

CS Form No. 212  
Revised 2017

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

BAÑOC

FIRST NAME

ELMERA

MIDDLE NAME

YBAÑEZ

3. DATE OF BIRTH  
(mm/dd/yyyy)

01/20/1979

16. CITIZENSHIP

☒ Filipino

☐ Dual Citizenship

☒ by birth

☐ by naturalization

Pls. indicate country:

Philippines

4. PLACE OF BIRTH

Javier, Leyte

If holder of dual citizenship,  
please indicate the details.

5. SEX

☐ Male

☒ Female

6. CIVIL STATUS

☐ Single

☒ Married

☐ Widowed

☐ Separated

☐ Other/s:

7. HEIGHT (m)

1.5 m

17. RESIDENTIAL ADDRESS

House/Block/Lot No.

Street

Subdivision/Village

Barangay

City/Municipality

Province

Waling-waling

Marcos

Baybay City

Leyte

6521

8. WEIGHT (kg)

62 kg

18. PERMANENT ADDRESS

House/Block/Lot No.

Street

Subdivision/Village

Barangay

City/Municipality

Province

Waling-waling

Marcos

Baybay City

Leyte

6521

9. BLOOD TYPE

"O"

19. TELEPHONE NO.

053-5637458

10. GSIS ID NO.

2004708382

20. MOBILE NO.

09308047990

11. PAG-IBIG ID NO.

121038171133

21. E-MAIL ADDRESS (if any)

elmera.banoc@vsu.edu.ph

12. PHILHEALTH NO.

19-089618061-8

13. SSS NO.

33-6146674-6

14. TIN NO.

208-490-296

15. AGENCY EMPLOYEE NO.

V00887

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME

BANOC

FIRST NAME

EDWIN

MIDDLE NAME

JURADO

23. NAME of CHILDREN (Write full name and list all)

DATE OF BIRTH (mm/dd/yyyy)

Kyle Anthony Y. Bañoc

13/08/2002

Shane Marie Y. Bañoc

09/07/2005

OCCUPATION

STOCKMAN

EMPLOYER/BUSINESS NAME

MASSIVE SALES

BUSINESS ADDRESS

N/A

TELEPHONE NO.

N/A

24. FATHER'S SURNAME

YBAÑEZ

FIRST NAME

VIRGILIO

MIDDLE NAME

FEBRIA

25. MOTHER'S MAIDEN NAME

PESCADERO

FIRST NAME

EPIFANIA

MIDDLE NAME

DATULAYTA

(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

ELEMENTARY

Binulho Elementary School

Primary Education

1986

1992

1992

Valedictorian

SECONDARY

Javier National High School

High School

1992

1996

1996

Valedictorian

COLLEGE

Visayas State University

Bachelor of Science in Development  
Communication major in Dev't Journalism

1996

2000

2000

College  
Honors

GRDUATE STUDIES

Visayas State University

Master of Science in Language  
Teaching

2011

2018

2019

N/A

(Continue on separate sheet if necessary)

SIGNATURE

DATE

9/11/2023

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| IV. CIVIL SERVICE ELIGIBILITY |  |                           |  |                                       |                         |                     |
|-------------------------------|--|---------------------------|--|---------------------------------------|-------------------------|---------------------|
| 27.                           | CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER<br>SPECIAL LAWS/ CES/ CSEE<br>BARANGAY ELIGIBILITY / DRIVER'S LICENSE | RATING<br>(If Applicable) | DATE OF<br>EXAMINATION /<br>CONFERMENT | PLACE OF EXAMINATION / CONFERMENT     | LICENSE (if applicable) |                     |
|                               |  |                           |  |                                       | NUMBER                  | Date of<br>Validity |
|                               | SubProfessional  | 83.10%                    | 11/08/1998                             | Divine Word University, Tacloban City | 96-250755               | 11/25/1998          |
|                               | Professional   | 82.13%                    | 03/13/2022                             | Tacloban City                         |                         |                     |
|                               |  |                           |  |                                       |                         |                     |
|                               |  |                           |  |                                       |                         |                     |
|                               |  |                           |  |                                       |                         |                     |
|                               |  |                           |  |                                       |                         |                     |
|                               |  |                           |  |                                       |                         |                     |

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) |   |      |           |
| SIGNATURE                                 |  | DATE | 9/11/2023 |

9/11/2023




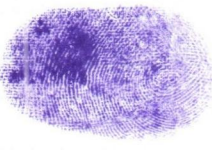
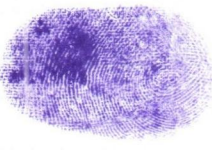
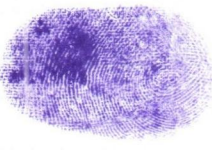
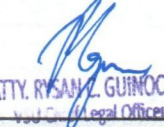
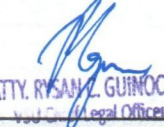
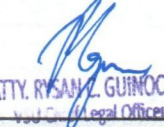


| VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S  |   |   |   |                 |   |  |
|--|---|---|---|-----------------|---|--|
| 29.  | NAME & ADDRESS OF ORGANIZATION<br>(Write in full)   | INCLUSIVE DATES<br>(mm/dd/yyyy)               |   | NUMBER OF HOURS | POSITION / NATURE OF WORK                                     |  |
|  |   | From  | To  |                 |   |  |
|  | VSU Credit Cooperative  | April 1, 2015                                 | Present   | 24,680          | Member  |  |
|  | Kabalikat Civicom   | June 1, 2009                                  | Present   | 41,720          | Member  |  |
|  | Administrative Personnel Association (AdPA)   | July 1, 2019                                  | Present   | 12,264          | Secretary   |  |
| (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/<br>Supervisory/<br>Technical/etc) | CONDUCTED/ SPONSORED BY<br>(Write in full) |
|  |   | From  | To  |                 |   |  |
|  | First RAISE Technology Promotion and Mentorship Series  | 05/15/2023                                    | 05/19/2023  | 40              | Managerial  | ViCARP-VSU                                 |
|  | Applied Communication Expert (ACE)  | 05/01/2022                                    | 08/26/2022  | 960             | Managerial/Tech   | PCAARRD-RDA, South Korea                   |
|  | Communication Planning Training for PCAARRD RSCCs   | 10/12/2022                                    | 10/14/2022  | 24              | Managerial/Tech   | PCAARRD                                    |
|  | Training on Communication Planning for Improved R and storytelling  | 10/12/2022                                    | 10/14/2022  | 24              | Managerial/Tech   | PCAARRD                                    |
|  | Training on Technical Writing   | 29/05/2019                                    | 31/05/2019  | 16              | Technical   | DILG Cebu Province                         |
|  | First International Conference on Interdisciplinary Research  | 11/04/2019                                    | 13/04/2019  | 24              | Technical   | COLEGIO DE SAN JUAN DE LETRAN              |
|  | Workshop on Proposal writing for FIESTA clustering  | 15/05/2019                                    | 16/05/2019  | 16              | Technical   | PCAARRD                                    |
|  | Training Course on Research & Development (R & D ) Project Implementation Management  | 04/09/2018                                    | 07/09/2018  | 24              | Technical   | VICARP-VSU                                 |
|  | Training on Knowledge Management  | 21/03/2018                                    | 23/03/2018  | 24              | Technical   | PCAARRD                                    |
|  | International Training on KM in Agriculture for small-scale farmers   | 08/05/2017                                    | 12/05/2017  | 40              | Technical   | PCAARRD                                    |
|  | Making a difference through celebrations: A knowledge Session on Corporate Event Mangement  | 20/04/2017                                    | 21/04/2017  | 16              | Technical   | PCAARRD                                    |
|  | Training on Knowledge Management  | 20/02/2017                                    | 24/02/2017  | 40              | Technical   | PCAARRD                                    |
|  | 28 <sup>th</sup> Regional RDE Symposium   | 12/07/2016                                    | 12/08/2016  | 16              | Technical   | ViCAARP-RRDEN-VSU                          |
|  | Training /Workshop on Writing, Reviewing Research Papers for Peer-Reviewed Publications   | 10/03/2016                                    | 10/05/2016  | 24              | Technical   | ViCAARP-VSU                                |
|  | Training on how to Format and Present RDE Papers, and How to Make a Scientific Paper  | 09/15/2016                                    | 09/16/2016  | 16              | Technical   | ViCAARP-VSU                                |
|  | Seminar on the Philippine Technology Transfer Act of 2009 and the DOST Intellectual Property Policies for VSU researchers                       | 09/15/2016                                    | 09/15/2016  | 8               | Technical   | VSU, DOST                                  |
|  | 2016 PACE National Conference & General Assembly  | 06/01/2016                                    | 06/03/2016  | 36              | Technical   | VSU-DEVCOM                                 |
|  | Training on Event Management  | 04/12/2016                                    | 04/15/2016  | 24              | Technical   | PCAARRD                                    |
|  | Training /Workshop on Simple Bookkeeping, costing and prining   | 06/04/2015                                    | 06/05/2015  | 16              | Technical   | VSU-ViCARP                                 |
|  | 26th Joint ViCARP-RRDEN Regional Symposium  | 03/17/2015                                    | 03/18/2015  | 16              | Technical   | VSU-ViCARP                                 |
|  | Planning Workshop on Yamang Lupa Program, Tacloban City   | 10/01/2014                                    | 10/01/2014  | 8               | Technical   | DA-RFO8                                    |
|  | Training-Workshop on Writing and Reviewing Research Articles for Peer-Reviewed Publications. Philrootcrops, VSU, Baybay City, Leyte.            | 12/11/2013                                    | 12/13/2013  | 24              | Technical   | VSU-PHERNET                                |
|  | National Conference on Development Initiatives in the Philippine Marginal Uplands, VSU, Baybay City, Leyte.                                     | 10/22/2013                                    | 10/24/2013  | 24              | Technical   | VSU-PHERNET                                |
|  | ICT Refresher and Web page Development Training for FITS Centers.   | 05/12/2012                                    | 05/12/2012  | 8               | Technical   | VSU-ViCARP                                 |
|  | Consultative Planning Workshop on Operationalizing BIDANI as an Extension Program/Project/Tool of the State Universities and Colleges.          | 10/22/2012                                    | 10/24/2012  | 24              | Technical   | VSU-OVPRE                                  |
|  | Training on Telling Stories through pictures (Photography) Series 1. OPVRE AV Room, VSU, Baybay City, Leyte.                                    | 11/28/2013                                    | 11/29/2013  | 16              | Technical   | VSU-OVPRE                                  |
|  | Renewable Energy Sources for Rural Development. VSU, Visca Baybay City, Leyte.  | 05/26/2012                                    | 05/26/2012  | 8               | Technical   | VSU  |
|  | Training on Dehydrated Jackfruit Processing. DFST Lecture Room, VSU, Visca Baybay City, Leyte.  | 03/08/2012                                    | 03/10/2012  | 24              | Technical   | VSU-JICA                                   |
|  | Seminar on Intellectual Property Rights (IPR). Philrootcrops Training Hall.   | 02/09/2012                                    | 02/09/2012  | 8               | Technical   | VSU  |
|  | Eastern Visayas Summit on Research, Development and Extension in Higher Education Institutions. Leyte Normal University, Tacloban City, Leyte.. | 11/18/2011                                    | 11/18/2011  | 8               | Technical   | VSU and LNU                                |
|  | Inter-Agency Research and Development/Extension (RDE) Review-Cluster 4, Philrootcrops Training Hall, VSU, Visca Baybay City, Leyte.             | 05/04/2011                                    | 05/04/2011  | 8               | Technical   | VSU  |
| (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)     |  |
|  | Coordination & facilitation   |   | Outstanding Administrative Staff, 2007 at Philadelphia High School, Manila                            |                 | VSU Credit Cooperative  |  |
|  | Word Processing   |   | TOP NOTCHER-in the post-test conducted after the one-day PRIME-HRM Orientation last August 3-29, 2019 |                 | ADPA  |  |
|  | Lay-outing  |   | Best Education Research Assistant I, 2023, VSU, Baybay City, Leyte                                    |                 | KABALIKAT CIVICOM   |  |
| (Continue on separate sheet if necessary)  |   |   |   |                 |   |  |

(Continue on separate sheet if necessary)

9/11/2023



| 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,<br>a. within the third degree?<br>b. within the fourth degree (for Local Government Unit - Career Employees)?   | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, give details: _____  |   |                       |                        |                          |                                |                         |                           |   |   |                         |                                 |            |           |  |                   |  |
|--|--|---|-----------------------|------------------------|--------------------------|--------------------------------|-------------------------|---------------------------|---|---|-------------------------|---------------------------------|------------|-----------|--|-------------------|--|
| 35. a. Have you ever been found guilty of any administrative offense?<br><br>b. Have you been criminally charged before any court?   | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, give details: _____<br><br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, give details: _____<br>Date Filed: _____<br>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?   | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>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?  | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>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)?<br><br>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?   | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, give details: _____<br><br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, give details: _____   |   |                       |                        |                          |                                |                         |                           |   |   |                         |                                 |            |           |  |                   |  |
| 39. Have you acquired the status of an immigrant or permanent resident of another country?   | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>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:<br>a. Are you a member of any indigenous group?<br>b. Are you a person with disability?<br>c. Are you a solo parent?  | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, please specify: _____<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, please specify ID No: _____<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, please specify ID No: _____ |   |                       |                        |                          |                                |                         |                           |   |   |                         |                                 |            |           |  |                   |  |
| 41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)   |  |   |                       |                        |                          |                                |                         |                           |   |   |                         |                                 |            |           |  |                   |  |
| <table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Dr. Jose L. Bacusmo</td><td>VSU, Visca, Baybay City, Leyte</td><td>9192136283</td></tr><tr><td>Dr. Antonio P. Abamo</td><td>VSU, Visca, Baybay City, Leyte</td><td>9209835693</td></tr><tr><td>Ms. Maria Elena Mendoza</td><td>Ormoc City</td><td>9476292723</td></tr></tbody></table>   |  | NAME  | ADDRESS               | TEL. NO.               | Dr. Jose L. Bacusmo      | VSU, Visca, Baybay City, Leyte | 9192136283              | Dr. Antonio P. Abamo      | VSU, Visca, Baybay City, Leyte  | 9209835693  | Ms. Maria Elena Mendoza | Ormoc City                      | 9476292723 |           |  |                   |  |
| NAME   | ADDRESS  | TEL. NO.  |                       |                        |                          |                                |                         |                           |   |   |                         |                                 |            |           |  |                   |  |
| Dr. Jose L. Bacusmo  | VSU, Visca, Baybay City, Leyte   | 9192136283  |                       |                        |                          |                                |                         |                           |   |   |                         |                                 |            |           |  |                   |  |
| Dr. Antonio P. Abamo   | VSU, Visca, Baybay City, Leyte   | 9209835693  |                       |                        |                          |                                |                         |                           |   |   |                         |                                 |            |           |  |                   |  |
| Ms. Maria Elena Mendoza  | Ormoc City   | 9476292723  |                       |                        |                          |                                |                         |                           |   |   |                         |                                 |            |           |  |                   |  |
| 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. |  |   |                       |                        |                          |                                |                         |                           |   |   |                         |                                 |            |           |  |                   |  |
| <table><tr><td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)<br/>PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID:</td><td>VSU ID</td></tr><tr><td>ID/License/Passport No.:</td><td>V0087</td></tr><tr><td>Date/Place of Issuance:</td><td>APRIL 2015</td></tr></table>   | Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)<br>PLEASE INDICATE ID Number and Date of Issuance   |   | Government Issued ID: | VSU ID                 | ID/License/Passport No.: | V0087                          | Date/Place of Issuance: | APRIL 2015                | <table><tr><td colspan="2"></td></tr><tr><td colspan="2">Signature (Sign inside the box)</td></tr><tr><td colspan="2">9/11/2023</td></tr><tr><td colspan="2">Date Accomplished</td></tr></table> |  |                         | Signature (Sign inside the box) |            | 9/11/2023 |  | Date Accomplished |  |
| Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)<br>PLEASE INDICATE ID Number and Date of Issuance   |  |   |                       |                        |                          |                                |                         |                           |   |   |                         |                                 |            |           |  |                   |  |
| Government Issued ID:  | VSU ID   |   |                       |                        |                          |                                |                         |                           |   |   |                         |                                 |            |           |  |                   |  |
| ID/License/Passport No.:   | V0087  |   |                       |                        |                          |                                |                         |                           |   |   |                         |                                 |            |           |  |                   |  |
| Date/Place of Issuance:  | APRIL 2015   |   |                       |                        |                          |                                |                         |                           |   |   |                         |                                 |            |           |  |                   |  |
|   |  |   |                       |                        |                          |                                |                         |                           |   |   |                         |                                 |            |           |  |                   |  |
| Signature (Sign inside the box)  |  |   |                       |                        |                          |                                |                         |                           |   |   |                         |                                 |            |           |  |                   |  |
| 9/11/2023  |  |   |                       |                        |                          |                                |                         |                           |   |   |                         |                                 |            |           |  |                   |  |
| Date Accomplished  |  |   |                       |                        |                          |                                |                         |                           |   |   |                         |                                 |            |           |  |                   |  |
|  | <table><tr><td></td></tr><tr><td>Right Thumbmark</td></tr></table>  |  | Right Thumbmark       |                        |                          |                                |                         |                           |   |   |                         |                                 |            |           |  |                   |  |
|   |  |   |                       |                        |                          |                                |                         |                           |   |   |                         |                                 |            |           |  |                   |  |
| Right Thumbmark  |  |   |                       |                        |                          |                                |                         |                           |   |   |                         |                                 |            |           |  |                   |  |
| SUBSCRIBED AND SWORN to before me this <u>19 SEP 2023</u> , affiant exhibiting his/her validly issued government ID as indicated above.  |  |   |                       |                        |                          |                                |                         |                           |   |   |                         |                                 |            |           |  |                   |  |
| <table><tr><td colspan="2"></td></tr><tr><td colspan="2">ATTY. RISA L. GUINOCOR</td></tr><tr><td colspan="2">Legal Officer</td></tr><tr><td colspan="2">Person Administering Oath</td></tr></table>   |  |    |                       | ATTY. RISA L. GUINOCOR |                          | Legal Officer                  |                         | Person Administering Oath |   |   |                         |                                 |            |           |  |                   |  |
|   |  |   |                       |                        |                          |                                |                         |                           |   |   |                         |                                 |            |           |  |                   |  |
| ATTY. RISA L. GUINOCOR   |  |   |                       |                        |                          |                                |                         |                           |   |   |                         |                                 |            |           |  |                   |  |
| Legal 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.

### Science Research Specialist 1

- Duration: \_\_\_\_\_ – present
- Position: Science Research Specialist 1
- Name of Office/Unit: Extension Office
- Immediate Supervisor: Dr. Antonio P. Abamo
- Name of Agency/Organization and Location: Visayas State University
  
- List of Accomplishments and Contributions (if any)
  
- Summary of Actual Duties
  - Takes charge/coordinates the development and production of applied communication materials in support extension office; assists in the coordination of applied communication activities; acts as the focal person for the monitoring and evaluation of the extension projects; produces publication of knowledge products and technologies generated of the university; performs other duties assigned by the supervisors

### Education Research Assistant 1

- Duration: June 1, 2021 – September \_\_\_\_, 2023
- Position: Education Research Assistant 1
- Name of Office/Unit: Visayas Consortium for Agriculture, Aquatic and Natural Resources Program (ViCARP)
- Immediate Supervisor: Dr. Maria Juliet C. Ceniza
- Name of Agency/Organization and Location: Visayas State University
  
- List of Accomplishments and Contributions (if any)
  - Participated in the implementation of the quick response project to mitigate crisis brought by COVID-19 pandemic
  - Packaged Ugnay Award, resulted to garnered as the First Runner
  - Designed and developed proposals for funding
  - Contributed in the process of ISO 9001:2015 certification
  - Developed IEC materials
  
- Summary of Actual Duties
  - Takes charge/coordinates the development and production of applied communication materials in support of consortium flagship programs; assists in the coordination of



applied communication activities; acts as the recording secretary of the Region Eight Applied Communication Task Force (REACTF); assists the RCTU Coordinator in the monitoring and documentation of consortium activities/project; takes care of the Scientific Literature Services (SLS) of the consortium; updates the database of popularized R and D information; assists in the implementation of Technogabay in Region 8 and does other tasks the superiors may assign.

#### Science Research Assistant

- Duration: April 1, 2015 – May 31, 2021
- Position: Science Research Assistant (contractual)
- Name of Office/Unit: Visayas Consortium for Agriculture, Aquatic and Natural Resources Program (ViCARP)
- Immediate Supervisor: Dr. Othello B. Capuno
- Name of Agency/Organization and Location: Visayas State University
  
- List of Accomplishments and Contributions (if any)
  - Participated in the implementation of the quick response project to mitigate crisis brought by COVID-19 pandemic
  - Packaged Ugnay Award, resulted to garnered as the First Runner
  - Designed and developed proposals for funding
  - Contributed in the process of ISO 9001:2015 certification
  - Developed IEC materials
  
- Summary of Actual Duties
  - Takes charge/coordinates the development and production of applied communication materials in support of consortium flagship programs; assists in the coordination of applied communication activities; acts as the recording secretary of the Region Eight Applied Communication Task Force (REACTF); assists the RCTU Coordinator in the monitoring and documentation of consortium activities/project; takes care of the Scientific Literature Services (SLS) of the consortium; updates the database of popularized R and D information; assists in the implementation of Technogabay in Region 8 and does other tasks the superiors may assign.

- Duration: March 2013 – March 2015
- Position: Project Technical Staff II
- Name of Office/Unit: Philippine Higher Education Network (PHERNet)
- Immediate Supervisor: Dr. Othello B. Capuno
- Name of Agency/Organization and Location: Visayas State University (VSU)
  
- List of Accomplishments and Contributions (if any)
  
- Summary of Actual Duties

- Takes charge in the facilitation of communication, reports, travel documents and other related business transaction documents of the projects; assists in facilitating activities, packaging and consolidating required reports and training modules for the different components of the program; facilitates administrative and financial transactions and submission of related reports in coordination with Accounting Office staff; performs other related tasks assigned by superiors.

- Duration: March 2010 – December 2012
- Position: Science Research Assistant
- Name of Office/Unit: Office of the Vice President for Research and Extension (OVPRE)
- Immediate Supervisor: Dr. Othello B. Capuno
- Name of Agency/Organization and Location: Visayas State University (VSU)

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Wrote, edit and lay-out IEC materials for extension services; participated in the conduct of the Farmers and Fisherfolk's Day; performed other related tasks assigned by superiors.

- Duration: September 2008 – March 2010
- Position: Science Research Assistant
- Name of Office/Unit: Institute of Tropical Ecology and Environmental Sciences (ITEEM)
- Immediate Supervisor: Dr. Maria Juliet C. Ceniza
- Name of Agency/Organization and Location: Visayas State University (VSU)

- List of Accomplishments and Contributions (if any)

- Developed videos and designed manuals on Rainforestation

- Summary of Actual Duties

- Facilitated training and monitoring activities nationwide; in-charge of the production of the Rainforestation Manual; took charge of the video production on the steps and process of Rainforestation Farming.

  
ELMERA Y. BANOC

(Signature over Printed Name  
of Employee/Applicant)

Date: September \_\_, 2023