

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	ESTROSAS		
FIRST NAME	MARIA FATIMA	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	BOHOL		
3. DATE OF BIRTH (mm/dd/yyyy)	OCTOBER 3, 1992	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 CITY LEYTE	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	Purok Sunflower Street BRGY. MARCOS Subdivision/Village Barangay BAYBAY CITY City/Municipality LEYTE Province ZIP CODE 6521
7. HEIGHT (m)	1.50 m	18. PERMANENT ADDRESS	BIASONG STREET Street BRGY. MARCOS Subdivision/Village Barangay BAYBAY CITY City/Municipality LEYTE Province ZIP CODE 6521
8. WEIGHT (kg)	54 kg	19. TELEPHONE NO.	N/A
9. BLOOD TYPE		20. MOBILE NO.	0968 690 7197
10. GSIS ID NO.	2005203341	21. E-MAIL ADDRESS (if any)	mfestrosas@vsu.edu.ph
11. PAG-IBIG ID NO.	917174381669		
12. PHILHEALTH NO.	13-252156584-9		
13. SSS NO.	N/A		
14. TIN NO.	492 732 533		
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Chavez	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Stephen James	NAME EXTENSION (JR., SR)	Ryo Uno E. Chavez
MIDDLE NAME	Martinez		April 29, 2021
OCCUPATION	Computer Programmer		N/A
EMPLOYER/BUSINESS NAME	CoDEV		N/A
BUSINESS ADDRESS	Cebu City		N/A
TELEPHONE NO.	N/A		N/A
24. FATHER'S SURNAME	ESTROSAS		N/A
FIRST NAME	LUCIO	JR	N/A
MIDDLE NAME	ESCOL		N/A
25. MOTHER'S MAIDEN NAME			N/A
SURNAME	BOHOL		N/A
FIRST NAME	IDA		N/A
MIDDLE NAME	MERIN		N/A

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	MARCOS ELEMENTARY SCHOOL	N/A	2000	2004	N/A	N/A	1ST HONOR
	SAN. AGUSTIN ELEMENTARY SCHOOL	N/A	2004	2006	N/A	2006	4TH HONOR
SECONDARY	BUNGA NATIONAL HIGH SCHOOL	N/A	2006	2010	N/A	2010	9TH HONOR
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN DEVELOPMENT COMMUNICATION	2010	2016	N/A	2016	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MS Agricultural Extension	2017	N/A	N/A	N/A	N/A

SIGNATURE		DATE	December 23, 2022
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[illegible]

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

[illegible]

<b>SIGNATURE</b>		<b>DATE</b>	December 23, 2022
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[illegible]

(Continue on separate sheet if necessary)


## VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
COMPUTER SKILLS	N/A	WOMEN ASSOCIATION (FoRWARD)
DATA ANALYSIS	N/A	
RESEARCH	N/A	
BROADCASTING	N/A	
LAYOUT	N/A	
COOKING	N/A	
	N/A	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 23, 2022
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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

If YES, give details:  
\_\_\_\_\_

☐ 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

If YES, give details: \_\_\_\_\_

☐ YES☒ NO

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.
DR. MONINA ESCALADA	VISCA BAYBAY CITY LEYTE	9189239657
PROF. EFREN SAZ	BILIRAN PROVINCE	9465999890
DR. ANTONIO P. ABAMO	VISCA BAYBAY CITY LEYTE	9209835693

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.

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Government Issued ID: VOTERS ID

ID/License/Passport No.: 3708-0221A

Date/Place of Issuance: BAYBAY CITY LEYTE

Signature (Sign inside the box)

December 23, 2022

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 25 JAN 2023, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. NYSAL L. GUINOD

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 17, 2017 – present
- Position: Science Aide
- Name of Office/Unit: OVPREI – Extension Office
- Immediate Supervisor: Dr. Antonio P. Abamo
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay Leyte
- List of Accomplishments and Contributions (if any)
  - Extension Core DDRC
  - Monitor and Evaluate Extension Projects
  - Keep Records of quarterly reports and accomplishment reports of extension activities
  - Designed Extension Manual (BOR Approved 2018)
  - Facilitate the Annual FFD and the Search for Ugmad awards
  - Facilitate trainings and Exhibits
  - Assist and keep records of the annual RDE In-House Review
  - Monitor and Review Faculty workloads
- Summary of Actual Duties
  - Monitors and consolidates all VSU funded extension projects' targets and accomplishments for integration and submission to OVPRG
  - Monitor and prepare communications and other documents for extension projects of the university
  - Record and keep extension documents as Extension Document controller
  - Assist in the putting up of Exhibits, Agro-Trade Fairs and other related activities
  - Assists in facilitating the Farmers & Fisherfolk's Day & Flower and Garden Show
  - Assists in the conduct of training programs coordinated by OVPRE
  - Assist in the conduct of R&DE In-House Reviews
  - Monitor/Review Workloads of Faculty and Staff involved in Extension Activities
  - Performs other tasks assigned by superiors

- Duration: January 1, 2017 – April 15, 2017
- Position: SRA Extension Publication
- Name of Office/Unit: OVPRE – Extension Office
- Immediate Supervisor: Prof. Efren B. Saz
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay Leyte
- List of Accomplishments and Contributions (if any)
  - Designed Extension Manual (To be approved by BOR)
  - Designed Extension Brochures
  - Putting up of Exhibits, Agro-Trade Fairs and other related activities

- Summary of Actual Duties
  - Take Charge in the preparation/production, editing and circulating of R&E publication/Highlights
  - Coordinates and keeps record of all activities and projects of Extension Communicators Group
  - Documents and Facilitates in – In House Review, trainings, seminar-workshops, symposia
  - Assist the Director in coordinating the implementation of the IEC component of special programs
  - Does the task that may be assigned by the superior
- Duration: September 1, 2016 – December 2016
- Position: Data Encoder
- Name of Office/Unit: OVPRE – Extension Office
- Immediate Supervisor: Prof. Efren B. Saz
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay Leyte
- List of Accomplishments and Contributions (if any)
  - Designed the Institutional Portfolio of AREA V (Extension, Consultancy and Linkages) during the Institutional accreditation (AACCUP)
  - Gather documents for the Institutional Accreditation
- Summary of Actual Duties
  - To encode data gathered in preparations for Institutional Accreditation (2<sup>nd</sup> round) by AACCUP
  - To complete the gathered documents systematically, to makes them presentable and easily accessible to the accreditors/ evaluators during the actual evaluation and,
  - To do another task related to AACCUP Institutional Accreditation (2<sup>nd</sup> round)

  
**MARIA FATIMA B. ESTROSAS**  
 (Signature over Printed Name  
 Of Employee/Applicant)

Date: January 3, 2023