

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 No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	Yap		
FIRST NAME	Karen Luz	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Pacetes		
3. DATE OF BIRTH (mm/dd/yyyy)	03/24/1971	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Cebu City	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
6. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input checked="" type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Mirambel Homes House/Block/Lot No. Street Gabas Subdivision/Village Barangay Baybay Leyte City/Municipality Province
7. HEIGHT (m)	1.6	ZIP CODE	6521
8. WEIGHT (kg)	165	18. PERMANENT ADDRESS	Mirambel Homes House/Block/Lot No. Street Gabas Subdivision/Village Barangay Baybay Leyte City/Municipality Province
9. BLOOD TYPE	"O"	ZIP CODE	6521
10. GSIS ID NO.	2001824602	19. TELEPHONE NO.	+63(53)-665-600
11. PAG-IBIG ID NO.	700051849012	20. MOBILE NO.	+639777782082
12. PHILHEALTH NO.	110000844780	21. E-MAIL ADDRESS (if any)	karen.yap@vsu.edu.ph
13. SSS NO.	06-3861175-1		
14. TIN NO.	150-449-630		
15. AGENCY EMPLOYEE NO.	V00876		

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		NAME EXTENSION (JR., SR)	Joji Marie Yap Teves	9/16/1994
MIDDLE NAME			Joi Owen Yap Teves	4/25/2001
OCCUPATION			James Ald Yap Teves	5/18/2003
EMPLOYER/BUSINESS NAME			Jeraldine Faith Yap Teves	7/30/2008
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Yap			
FIRST NAME	Pedro	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Maurillo			
25. MOTHER'S MAIDEN NAME				
SURNAME	Pacetes			
FIRST NAME	Estrella			
MIDDLE NAME	Umacob			

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 South Central School, Baybay City, Leyte	Elementary Education	/1977	/1983		1983	N/A
SECONDARY	Experimental Rural High School, Visayas State College of Agriculture (ViSCA), Baybay City, Leyte	Secondary Education	/1983	/1987		1987	N/A
VOCATIONAL / TRADE COURSE	N.A.						
COLLEGE	Visayas State College of Agriculture, Baybay City, Leyte	BS in Food Technology	/1987	/1991		1991	ViSCA College Scholarship
GRADUATE STUDIES	University of the Philippines Los Banos, Laguna	PhD in Food Science min Extension Education	/2009	/2012		2012	DOST-SEI

SIGNATURE		DATE	29 September 2022
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[illegible]

14. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	29 Sept 2022
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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						
(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			
	Online 6th International Conference on Agriculture & Fisheries: Systems & Technology	6/11/2022	6/11/2020	8.0	Technical	International Center for Research & Development, Colombo, Sri Lanka
	International Conference on Education, Jakarta, Indonesia	8/23/2017	8/24/2017	16.0	Educational	Visayas State Univeristy
	PhilFIDA Capability Building II: Training Qworkshop on Data Collection & Analysis	10/2/2022	11/2/2022	16.0	Technical	PhilFIDA Region VIII
	Workshop on Preparing an Outcome-based Education Course Syllabus for Graduate Degree Courses	8/6/2022	8/6/2022	8	Educational	VSU-OGS
	International Conference on Education, Jakarta, Indonesia	8/23/2017	8/24/2017	16.0	Educational	Visayas State Univeristy
(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 literacy, singing, guitar strumming	N/A			East West Center Association (EWCA) Alumni	
					Phil Council for Agriculture, Aquaculture, Forestry & Natural Resources Research & Devt (PCAARRD) Scholars Association, Inc (PSAI) Lifetime Membership	
					Phil Assoc of Agri-Vironment Educators & Entrepreneurs (PASSAGE)	
					Phil Assoc of Food Technologists, Inc (PAFT)-Professional Member	
					International Society for Agricultural Sciences in Southeast Asia, Inc. (ISSAAS)	
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	29 Sept 2022	

<p>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to 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 checked="" type="checkbox"/> YES <input 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: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Dr. Milagros C. Bales</td> <td>DAEEEx, VSU, Visca, Baybay City, Leyte</td> <td>9424814524</td> </tr> <tr> <td>Dr. Antonia Cecilia Y. Sandoval</td> <td>Brgy. Guadalupe, Baybay City, Leyte</td> <td>9324466410</td> </tr> <tr> <td>Dr. Erlinda I. Dizon</td> <td>IFST, UPLB, Los Banos, Laguna</td> <td>9204240229</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Dr. Milagros C. Bales	DAEEEx, VSU, Visca, Baybay City, Leyte	9424814524	Dr. Antonia Cecilia Y. Sandoval	Brgy. Guadalupe, Baybay City, Leyte	9324466410	Dr. Erlinda I. Dizon	IFST, UPLB, Los Banos, Laguna	9204240229
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<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>PRC Professional Teacher</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>0591029</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>3/24/2022, Ormoc City</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:	PRC Professional Teacher	ID/License/Passport No.:	0591029	Date/Place of Issuance:	3/24/2022, Ormoc City	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 100px; vertical-align: bottom;"> <p style="text-align: center;">Signature (Sign inside the box)</p> <p style="text-align: center;">09/29/2022</p> </td> <td style="width: 100px; vertical-align: bottom;"> <p style="text-align: center;">Right Thumbmark</p> </td> </tr> </table>	<p style="text-align: center;">Signature (Sign inside the box)</p> <p style="text-align: center;">09/29/2022</p>	<p style="text-align: center;">Right Thumbmark</p>
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<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her valid government ID as indicated above.</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 40%;"> <p>Doc. No. 344</p> <p>Page No. 64</p> <p>Book No. 1011</p> <p>Series 620</p> </div> <div style="width: 50%; text-align: center;"> <p>ATTY. EDEN B. CHAVEZ-SUTANAN</p> <p>Notary Public for the Province of Leyte, City of Baybay</p> <p>N.C. No. B-22-06-06, July 5, 2022</p> <p>Until December 31, 2023</p> <p>R. Magsaysay Avenue, Baybay City, Leyte</p> <p>Person Administering Oath</p> </div> </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: 1991-1992
- Position: Food Trainor
- Name of Office/Unit: Labangon Women Center, Cebu City
- Immediate Supervisor: Dr. Herminia Baby Cabahug
- Name of Agency/Organization and Location: DSWD Region VII, Gorordo Ave., Cebu City
- List of Accomplishments and Contributions (if any)

Trained disadvantaged women from all parts of Region VII in food processing and preservation, assisted the DSWD Placement Officer in finding jobs of graduated trainees in food companies, restaurants or in starting their own food enterprises.

-
- Duration: 1992-1993
 - Position: Instructor I
 - Name of Office/Unit: College of Home Economics
 - Immediate Supervisor: Prof. Norma T. Montemayor
 - Name of Agency/Organization and Location: Central Mindanao University, Musuan, Bukidnon
 - List of Accomplishments and Contributions (if any)

1. Taught food processing, food safety, hygiene and sanitation courses in the undergraduate program of the College of Home Economics.
 2. Developed short courses in food preservation, practical cooking, and deliver trainings for food companies, women associations in the university town of Musuan, Bukidnon.
 3. Taught and supervised students using lectures, demonstrations, discussion groups, laboratory workshop sessions, seminars, field assignments and independent or group projects.
 4. Developed curriculum and prepared teaching materials and course outlines.
 5. Prepared, administered and marked tests and papers to evaluate students' progress.
 6. Provided individual tutorial or remedial instruction to students who require it.
-

- Duration: July 2000 – June 8, 2015
- Position: Assistant Professor III
- Name of Office/Unit: School of Agriculture
- Immediate Supervisor: Dr. Leonilo Francisco
- Name of Agency/Organization and Location: Central Philippines State University, Kabankalan City, Negros Occidental

- List of Accomplishments and Contributions (if any)

1. Taught agricultural extension courses in the undergraduate program of the School of Agriculture.
2. Taught and supervised students using lectures, demonstrations, discussion groups, laboratory workshop sessions, seminars, field assignments and independent or group projects.
3. Developed curriculum and prepared teaching materials and course outlines.
4. Prepared, administered and marked tests and papers to evaluate students' progress.
5. Provided individual tutorial or remedial instruction to students who require it.
6. Implemented research and extension projects in agricultural extension and educational management.
7. Published papers in refereed journals.

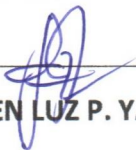
-
- Duration: June 9, 2015 - Present
 - Position: Associate Professor V
 - Name of Office/Unit: College of Agriculture & Food Sciences
 - Immediate Supervisor: Dr. Milagros C. Bales
 - Name of Agency/Organization and Location: Visayas State University Main Campus, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

1. Taught food processing, food safety, hygiene and sanitation, agricultural extension and agricultural education courses in the undergraduate and graduate programs of the College of Agriculture & Food Sciences.
2. Taught and supervised students using lectures, demonstrations, discussion groups, laboratory workshop sessions, seminars, field assignments and independent or group projects.
3. Developed curriculum and prepare teaching materials and course outlines.
4. Prepared, administered and marked tests and papers to evaluate students' progress.
5. Provided consultation services to government, business or other organizations.
6. Supervised students in their on-the-Job trainings in selected GOs and NGOs.
7. Provided individual tutorial or remedial instruction to students who require it.
8. Implemented research and extension projects in the field of agricultural extension and agricultural education.
9. Published papers in refereed journals.
10. Spearheaded accreditation of curricular programs in the department.

- Summary of Actual Duties

Taught and supervised students, developed curriculum, prepared teaching materials, conducted evaluation of students in both undergraduate and graduate programs in home economics, food technology, agricultural extension, educational management and agricultural education. Implemented research and extension projects related to food science & technology, agricultural extension & education and educational management and published papers in reputable refereed journals.



KAREN LUZ P. YAP

(Signature over Printed Name
of Employee/Applicant)

Date: 30 Sept 2022