

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	UMPAD		
FIRST NAME	MA. ELSA	NAME EXTENSION (JR., SR) NA	
MIDDLE NAME	MAGALLANES		
3. DATE OF BIRTH (mm/dd/yyyy)	December 5, 1966	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	Ormoc City	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:		
7. HEIGHT (m)	1.50	17. RESIDENTIAL ADDRESS	501 Rizal Extension House/Block/Lot No. Street Subdivision/Village Barangay Ormoc City Leyte Province
8. WEIGHT (kg)	49	ZIP CODE	6541
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	501 Rizal Extension House/Block/Lot No. Street Subdivision/Village Barangay Ormoc City Leyte City/Municipality Province
10. GSIS ID NO.	B6625EMU028	ZIP CODE	6541
11. PAG-IBIG ID NO.	1700-0026-3905		
12. PHILHEALTH NO.	13-000014287-6		
13. SSS NO.	NA	19. TELEPHONE NO.	NA
14. TIN NO.	140-031-919	20. MOBILE NO.	09954713935
15. AGENCY EMPLOYEE NO.	V000524	21. E-MAIL ADDRESS (if any)	elsa.umpad@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	UMPAD		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	RUDOLFO	NAME EXTENSION (JR., SR) NA	RUDELAIZA ANNE M. UMPAD	May 25, 1989
MIDDLE NAME	BARRIOS		RACHEL ANNE M. UMPAD	August 1, 1992
OCCUPATION	Private Employee		RUDEL JOSHUA M. UMPAD	July 10, 2001
EMPLOYER/BUSINESS NAME	OCCCI			
BUSINESS ADDRESS	Ormoc City			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	MAGALLANES			
FIRST NAME	ERNESTO	NAME EXTENSION (JR., SR) NA		
MIDDLE NAME	SEGOVIA			
25. MOTHER'S MAIDEN NAME				
SURNAME	BACENSE			
FIRST NAME	FRANCISCA			
MIDDLE NAME	JALIPA			

(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	ORMOC CITY CENTRAL SCHOOL	Elementary graduate	1973	1979	Graduated	1979	w/honors
SECONDARY	ORMOC CITY HIGH SCHOOL	High School graduate	1979	1983	Graduated	1983	NA
VOCATIONAL / TRADE COURSE	NA						
COLLEGE	VISAYAS STATE COLLEGE OF AGRICULTURE	BS AGRICULTURE	1983	1987	Graduated	1987	NA
GRADUATE STUDIES	VISAYAS STATE COLLEGE OF AGRICULTURE	MS AG. EXTENSION	1993	2000	30 units (undergraduate)	NA	NA

(Continue on separate sheet if necessary)

SIGNATURE		DATE	October 28, 2024
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[illegible]

V. WORK EXPERIENCE

V. WORK EXPERIENCE

[illegible][illegible]

October 28, 2024

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		
NA		NA	NA	NA	NA

(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			
	Refresher Course and Retooling Exercixes on ISO Internal Quality Audit	Aug 20, 2024	Aug 20, 2024	8	Technical	Visayas State University
	Supervisory Development Course (SDC) Track 2&3	Oct 9, 2023	Oct 13, 2023	40	Supervisory	Civil Service Commission Region 8
	Values Critical Components of Enhance Performance	Oct 12, 2022	Oct 14, 2022	24.0	Supervisory	Personnel Officers Association of the Philippines (P
	Course on Strengthening Integrity and Accounatbility Amidst Covid-19 Pandemic	Dec 2, 4, 2020	Dec 9, 2020	24.0	Supervisory	Civil Service Commission Region 8
	Introduction to Remote Auditing	Nov 4, 2020	Nov 5, 2020	16.0	Technical	TUV Rhienland
	Internal Audit Training Workshop	April 12, 2019		8.0	Technical	TUV Rheinland
	Transformational Leadership in a Changing Environment	Oct 16, 2018	Oct 19, 2018	30.0	Supervisory	Personnel Officers Association of the Philippines (POAP)
	Training on Techniques of High Performance Liquid Chromatography	Sept 9, 2018	Sept 10, 2018	16.0	Technical	Molave Trading
	Seminar Workshop on the 2017 ORA OHRA	May 9, 2018	May 10, 2018	16.0	Supervisory	Civil Service Commission Region 8
	ASEAN Cassava Breeders Meeting	Dec 3, 2017	Dec 6, 2018	36.0	Technical	Centro Internacional dela Agricultural Tropical
	Orientation on PRIME-HRM	Aug 24, 2017		8.0	Supervisory	Civil Service Commission Region 8
	PhilGEPS Buyers Training	May 25, 2017	May 26-2017	16.0	Technical	Philippine Government Electronic Procurement System (PhilGEPS)
	Leave Administration Training Course for Effectiveness	Sept 27, 2017	Sept 28, 2018	16.0	Technical	Civil Service Commission Region 8
	Full Length Training Course on Government Reform Act and its Revised IRR	May 3, 2017	May 5, 2017	24.0	Technical	Department of Budget and Management Reg 8
	Internal Quality Audit Training Course	Jan 23, 2017	Jan 25, 2017	24.0	Technical	AGF Auditing Firm
	Procurement Planning Workshop	Sept 13, 2016		8.0	Technical	Visayas State University
	National Workshop on Invasive Pests and diseases of Cassava	Mar 14, 2016	Mar 17, 2016	32.0	Technical	Centro Internacional dela Agricultural Tropical
	ISO 9001:2008 Orientation and Writeshop	Oct 5, 2015		8.0	Technical	Visayas State University
	Training Workshop on Dynamic Classrooms for Sociology Teachers	Apr 26, 2015	Apr 30, 2015	40.0	Technical	Visayas State University



(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)
	Reading, Cooking, Travelling		2020 CSC PAGASA Group Category		LSU-Administrative Personnel Association
			2021 VSU Administrative Support Staff		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	October 28, 2024
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34. Are you related by consanguinity or affinity to the appointing or recommending chief of bureau or office or to the person who has immediate supervision over you in Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
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 a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>												
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. Erlinda A. Vasquez</td><td>PhilRootcrops, VSU, Baybay City, Leyte</td><td>053 563 7229</td></tr><tr><td>Ms. Lisa I. Arce</td><td>PhilRootcrops, VSU, Baybay City, Leyte</td><td>053 563 7229</td></tr><tr><td>Dr. Allen Glennie P. Lambert</td><td>Office of the President, VSU, Baybay City, Leyte</td><td>053 565 0600</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Dr. Erlinda A. Vasquez	PhilRootcrops, VSU, Baybay City, Leyte	053 563 7229	Ms. Lisa I. Arce	PhilRootcrops, VSU, Baybay City, Leyte	053 563 7229	Dr. Allen Glennie P. Lambert	Office of the President, VSU, Baybay City, Leyte	053 565 0600
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Dr. Allen Glennie P. Lambert	Office of the President, VSU, Baybay City, Leyte	053 565 0600											
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.													
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: UMID</div> <div>ID/License/Passport No.: 006-0017-7029-4</div> <div>Date/Place of Issuance: Maasin City</div>	<div><div>Signature (Sign inside the box)</div><div>October 28, 2024</div><div>Date Accomplished</div></div>												
<div><div><div>Signature Maria Elsa M. Unpad</div></div><div><div>Right Thumbmark</div></div></div>													
SUBSCRIBED AND SWORN to before me this 22 NOV 2024, affiant exhibiting his/her validly issued government ID as indicated above.													
<div><div>ATTY. RYAN E. GUINOCOR VSU Chief Legal Officer</div><div>Person Administering Oath</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: December 20, 2021 – October 15, 2024
 - Position: Administrative Officer IV
 - Name of Office/Unit: Office of the President
 - Immediate Supervisor: Edgardo E. Tulin & Prose Ivy G. Yepes
 - Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions (if any)
 - Help and facilitate in the preparation and packaging of documents for VSU awards
 - Summary of Actual Duties
 - Responsible for the implementation and management of the administrative functions of the office such as frontline services and other services offered, overseeing the performance of the administrative staff under the office, mentoring, coaching and motivating the staff to perform best in their respective functions
 - Serve as ISO 9001:2015 internal auditor of VSU
-
- Duration: February 1, 2021 – December 19, 2021
 - Position: Administrative Officer II
 - Name of Office/Unit: Extension and Socioeconomics Division, PhilRootcrops
 - Immediate Supervisor: Dr. Julieta R. Roa & Dr. Marcelo A. Quevedo
 - Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions (if any)
 - Help and facilitate in the preparation and packaging of documents of PhilRootcrops personnel for the CSC HAP awards (in which PhilRootcrops produced Presidential Lingkod Bayan (national and regional) and Pagasa (regional group category)
 - Other awards such as Tanglaw Award for PhilRootcrops in 2019 by DOST-PCAARRD
 - Summary of Actual Duties
 - Responsible for the implementation and management of the administrative functions of the office such as frontline services and other services of the office, overseeing the performance of the administrative staff under the office, mentoring and coaching and motivating to perform best in their respective functions
 - Serve as ISO 9001:2015 internal auditor of VSU

- Duration: March 25, 2010 to January 31, 2016
- Position: Science Research Assistant
- Name of Office/Unit: Extension and Socio-economic Division, PhilRootcrops
- Immediate Supervisor: Dr. Julieta R. Roa & Dr. Marcelo A. Quevedo
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
 - Facilitate in the dissemination of PhilRootcrops technologies through conduct of trainings and conduct of extension cum research projects
- Summary of Actual Duties
 - Serve as training facilitator /coordinator for PhilRootcrops initiated trainings, seminars and symposiums; prepares training designs and training reports / activity reports
 - Serve as Research assistants for extension cum research projects of PhilRootcrops with tasks that includes preparation of travel reports, training reports and other reports required by funding agencies

- Duration: February 16, 1998 to March 24, 2010
- Position: Science Research Assistant
- Name of Office/Unit: Production Division, PhilRootcrops
- Immediate Supervisor: Dr. Fernando A. Evangelio and Ms. Cynthia V. Godoy
- Name of Agency/Organization and Location: Visayas State University
- Summary of Actual Duties
 - Serve as Research assistant for projects under the Production Division of PhilRootcrops in which tasks includes preparation of travel reports, terminal reports and other reports required by funding agencies
 - Data gathering (field and laboratory data) and statistical analysis computation

- Duration: August 16, 1988 to February 15, 1998
- Position: Science Aide
- Name of Office/Unit: Production Division, PhilRootcrops
- Immediate Supervisor: Dr. Fernando A. Evangelio and Ms. Cynthia V. Godoy
- Name of Agency/Organization and Location: Visayas State University
- Summary of Actual Duties
 - Serve as Science aide for projects under the Production Division of PhilRootcrops in which tasks includes preparation laboratory analysis of soil and plant tissue samples and statistical computation of data



MA. ELSA M. UMPAD

Signature over Printed Name
of Employee / Applicant

10-28-24