaches Management Related Courses (Organization and Management of Small Business, Human Behavior in Organization, Principles of Accounting II, etc).

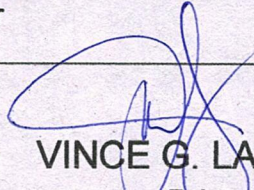
- Prepares class sessions and activities for students to grasp the course content
- Performs other related functions.

Position applied: Instructor (Part-Time)

- Duration: August 13, 2018 – May 31, 2019
- Position: Instructor (Part-Time)
- Name of Office/Unit: Department of Business and Management
- Immediate Supervisor: Dr. Analita A. Salabao
 - Name of Agency/Organization and Location: Visayas State University, ViSCA, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Given quizzes, exams, and activities to students
- Summary of Actual Duties
 - Taught Management Related Courses (Organization and Management of Small Business, Human Behavior in Organization, etc)
 - Prepares class sessions and activities for students to grasp the course content
 - Performs other related functions

Position applied: Science Research Assistant

- Duration: June 25, 2018 – August 10, 2018
- Position: Science Research Assistant
- Name of Office/Unit: Extension and Socio-Economics Division (ESED)
- Immediate Supervisor: Prof. Marlon M. Tambis
- Name of Agency/Organization and Location: PhilRootcrops, Visayas State University, ViSCA, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Given the costing and feasibility analysis of the cassava based products
- Summary of Actual Duties
 - Responsible in costing and feasibility analysis of cassava based products
 - Performs other related activities by the supervisor


VINCE G. LAO
(Signature over Printed Name
of Employee/Applicant)

Date: 4/23/24