

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	RATILLA		
FIRST NAME	BERTA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CATINGAN		
3. DATE OF BIRTH (mm/dd/yyyy)	07/4/1961	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	SAMBOAN, CEBU	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Philippines
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	APT. 22 KILBOURNE House/Block/Lot No. Street Visca PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.52	ZIP CODE	6521-A
8. WEIGHT (kg)	48	18. PERMANENT ADDRESS	House/Block/Lot No. Street CALIN-AY POBLACION Subdivision/Village Barangay SAMBOAN CEBU City/Municipality Province
9. BLOOD TYPE	A+	ZIP CODE	6027
10. GSIS ID NO.	61070401508	19. TELEPHONE NO.	(053)5637123
11. PAG-IBIG ID NO.	1700-0028-4278	20. MOBILE NO.	09262597123
12. PHILHEALTH NO.	11-000029771-2	21. E-MAIL ADDRESS (if any)	bcratilla61ph@yahoo.com
13. SSS NO.	N/A		
14. TIN NO.	116626613		
15. AGENCY EMPLOYEE NO.	V000444		

II. FAMILY BACKGROUND

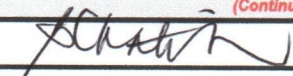
22. SPOUSE'S SURNAME	RATILLA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	TEODOMERO	NAME EXTENSION (JR., SR)	JOW ARREN C. RATILLA	12/23/1984
MIDDLE NAME	CABUSAO		DIANNE C. RATILLA	4/2/1988
OCCUPATION	SCHOOL FARM DEMONSTRATOR		MARK C. RATILLA	6/6/1993
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY		THERESE C. RATILLA	3/1/1997
BUSINESS ADDRESS	Visca, BAYBAY CITY, LEYTE		MARY AGNES C. RATILLA	6/11/2003
TELEPHONE NO.	(053) 5 6 3 7 1 2 3			
24. FATHER'S SURNAME	CATINGAN			
FIRST NAME	EDUARDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ROCABERTE			
25. MOTHER'S MAIDEN NAME				
SURNAME	DINAUANA O			
FIRST NAME	AUREA			
MIDDLE NAME	DINO POL			

(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	SAMBOAN CENTRAL ELEMENTARY SCHOOL	PRIMARY EDUCATION	1968	1974	GRADUATED	1974	3RD HONORABLE MENTION
SECONDARY	SAINT PIUS X SCHOOL	SECONDARY LEVEL	1974	1978	GRADUATED	1978	SALUTATORIAN
COLLEGE	VISAYAS STATE COLLEGE OF AGRICULTURE	BSA-AGRONOMY	1978	1982	GRADUATED	1982	COCOPED SCHOLARSHIP GRANT
GRADUATE STUDIES	VISAYAS STATE COLLEGE OF AGRICULTURE	MS IN AGRONOMY	1983	1989	GRADUATED	1989	N/A
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES	Ph D IN AGRONOMY	2006	2011	GRADUATED	2011	LSU Fellowship; CHED; & ATI-EHRDP

(Continue on separate sheet if necessary)

SIGNATURE		DATE	8/06/2019
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IV. CIVIL SERVICE ELIGIBILITY						
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
	CAREER SERVICE PROFESSIONAL	73.82%	07/18/1982	CEBU CITY		12/17/1982
	SOIL TECHNOLOGIST ENTRANCE EXAM	77.04%	10/17/1982	CEBU CITY		3/13/1983
	AGRICULTURIST	WITHOUT EXAM		TACLOBAN CITY	0002392	7/4/2019


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

[illegible]

(Continue on separate sheet if necessary)

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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			
	Holy Spirit Parish, VSU, Visca, Baybay City	01/01/2014	present	1-2 hrs/mo	Member- Education Committee/ plan out annual activities & act as resource speakers in Pre-Jordan & Adult Catechism	
(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			
	Strategic Planning for the Distance Education Program of the Visayas State University	07/29/2019	07/29/2019	16	Managerial	Visayas State University
	Seminar on Outcome-Based Teaching Learning Syllabus Preparation	08/24/2019	08/27/2019	16	Technical	CAFS, VSU
	SUC-ACAP Annual Convention	05/22/2019	05/24/2019	24	Technical	VSU/SUC ACAP
	GAP Analysis re: ISO 9001 2015 Certification	12/12/2018	12/13/2018	16	Managerial	VSU
	Process/Protocol in the Conduct of Preliminary and Formal Investigations	11/07/2018	11/08/2018	16	Technical	VSU
	22nd Biennial Conference of ASEAN Agricultural Association of Colleges and Universities	10/16/2018	10/18/2018	24	Technical	VSU-AAACU
	PRIME-HRM Orientation	08/23/2018	08/23/2018	8	Managerial	VSU
	Workshop on Performance Targeting	07/31/2018	07/31/2018	8	Managerial	VSU
	Seminar on Quantum Agriculture	7/9/2018	7/9/2018	3	Technical	DA, VSU
	Seminar on Competency-Based HR System	07/4/2018	07/6/2018	24	Managerial	VSU
	2018 ASTHRDP Scholars Conference	06/17/2018	06/18/2018	16	Technical	DOST-SEI
	SUC-ACAP Annual Convention	05/15/2018	05/17/2018	24	Technical	SUC-ACAP, Philippines
	Annual Project Review	01/21/2018	01/24/2018	32	Technical	PhilRice
	National conference on Open Distance Learning	11/21/2017	11/24/2017	32	Technical	Open University, UPLB
	6th National Climate Research Conference and 2nd International Conference on Climate Change Research and Development	09/27/2017	09/28/2017	16	Technical	University of the Philippines, Los Banos, Laguna Bureau of Agricultural Research
	NRCP Annual Scientific Conference	03/22/2017	03/22/2017	8	Technical	National Research Council of the Philippines
	2016 Higher Education Research Conference	07/26/2016	07/27/2016	16	Technical	Commission on Higher Education
	Workshop on Proposal Writing	05/24/2016	05/24/2016	8	Technical	National Research Council of the Philippines
	Research Innovation for Inclusive Development in the Visayas	05/23/2016	05/23/2016	8	Technical	Dept. of Science and Technology & National Research Council of the Philippines
	Workshop for AACUP Institutional Accreditation (2nd round)	05/10/2016	05/12/2016	24	Technical	Visayas State University
	2 <sup>nd</sup> National Organic Agriculture Scientific Conference	02/16/2016	02/20/2016	40	Technical	National Organic Agriculture of the
	Workshop on "Ang Katutubo sa Nagbabagang Klima: Talakayan, Bahagian, Pakikiugnayan 2"	01/21/2016	01/24/2016	32	Technical	College of Agriculture, UPLB, Crop Science Cluster
	Enhancing Agricultural Productivity in the City of Baybay Using the BIDANI Strategy: Academic-ATI-LGU Partnership in Testing Extension Modalities	11/24/2015	11/24/2015	8	Technical	College of Agriculture and Food Science, Visayas State University & Agricultural
	First Annual Regional Conference on Climate Change, Research, Development and Extension	10/14/2015	10/16/2015	24	Technical	Visayas State University
	Final Report Writeshop and Training on Organic Pest Management	09/15/2015	09/17/2015	24	Technical	University of the Philippines, Los Banos, Laguna & Dept. of Agriculture-Bureau of
	Evaluation of Soil Microbial Functions for Sustainable Agriculture	09/03/2015	09/03/2015	3	Technical	Visayas State University
	Evaluation and Utilization of Rice as Ruminant Feeds	09/03/2015	09/03/2015	2	Technical	Visayas State University
	Validation Conference for the COE/COD Application for Agriculture	07/24/2015	07/24/2015	8	Technical	CHED, Technical Committee for Agriculture, CP Garcia Ave. Diliman, Regional SIANI-HESA Expert Group
	Higher Education for Sustainable Agriculture (HESA) and Food Security in the Philippines: An Academic-Government Dialogue & National HESA "Writeshop"	07/22/2015	07/23/2015	16	Technical	Agricultural Training Institute-RTC-8
	NC III in Agricultural Crops Production Training	05/22/2015	05/28/2015	40	Technical	
	Seminar on Bayesian Belief Network Models to Analyze and Predict Ecological Water Quality for Rivers	05/05/2015	05/05/2015	3	Technical	Visayas State University
	Seminar-Workshop on the Implementation of Outcomes-Based Education (OBE)	05/04/2015	05/05/2015	16	Technical	Visayas State University
	Project Midterm Review and Training Workshop on Statistical Analysis and Organic Seed Production	04/28/2015	04/30/2015	24	Technical	University of the Philippines, Los Banos, Laguna & Dept. of Agriculture-Bureau of
	Seminar on Innovation and Productivity: Towards Organizational Excellence	02/23/2015	02/24/2015	16	Managerial	Agricultural Training Institute-RTC-8
	Consultation on Curriculum Development for the Ladderized Scholarship Program	01/07/2015	01/09/2015	24	Technical	Agricultural Training Institute-NTC
	National Conference on the Presentation of Sample or Suggested Curricula for BS Agriculture, BS Fisheries, BS Forestry and Doctor of Veterinary Medicine	11/28/2014	11/28/2014	8	Technical	Commission on Higher Education
	Agricultural Training-Workshop on Organic and Diverse Farming – Resource Speaker (Organic Rice-Based and Diverse Farming for a Sustainable Production	10/02/2014	10/04/2014	24	Technical	CDRC; Diakonie; LCDE
(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)	
	Computer literate, playing table tennis, gardening		Publication Incentive Award 2016		Associate Member-National Research Council of the Philippines (July 2016)	
	Analyze data using Statistical Analysis System (SAS)		For 25 years of continuous and dedicated service to the Visayas State University for the period May 20, 1991-May 19, 2016 (September 30, 2016)		Full Member-Organic Agriculture Society of the Philippines (OASP), Inc.	
			Publication Incentive Award 2014		Visayas State University Faculty Association	
			1st Place, Best Paper Award (Applied Research Category)		Philippine Society of Soil Science Technology (PSST), Inc.	
			Loyalty Award for 25 years of continuous and dedicated service to VSU		Gamma Sigma Delta Honor Society of Agriculture	
			Academic Excellence Award for obtaining the highest Grade Weighted Average (GWA) among Graduating PhD students of the Crop Science Cluster Class 2011, University of the Philippines,		Weed Science Society of the Philippines	
			Plaque of Recognition for Dedicated Guidance of and Assistance to the Outstanding Batek Tobacco Grower in the Visayas for CY 1997-1998		Crop Science Society of the Philippines	
					Philippine Society for Lactic Acid Bacteria, Inc.	
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	8/06/2019	



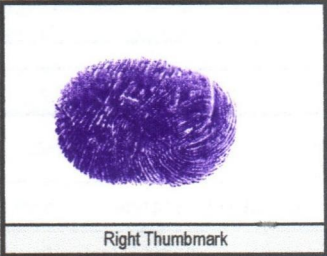
34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
39. Have you acquired the status of an immigrant or permanent resident of another country?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
Dr. Victor B. Asio	CAFS, VSU, Visca, Baybay City, Leyte	563-7435
Prof. Ed Allan L. Alcober	DA, VSU, Visca, Baybay City, Leyte	563-7636
Dr. Ruth O. Escasinas	DA, VSU, Visca, Baybay City, Leyte	563-7636
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.		



Berta C. Ratilla

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	<div></div> <div>Signature (Sign inside the box)</div> <div>08/06/2019</div> <div>Date Accomplished</div>
Government Issued ID: V000444	
ID/License/Passport No.: Agriculturist	
Date/Place of Issuance: 3/5/2016 Tacloban City	



SUBSCRIBED AND SWORN to before me this 14 AUG 2019, affiant exhibiting his/her validly issued government ID as indicated above.	
<div>ATTY. RYSANG C. GUINOCOR VSU LEGAL OFFICER Person Administering Oath</div>	