

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

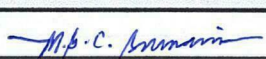
2. SURNAME	Sumaria		
FIRST NAME	Ma. Grace	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Curay		
3. DATE OF BIRTH (mm/dd/yyyy)	08/09/1993	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: Philippines
4. PLACE OF BIRTH	JAGNA, BOHOL	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 checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	N/A N/A House/Block/Lot No. Street N/A Patag Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.64	ZIP CODE	6521
8. WEIGHT (kg)	60.00		
9. BLOOD TYPE	N/A	18. PERMANENT ADDRESS	N/A N/A House/Block/Lot No. Street N/A Patag Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	2005056942	ZIP CODE	6521
11. PAG-IBIG ID NO.	917082576782		
12. PHILHEALTH NO.	120254758839		
13. SSS NO.	3454296289	19. TELEPHONE NO.	N/A
14. TIN NO.	477051276000	20. MOBILE NO.	909-390-5057
15. AGENCY EMPLOYEE NO.	V00921	21. E-MAIL ADDRESS (if any)	grace.sumaria@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	SUMARIA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	RAYMOND	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	GUMBA			
OCCUPATION	UNEMPLOYED			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	NONE			
24. FATHER'S SURNAME	CURAY			
FIRST NAME	RICARDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	GULTIA			
25. MOTHER'S MAIDEN NAME	BLESS BUYO MOQUIRING			
SURNAME	MOQUIRING			
FIRST NAME	BLESS			
MIDDLE NAME	BUYO		(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	Alicia Central Elementary School	Elementary	2001	2007		2007	N/A
SECONDARY	Ubay National Science High School	High School	2007	2010		2010	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Agricultural Engineering	2010	2015		2015	N/A
GRADUATE STUDIES	University of the Philippines	Master of Science in Environmental Engineering	2017	2020		2020	CHED

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	05/02/2024

IV. CIVIL SERVICE ELIGIBILITY

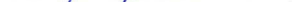
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V. WORK EXPERIENCE

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SIGNATURE		DATE	05/02/2024
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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			
	Organizing the seminar on "Advancing Local Water Governance for Peace"	03/22/2024	03/22/2024	4	Technical	Visayas State University
	Participated in the 2024 Research Proposal Writing	03/11/2024	03/12/2024	16	Research	Visayas State University
	Participated in the 2024 Research Whiteshop	02/21/2024	02/21/2024	8	Research	Visayas State University
	Participated in the Women's and Gender Studies Association of the Philippines Annual International Conference 2023 with the theme "Feminist Strategies for Gender Equitable, Inclusive, and Sustainable Global Features: Challenges, Responses, Possibilities"	11/22/2023	11/24/2023	24	Managerial	Women's and Gender Studies Association of the Philippines
	Workshop on the Development of Road Map in Support to Manpower Complement Enforcement Activities	10/18/2023	10/20/2023	24	Technical	Department of Agriculture-Bureau of Agricultural and Fisheries Engineering (DA-BAFE)
	Participated in the 6th International Conference on Agricultural and Food Engineering (CAFEI2023)	08/16/2023	08/17/2023	16	Technical	Universiti Putra Malaysia
	Regional Intellectual Property Master Class Series (IPMC)	05/09/2023	05/25/2023	48	Technical	Visayas Consortium for Agriculture, Aquatic and Natural Resources Program (ViCARP) through the Regional Agri-Aqua Innovation System Enhancement (RAISE) Program
	Organizing the webinar on "Exploring Initiatives in Solving Water and Sanitation Crisis"	03/22/2023	03/22/2023	3	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	2023 National Agricultural and Fisheries Mechanization Summit Cum 2022 National Agricultural and Fisheries Machinery Assemblers, Manufacturers, Importers, Distributors and Dealers Accreditation and Classification (NAMDAC) Year-end Performance Review	03/08/2023	03/09/2023	16	Technical	Department of Agriculture - Philippine Council for Agriculture and Fisheries
	Nationwide Consultation on the ABE Table of Specifications (TOS) and Updates of the ABE Profession	03/02/2023	03/03/2023	12	Instruction	University of the Philippines Los Banos and Professional Regulation Commission
	participated in the "Mandatory Orientation and Reorientation of Academic Advisers, Department Enrollment Focal Persons, 2nd Semester A.Y. 2022-2023"	02/10/2023	02/10/2023	4	Instruction	Visayas State University
	PSABE 8 Regional Convention with the theme "Empowered Agricultural and Biosystems Engineers: Effective Catalysts for Countryside Development and National Food Security"	02/02/2023	02/03/2023	16	Technical	VSU Department of Agricultural and Biosystems Engineering and PSABE-8
	Participated in the 6th Philippine Solid & Hazardous Waste Management Conference in conjunction with the 3rd International Conference on Circular Economy-based Waste Management	12/02/2022	12/03/2022	16	Technical	Department of Environmental and Natural Resources
	3 days Extension Training-Workshop on Developing Extension Project Proposal	11/23/2022	11/25/2022	24	Research	Office of the Vice President for Research, Extension and Innovation
	34th Joint VICARP and RRDEN Regional Research, Development and Extension Symposium	11/17/2022	11/18/2022	16	Research	Visayas Consortium for Agriculture, Aquatic and Natural Resources Program (VICARP)
	Participated in the VSU Faculty Onboarding with the theme "Padayon sa Panaghiusa, VSU" 1st Semester A.Y. 2022-2023	09/05/2022	09/27/2022	24	Instruction	Visayas State University
	Mandatory Orientation and Reorientation of Academic Advisers, Department Enrollment Focal Persons, and College Hotline Agents	08/25/2022	08/25/2022	4	Instruction	Visayas State University

PLEASE SEE ATTACHMENT A

(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)
	PROFICIENCY IN MICROSOFT OFFICE APPLICATIONS		2020 Publication Award		Philippine Society of Agricultural Engineers
	PROFICIENCY IN AutoCAD and C++ programming language		Awarded as Top five percent (5%) of all incumbent officials and employees of VSU who got Outstanding Rating in CY 2021		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/02/2024
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(Continue on separate sheet if necessary)

05/02/2024

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)?

☐ YES

☒ NO

☐ YES

☒ 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?

☐ YES

☒ NO

☐ 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)?

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

☐ YES

☒ NO

If YES, give details:

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?

b. Are you a person with disability?

c. Are you a solo parent?

☐ YES

☒ NO

If YES, please specify:

☐ YES

☒ NO

If YES, please specify ID No

☐ YES


☒ NO

If YES, please specify ID No

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

NAME	ADDRESS	TEL. NO.
Roberto C. Guarte	Visca, Baybay City, Leyte	09173108078
Arthur I. Tambong	Visca, Baybay City, Leyte	09211951438
Daniel Leslie S. Tan	Visca, Baybay City, Leyte	09328685396

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.



MA. GRADE C. SUMARIA

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: VSU ID

ID/License/Passport No.: V00921

Date/Place of Issuance: 08/16/2016 / Visca, Baybay City, Leyte

Signature (Sign inside the box)

05/02/2024

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 14 MAY 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSANE GUINOCOR

VSU Chief Legal Officer

Person Administering Oath

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WORK EXPERIENCE SHEET

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

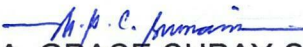
2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: April 22, 2024 - present
- Position: Instructor III
- Name of Office/Unit: Department of Agricultural and Biosystems Engineering -Visayas State University
- Immediate Supervisor: Engr. Eldon P. De Padua
- Name of Agency/Organization and Location: Department of Agricultural and Biosystems Engineering -Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Produced Instructional Materials for major subjects (Lecture and Laboratory Manuals)
 - Conducted Research and Extension Projects
 - Conducted classes, quizzes, long exams, term exams and practical exams.
 - Developed and revised course syllabi and made table of specifications.
 - Conducted support services to the university.
- Summary of Actual Duties
 - Responsible for imparting knowledge to students; motivates students to learn by giving examinations, quizzes, and projects; conducts research study and extend services in nearby communities. Performs other related functions.

- Duration: August 16, 2016 – April 22, 2024
- Position: Instructor I
- Name of Office/Unit: Department of Agricultural and Biosystems Engineering -Visayas State University
- Immediate Supervisor: Engr. Eldon P. De Padua
- Name of Agency/Organization and Location: Department of Agricultural and Biosystems Engineering -Visayas State University, Baybay City, Leyte

- Duration: September 30, 2016 - August 15, 2016
- Position: VSU-OXFAM Assistant Component Leader
- Name of Office/Unit: Philrootcrops Center-Visayas State University
- Immediate Supervisor: Dr. Daniel Leslie Tan
- Name of Agency/Organization and Location: Philrootcrops Center-Visayas State University

- Duration: February 1, 2016 – August 15, 2016
- Position: VSU-OXFAM Research Assistant
- Name of Office/Unit: Philrootcrops Center-Visayas State University
- Immediate Supervisor: Dr. Daniel Leslie Tan
- Name of Agency/Organization and Location: Philrootcrops Center-Visayas State University


MA. GRACE CURAY-SUMARIA
(Signature over Printed Name of Employee/Applicant)

Date: 02 May 2024