

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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-CSC ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	RAMOS		
FIRST NAME	DONNA CHRISTENE		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	QUINLOG		
3. DATE OF BIRTH (mm/dd/yyyy)	04/10/1994	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	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	1313 ZONE 1 House/Block/Lot No. Street GUADALUPE Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
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:	ZIP CODE	6521
7. HEIGHT (m)	1.55	18. PERMANENT ADDRESS	1313 ZONE 1 House/Block/Lot No. Street GUADALUPE Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
8. WEIGHT (kg)	51.1	ZIP CODE	6521
9. BLOOD TYPE	O	19. TELEPHONE NO.	N/A
10. GSIS ID NO.	2005057011	20. MOBILE NO.	09776371800
11. PAG-IBIG ID NO.	917019981101	21. E-MAIL ADDRESS (if any)	donnachristeneramos04@gmail.com
12. PHILHEALTH NO.	13-025216780-4		
13. SSS NO.	N/A		
14. TIN NO.	457-369-656		
15. AGENCY EMPLOYEE NO.	VOO924		

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	N/A
MIDDLE NAME			
OCCUPATION			
EMPLOYER/BUSINESS NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			
24. FATHER'S SURNAME	RAMOS		
FIRST NAME	DANY	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	SOMOZA		
25. MOTHER'S MAIDEN NAME	MA. NENA BERNASOR QUINLOG		
SURNAME	RAMOS		
FIRST NAME	MA. NENA		
MIDDLE NAME	QUINLOG		

(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	VISCA FOUNDATION ELEMENTARY SCHOOL	PRIMARY EDUCATION	2001	2006	Graduated	2006	WITH HIGH HONORS
SECONDARY	VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL	HIGH SCHOOL	2006	2010	Graduated	2010	WITH HIGH HONORS
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY (VSU)- MAIN CAMPUS	BACHELOR OF SCIENCE IN BIOTECHNOLOGY MAJOR IN INDUSTRIAL BIOTECHNOLOGY	2010	2014	Graduated	2014	MAGNA CUM LAUDE
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES LOS BAÑOS	MASTER OF SCIENCE IN MOLECULAR BIOLOGY AND BIOTECHNOLOGY	2017	Ongoing	Ongoing		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JUNE 19, 2018
-----------	---	------	---------------

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
	PD 907- HONOR GRADUATE	N/A	05/09/14	N/A	100108140180 05/09/14
	DRIVER'S LICENSE- NON PROFESSIONAL	N/A	06/05/18	BAYBAY CITY, LEYTE	H12-16-000621 06/05/18

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)

Ramg

JUNE 19, 2018

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIL / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	Commission on Youth United for Truth (CYUT), Visca, Baybay City, Leyte	6/1/2013	PRESENT	N/A	member
	Relief Operations (Typhoon Yolanda)	11/8/2013	1/31/2014	N/A	volunteer
	S-oke String Ensemble	6/1/2013	PRESENT	N/A	violinist
	Young Professional's Group- Diocese of Maasin	8/1/2014	PRESENT	N/A	member

(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)

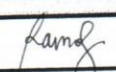
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Metabolomics-driven approach to solving CoA Imbalance for improved 1-butanol production in <i>E. coli</i>	05/09/18	05/09/18	2 hrs	technical	UPLB Microbiological Society
	PSM Cluster 2 Symposium- Gearing Up Towards A Globally Competitive, Accredited, and Certified Philippine Microbiology	03/24/18	03/24/18	8 hrs	technical	The Philippine Society for Microbiology, Inc. (PSM) and College of Science, University of Santo
	MedEureka- Trends and Breakthroughs in Molecular Medicine	02/10/18		8 hrs	technical	UP Physician-Scientists Association, UP Manila
	PSM Cluster 1 Symposium- Uplifting Philippine Microbiology Through Conformity With Global Standards	11/25/17	11/25/17	8 hrs	technical	The Philippine Society for Microbiology, Inc. (PSM) and Ateneo de Manila University
	College of Arts and Sciences Job Seeking Seminar	05/24/17	05/24/17	8 hrs	technical	Visayas State University
	Operation of PPSQ-31B with HPLC Prominence (Protein Sequencer)	05/16/17	05/18/17	3 days	technical	Shimadzu Philippines Corporation
	Rules and Regulations for the R&D, Handling and Use, Transboundary Movement, Release into the Environment, and Management of GM-Plant and Plant Products Derived from the Use of Modern Biotechnology	04/04/17	04/04/17	8 hrs	technical	Southeast Asian Regional Center for Graduate Study and Research in Agriculture-Biotechnology Information Center (SEARCA-BIC) and the Department of Agriculture (DA)
	Training for Newly-hired Faculty	03/09/17	03/10/17	16 hrs	technical	Visayas State University
	25th FAOBMB International Conference and 43rd PSBMB Annual Convention	12/04/17	12/08/17	5 days	technical	FAOBMB, PSBMB
	Seminar on Sweet Potato Chemistry and Processing Research	06/27/16	06/27/16	2 hrs	technical	PhilRootcrops, VSU
	Seminar on Bioconversion and Functional Foods	10/11/16	10/11/16	2 hrs	technical	VSU and VSU-Biotechnological Society
	College of Arts and Sciences Strategic Planning Workshop	08/25/16	08/26/16	16 hrs	management	VSU-DoPAC, VSU-ODAHRD
	9th International Undergraduate Research Symposium (IURS)	05/16/16	05/16/16	8 hrs	technical	IURS, VSU-College of Arts and Sciences (CAS),
	Volunteer's Training on Reforestation	03/28/16	03/28/16	8 hrs	technical	NALAPO-Japan, ERECON-Japan, ITEEM-VSU, and VSU
	1st PSBMB-Visayas Chapter Symposium on Advances in Biochemistry and Molecular Biology Research	01/15/16	01/15/16	8 hrs	technical	Philippine Society of Biology and Molecular Biology (PSBMB), VSU-DoPAC, VSU-BS, VSU-DBS
	Gene Validation via Transgenic Approaches	11/25/15	11/25/15	3 hrs	technical	Visayas State University Biotechnological Society
	Workshop on Orientation on ISO 9001:2008 (for research centers)	10/05/15	10/05/15	8 hrs	management	Visayas State University- ODA Human Resource and
	Recovery of Soil Function and Organic Matter Through Tropical Reforestation	05/11/15	05/11/15	2 hrs	technical	Visayas State University
	Socio-economic Evaluation of Reforestation Farming: Experiences and Insights	05/11/15	05/11/15	2 hrs	technical	Visayas State University
	Mapping of Soybean Aphid Resistance Genes from Plant Introduction (PI) 567598B	10/04/14	10/04/14	3 hrs	technical	Visayas State University
	IEC on Capability Building Programs	09/28/14	09/28/14	2hrs	technical	HRIDD, PCIEERD-DOST
	BIOTECHNOLOGY Information, Education and Communication Forum	08/13/14	08/13/14	8 hrs	technical	National Academy of Science and Technology (NST), DOST, and VSU
	2nd Young Professionals' Congress	08/01/14	08/03/14	3 days	management	Diocese of Maasin, Commission on Youth
	PARRF Professional Chair Lecture on Enhancement of the Growth, Yield, and Quality of Rootcrops and Vegetables through Macro and Micronutrients Fertilization	02/26/14	02/26/14	3 hrs	technical	Visayas State University
	Safety in the Laboratory	09/03/13	09/03/13	4 hrs	technical	VSU-ChemSoc and Merck, Inc.
	11th Rappler Chat Series conference entitled "Move Leyte", theme: Harnessing Social Media for Honest Elections	01/25/13	01/25/13	8 hrs	educational	Rappler Philippines
	An Integrated Approach to Study Safety Problems of Foods Imported from China to the U.S.	11/07/12	11/07/12	3 hrs	technical	Visayas State University
	Future Trends in Natural Products Research	08/01/12	08/01/12	3 hrs	technical	Visayas State University
	YAMAHA Safety Riding Course	06/09/12	06/09/12	8 hrs	technical-vocational	YAMAHA Motor Philippines Inc.








(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)
	Playing musical instruments (violin, guitar)		Silver Paper Award, 2016 AFMA Best R&D for 'Marker-Assisted Immuno-based Identification of Philippine 'Carabao' Mango', Department of Agriculture (DA)-BAR, Philippines		Member- Philippine Society for Microbiology, Inc. (PSM)
	Photo editing/photography/layouting		Participant, SIPAG Fiesta event of PCAARRD -March 2016		Member-The Philippine Society of Biochemistry and Molecular Biology Inc.
	Singing, dancing		Participant, Safety Riding Course (YAMAHA)		Adviser-Visayas State University Biotechnological Society (VSU-BS)
	Travelling		Performer/Violinist;S-oke Special Orchestra Christmas Treat		Member-VSU Alumni Association, Inc.
	Microsoft applications/computer software		Arbiter, Brain Freeze Quiz Show - Biotech 2017		Member-S-oke String Ensemble
	Administrative/laboratory works		Finalist, 2014 Search for Phi Delta Outstanding Undergraduate Thesis in the Applied Life Sciences, Visayas State University		Member-Commission on Youth United for Truth
			Paper Presenter, 2015 Chemical Engineers' Science and Technology Symposium		Member-Young Professional's Group
			Participant, 2nd Young Professionals' Congress		Member-Kadugong Bol-anon in VSU

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JUNE 19, 2018
-----------	---	------	---------------

<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>														
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>														
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>														
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 35%;">NAME</th><th style="width: 35%;">ADDRESS</th><th style="width: 30%;">TEL. NO.</th></tr></thead><tbody><tr><td>EDGARDO E. TULIN</td><td>VSU, Visca, Baybay City, Leyte</td><td></td></tr><tr><td>MA. THERESA P. LORETO</td><td>VSU, Visca, Baybay City, Leyte</td><td></td></tr><tr><td>ANDRESITO D. ACABAL</td><td>VSU, Visca, Baybay City, Leyte</td><td></td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	EDGARDO E. TULIN	VSU, Visca, Baybay City, Leyte		MA. THERESA P. LORETO	VSU, Visca, Baybay City, Leyte		ANDRESITO D. ACABAL	VSU, Visca, Baybay City, Leyte			
NAME	ADDRESS	TEL. NO.													
EDGARDO E. TULIN	VSU, Visca, Baybay City, Leyte														
MA. THERESA P. LORETO	VSU, Visca, Baybay City, Leyte														
ANDRESITO D. ACABAL	VSU, Visca, Baybay City, Leyte														
<p>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.</p>															
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td></tr><tr><td colspan="2">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>H12-16-000621</td></tr><tr><td>Date/Place of Issuance:</td><td>06/05/2018/BAYBAY, LEYTE</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.:	H12-16-000621	Date/Place of Issuance:	06/05/2018/BAYBAY, LEYTE	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="text-align: center; height: 100px;"></td></tr><tr><td style="text-align: center;">Signature (Sign inside the box)</td></tr><tr><td style="text-align: center;">JUNE 19, 2018</td></tr><tr><td style="text-align: center;">Date Accomplished</td></tr></table>		Signature (Sign inside the box)	JUNE 19, 2018	Date Accomplished
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.:	H12-16-000621														
Date/Place of Issuance:	06/05/2018/BAYBAY, LEYTE														
															
Signature (Sign inside the box)															
JUNE 19, 2018															
Date Accomplished															
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="text-align: center; height: 100px;"></td></tr><tr><td style="text-align: center;">Right Thumbmark</td></tr></table>			Right Thumbmark												
															
Right Thumbmark															
<p>SUBSCRIBED AND SWORN to before me this <u>JUL 24 2018</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;"> ATTY. RYSAN C. GUINOCOR VSU LEYTE OFFICER</div>															

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: August 02, 2016 – Present
- Position: Instructor I
- Name of Office/Unit: Department of Biotechnology
- Immediate Supervisor: Ma. Theresa P. Loreto
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions
 - Conducts lecture classes: InBt121 (Bioprocess I), Btec 134 (Methods in Recombinant DNA Technology, Btec 22 (Fundamentals of Bioprocessing), and InBt 122 (Bioprocess II)
 - Conducts lab classes: Chem 11 (General Chemistry), Chem 16 (General Inorganic Chemistry II, InBt 121 (Bioprocess I)
 - Academic adviser, Freshmen and Sophomore BS Biotechnology students
 - Adviser, VSU Biotechnological Society (VSU-BS)
 - Student Research Committee (member) – revising of thesis manuscripts
- Summary of Actual Duties
 - To conduct classes as scheduled; to conduct examination (mid/final/long hours/quizzes), maintain class record, and correct and return test papers on time; to submit grades and turn over class records to department head two weeks after the finals examination; to participate in other teaching activities required of them; to report to class on time and pass clearance after end of semester

- Duration: June 02, 2014 – May 31, 2016
- Position: Science Research Assistant
- Name of Office/Unit: PhilRootcrops Research and Training Center (PhilRootcrops)
- Immediate Supervisor: Edgardo E. Tulin
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions
 - Development of a dipstick kit for the rapid identification of true-to-type "carabao" mango variety.
- Summary of Actual Duties
 - Project Name: Genetic Markers and Immuno-based Identification of Philippine Carabao Mango
 - Conducts experiments in Component 2 of the said project; assists project staff in ordering of chemicals for the project; performs extraction and purification of collected mango samples for identification of carabao mango-specific protein marker; prepares buffers and solutions needed for extraction of carabao mango-specific protein; performs experiments on the generation of polyclonal antibodies in rabbits and titration of the activity of the generated antibody; conducts sensitivity assay of the generated antisera; assists project staff in developing dipstick kit for detection; conducts testing of diagnostic kit in the laboratory and in the field; assists project leader in writing project progress and terminal reports.


DONNA CHRISTENE Q. RAMOS

Date: June 21, 2018