

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                    | LINA  |   |   |
| FIRST NAME                    | VIVIAN  |   | NAME EXTENSION (JR., SR)  |
| MIDDLE NAME                   | POLE  |   |   |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 05/31/1991  | 16. CITIZENSHIP   | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country: |
| 4. PLACE OF BIRTH             | BAGUMBAYAN, HILONGOS, LEYTE   | If holder of dual citizenship, please indicate the details. | Philippines   |
| 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                                     | Apartment 13 Kilbourne<br>House/Block/Lot No. Street<br>VSU Pangasugan<br>Subdivision/Village Barangay<br>Baybay Leyte<br>City/Municipality Province  |
| 7. HEIGHT (m)                 | 1.52  |   |   |
| 8. WEIGHT (kg)                | 70  | ZIP CODE  | 6521  |
| 9. BLOOD TYPE                 | B+  | 18. PERMANENT ADDRESS                                       | House/Block/Lot No. Street<br>Purok 2 Tambis<br>Subdivision/Village Barangay<br>Hilongos Leyte<br>City/Municipality Province  |
| 10. GSIS ID NO.               | CRN: 021-1563-5436-6  | ZIP CODE  | 6524  |
| 11. PAG-IBIG ID NO.           | 1211-3421-3553  |   |   |
| 12. PHILHEALTH NO.            | 13-000108424-1  |   |   |
| 13. SSS NO.                   | N/A   | 19. TELEPHONE NO.   | N/A   |
| 14. TIN NO.                   | 424-219-201   | 20. MOBILE NO.  | 0929 114 1790   |
| 15. AGENCY EMPLOYEE NO.       | V01257  | 21. E-MAIL ADDRESS (if any)                                 | vivian.lina@vsu.edu.ph  |

II. FAMILY BACKGROUND

|                          |                           |                          |   |                            |
|--------------------------|---------------------------|--------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME     | LINA                      |                          | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME               | EUSEBIO                   | NAME EXTENSION (JR., SR) | EUNAH ZAVIEN P. LINA                                | 01/06/2021                 |
| MIDDLE NAME              | RUIZ                      |                          |   |                            |
| OCCUPATION               | COLLEGE TEACHER           |                          |   |                            |
| EMPLOYER/BUSINESS NAME   | VISAYAS STATE UNIVERSITY  |                          |   |                            |
| BUSINESS ADDRESS         | VISCA, BAYBAY CITY, LEYTE |                          |   |                            |
| TELEPHONE NO.            | 09293697060               |                          |   |                            |
| 24. FATHER'S SURNAME     | POLE                      |                          |   |                            |
| FIRST NAME               | BASILIO                   | NAME EXTENSION (JR., SR) |   |                            |
| MIDDLE NAME              | LASPIÑAS                  |                          |   |                            |
| 25. MOTHER'S MAIDEN NAME |                           |                          |   |                            |
| SURNAME                  | NOTARTE                   |                          |   |                            |
| FIRST NAME               | VISITACION                |                          |   |                            |
| MIDDLE NAME              | PETAGRA                   |                          | (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                | BAGUMBAYAN ELEMENTARY SCHOOL             | N/A   | 1998                 | 2004    | N/A  | 2004           | SALUTATORIAN                          |
| SECONDARY                 | STA. MARGARITA NATIONAL HIGH SCHOOL      | N/A   | 2004                 | 2008    | N/A  | 2008           | SALUTATORIAN                          |
| VOCATIONAL / TRADE COURSE | N/A                                      | N/A   | N/A                  | N/A     | N/A  | N/A            | N/A                                   |
| COLLEGE                   | VISAYAS STATE UNIVERSITY                 | BS IN CHEMISTRY                               | 2008                 | 2012    | N/A  | 2012           | DOST-SEI SCHOLARSHIP (RA 7687)        |
| GRADUATE STUDIES          | UNIVERSITY OF SAN CARLOS TALAMBAN CAMPUS | MS CHEMISTRY                                  | 2018                 | present | 28 units                                       | N/A            | DOST-ASTHRDP                          |

|           |   |      |               |
|-----------|---|------|---------------|
| SIGNATURE |  | DATE | JUNE 24, 2024 |
|-----------|---|------|---------------|



[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]

|           |                    |      |               |
|-----------|--------------------|------|---------------|
| SIGNATURE | <i>[Signature]</i> | DATE | JUNE 21, 2024 |
|-----------|--------------------|------|---------------|

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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

| 29. | NAME & ADDRESS OF ORGANIZATION<br>(Write in full)                              | INCLUSIVE DATES<br>(mm/dd/yyyy) |            | NUMBER OF HOURS | POSITION / NATURE OF WORK |
|-----|--|---------------------------------|------------|-----------------|---------------------------|
|     |  | From                            | To         |                 |                           |
|     | Integrated Chemists of the Philippines   | 11/04/2016                      | 11/04/2019 | 36 months       | MEMBER                    |
|     | Pilipinas Monitoring & Evaluation Society                                      | 04/16/2016                      | 04/16/2017 | 12 months       | MEMBER                    |
|     | CHEMICAL SOCIETY,VISAYAS STATE UNIVERSITY                                      | 06/01/2011                      | 03/01/2012 | 10 months       | VICE PRESIDENT            |
|     | COLLEGE OF ARTS AND SCIENCES,VISAYAS STATE UNIVERSITY                          | 06/01/2011                      | 03/01/2012 | 10 months       | VICE PRESIDENT            |
|     | DOST SCHOLARS SOCIETY,VISAYAS STATE UNIVERSITY                                 | 06/01/2008                      | 04/11/2012 | 44 months       | MEMBER                    |
|     | BARANGAY BAGUMABAYAN SANGGUNIANG KABATAAN (SK)                                 | 10/29/2008                      | 10/25/2010 | 12 months       | SK CHAIRMAN               |
|     | SUPREME STUDENT GOVERNMENT,Sta. Margarita National High School, Hilongos Leyte | 06/01/2007                      | 03/31/2008 | 10 months       | PRESIDENT                 |

(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)

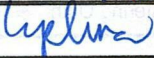
| 30. | TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS<br>(Write in full)                                       | INCLUSIVE DATES OF ATTENDANCE<br>(mm/dd/yyyy) |              | NUMBER OF HOURS | Type of LD<br>( Managerial/ Supervisory/ Technical/etc) | CONDUCTED/ SPONSORED BY<br>(Write in full)                                     |
|-----|--|---|--------------|-----------------|---|--|
|     |  | From  | To           |                 |   |  |
|     | ECONOMIC AND SOCIETAL IMPACT OF THE LAB OF THE FUTURE  | 04/04/2024                                    | 04/05/2024   | 16 hours        | technical   | Philippine Alliance of Laboratory Equipment Users (PALEU)                      |
|     | Validation of Chromatographic Methods  | 08/19/2023                                    | 08/19/2023   | 8 hours         | technical   | Philippine Institute of Pure and Applied Chemistry                             |
|     | Important Tips on Writing a Research Proposal  | 01/24/2023                                    | 01/24/2023   | 8 hours         | technical   | Research Innovation Publication Center, San Pedro College, Davao City          |
|     | VSU Faculty Onboarding   | 09/05/2022                                    | 09/07/2022   | 24 hours        | technical   | Visayas State University   |
|     | Training- Workshop on Quality Assurance/ Quality Control (QA/QC) and Method Verification/Validation                        | 08/03/2022                                    | 08/04/2022   | 16 hours        | technical   | Bureau of Soils and Water Management   |
|     | ICP Webinar on Forensics: Chemistry and the Law  | 07/19/2022                                    | 07/20/2022   | 16 hours        | technical   | The Integrated Chemists of the Philippines (National Chapter)                  |
|     | HPLC: Principles and Application in Food Analysis  | 04/18/2022                                    | 04/18/2022   | 1.5 hours       | technical   | Institute of Chemistry UP Diliman/Shimadzu Phil. Corporation                   |
|     | ISO 22000:2005   | 11/20/2017                                    | 11/20/2017   | 8 HOURS         | technical   | DOST-NCR   |
|     | Compliance to R.A. 10657: Certificate to Operate for Chemical Laboratories   | 02/16/2017                                    | 02/16/2017   | 8 HOURS         | technical   | Integrated Chemists of the Philippines (ICP)                                   |
|     | Awareness Seminar on ISO 9001:2015 and Risk Management based on 31000:2009   | 12/19/2016                                    | 12/20/2016   | 16 HOURS        | technical   | Department of Science and Technology- National capital Region (DOST-NCR)       |
|     | Basic Life Saving  | 12/01/2016                                    | 12/01/2016   | 8 HOURS         | technical   | Department of Science and Technology- National capital Region (DOST-NCR)       |
|     | Energy Assessment Awareness  | 10/26/2016                                    | 10/26/2016   | 8 HOURS         | technical   | Department of Science and Technology- National capital Region (DOST-NCR)       |
|     | Statistical Data Management and Analysis using MS Excel  | 10/12/2016                                    | 10/14/2016   | 24 HOURS        | technical   | Department of Science and Technology- National capital Region (DOST-NCR)       |
|     | Preparing Effective Research Proposals and Managing Student Researches   | 09/27/2016                                    | 09/27/2016   | 4 HOURS         | technical   | Department of Science and Technology- National capital Region (DOST-NCR)       |
|     | Resource Efficient Cleaner Production Assessor's Training  | 06/14/2016                                    | 06/16/2016   | 24 HOURS        | technical   | Department of Science and Technology- National capital Region (DOST-NCR)       |
|     | Production Planning and Control  | 04/28/2016                                    | 04/29/2016   | 16 HOURS        | technical   | Department of Science and Technology- Metals Industry Research and Development |
|     | Fundamentals of Monitoring and Evaluation  | 04/16/2016                                    | 04/16/2016   | 8 HOURS         | technical   | Pilipinas Monitoring & Evaluation Society (PMES)                               |
|     | Occupational Safety and Health Standard and 5S   | 04/12/2016                                    | 04/12/2016   | 4 HOURS         | technical   | Department of Science and Technology- National capital Region (DOST-NCR)       |
|     | Basic Good Manufacturing Practices (GMP), Sanitation Standard Practices Operating Procedures (SSOP) and Productivity Tools | 07/21/2015                                    | 07/21/2015   | 16 HOURS        | technical   | Department of Science and Technology- National capital Region (DOST-NCR)       |
|     | Forest Products Research and Development Institute (FPRDI) Technologies  | 04/22/2015                                    | 04/22/2015   | 4 HOURS         | technical   | Department of Science and Technology- National capital Region (DOST-NCR)       |
|     | SAFETY IN THE LABORATORY   | 09 /03 /2013                                  | 10 /03 /2013 | 5 HOURS         | technical   | VISAYAS SATE UNIVERSITY/MERCK INC.   |
|     | BEST PRACTICES FOR LABORATORY MANAGEMENT   | 05 /22 /2013                                  | 6 /22 /2013  | 4 HOURS         | technical   | VISAYAS STATE UNIVERSITY/F.A.S.T.LABORATORY                                    |
|     |  |   |              |                 |   |  |
|     |  |   |              |                 |   |  |
|     |  |   |              |                 |   |  |

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

| 31. | SPECIAL SKILLS and HOBBIES                        | 32. | NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full)                               | 33. | MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full) |
|-----|---|-----|--|-----|---|
|     | Excellent computer skills,proficient in MS Office |     | Plaque of Appreciation: A recognition of invaluable service and commitment from DOST-NCR |     | N/A   |
|     | Excellent leadership skills                       |     |  |     |   |
|     | Good communication and interpersonal skills       |     |  |     |   |
|     | Good analytical skills                            |     |  |     |   |

(Continue on separate sheet if necessary)

|           |   |      |               |
|-----------|---|------|---------------|
| SIGNATURE |  | DATE | JUNE 24, 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

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:

finished contract / end of project term

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. Candelario L. Calibo | Visayas State University,Visca, Baybay City, Leyte | 0999-990-6169     |
| Dr. Elizabeth S. Quevedo | Visayas State University,Visca, Baybay City, Leyte | 565-0600 loc 1032 |
| Romelen T. Tresvalles    | DOST-NCR, Bicutan, Taguig City, Metro Manila       | 0917-514-1436     |

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.



VIVIAN P. LINA

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: GSIS UMID-ID

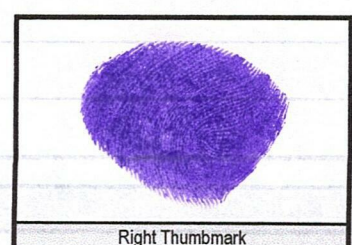
ID/License/Passport No.: CRN: 021-1563-5436-6

Date/Place of Issuance: Mar 3, 2017/ GSIS Pasig

Signature (Sign inside the box)

JUNE 24, 2024

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 25 JUN 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINCOOR

Notary Public/Local Officer

Person Administering Oath



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 16, 2021 to present
- Position: INSTRUCTOR I
- Name of Office/Unit: Department of Pure and Applied Chemistry
- Immediate Supervisor: Dr. Elizabeth S. Quevedo
- Name of Agency/Organization and Location: Visayas State University – Baybay City Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  1. Teaches assigned subjects and performs other teaching-related functions, among others, the following:
    - a. Prepares and revised teaching materials/guides and submit to the department head
    - b. Prepares and gives examinations (mid/final/long/quizzes)
    - c. Checks test papers and returns to students one week after the examination
    - d. Submits grade sheets within the prescribed period to the Registrar through the department
    - e. Turns over class records to department heads within two weeks after the final examination
    - f. Makes himself available for consultation by his/her students during scheduled consultation hours
  2. Performs other functions relative to committee memberships and other ad hoc assignments and functions assigned by the department head, College Dean, Vice Presidents, and the University President.

- Duration: November 9, 2015 to MAY 31, 2018
- Position: SCIENCE RESEARCH ASSISTANT
- Name of Office/Unit: Technical Operations Division
- Immediate Supervisor: Engr. Arman P. Bionat
- Name of Agency/Organization and Location: Department of Science and Technology- National Capital Region (DOST-NCR) – Taguig City, Metro Manila
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Member, Monitoring and Evaluation Unit
    - Monitors project implementation and the impacts of DOST interventions to MSMEs
    - Assists in the conduct of Technology Needs Assessment
    - Prepares needed reports and updates projects' database
  - Training Coordinator, Training Unit
    - Facilitates the preparation, implementation and conduct of technology trainings
    - Promotes DOST Programs and Services
  - Member, Food Safety Consultancy Services
    - Schedules requests for training on Food Safety Awareness
    - Conducts a lecture on Food Safety Awareness
    - Assists in the conduct of Food Safety Assessment



- Member/Secretariat, DOST NCR Personnel Selection Board
  - Screens, evaluates and selects position applicants for recruitment and promotion

- Duration: November 10, 2014 – November 8, 2015
- Position: PROJECT ASSISTANT I
- Name of Office/Unit: Technical Operations Division
- Immediate Supervisor: Engr. Arman P. Bionat
- Name of Agency/Organization and Location: Department of Science and Technology- National Capital Region (DOST-NCR) – Taguig City, Metro Manila
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Member, Monitoring and Evaluation Unit
    - Monitors project implementation and the impacts of DOST interventions to MSMEs
    - Assists in the conduct of Technology Needs Assessment
    - Prepares reports and updates projects' database

- Duration: May 3, 2012 – April 30, 2014
- Position: SCIENCE RESEARCH ASSISTANT
- Name of Office/Unit: Department of Horticulture
- Immediate Supervisor: Dr. Rosario Salas / Dr. Marcelo Quevedo
- Name of Agency/Organization and Location: Visayas State University – Baybay City Leyte
- List of Accomplishments and Contributions (if any)
  - Published articles (*See attached A.*)
- Summary of Actual Duties
  - Assist in the implementation and maintenance of the research project titled "GRAS Coatings to Enhance Shelf-life of Vegetables."
  - Gather, collate and analyze data
  - Make and submit periodic reports
  - Supervise laborers
  - Perform other research related activities that may be assigned by the Project Leader
  - Make IEC materials or brochures



**VIVIAN P. LINA**

(Signature over Printed Name  
of Employee/Applicant)

Date: June 24, 2024