

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 | DELIMA | | |
| FIRST NAME | GINA | | NAME EXTENSION (JR., SR) NA |
| MIDDLE NAME | ABREO | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 03/15/1988 | 16. CITIZENSHIP | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: |
| 4. PLACE OF BIRTH | MANILA, PHILIPPINES | If holder of dual citizenship, please indicate the details. | |
| 5. SEX | <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female | | |
| 6. CIVIL STATUS | <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS | House/Block/Lot No. Street BRGY. BIASONG Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province ZIP CODE 6521 |
| 7. HEIGHT (m) | 1.60 | 18. PERMANENT ADDRESS | House/Block/Lot No. Street BRGY. BIASONG Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province ZIP CODE 6521 |
| 8. WEIGHT (kg) | 65 | 19. TELEPHONE NO. | NA |
| 9. BLOOD TYPE | A | 20. MOBILE NO. | 09123335294 |
| 10. GSIS ID NO. | CRN-021-3147-3163-7 | 21. E-MAIL ADDRESS (if any) | DELIMAGINAPHL@GMAIL.COM |
| 11. PAG-IBIG ID NO. | 1700-0032-1100 | | |
| 12. PHILHEALTH NO. | 13-050082743-3 | | |
| 13. SSS NO. | 0628052854 | | |
| 14. TIN NO. | 259-850-611 | | |
| 15. AGENCY EMPLOYEE NO. | V01184 | | |

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) | | GIANFE IRENE DELIMA | 04/01/2011 |
| MIDDLE NAME | | | | |
| OCCUPATION | | | | |
| EMPLOYER/BUSINESS NAME | | | | |
| BUSINESS ADDRESS | | | | |
| TELEPHONE NO. | | | | |
| 24. FATHER'S SURNAME | GASTADOR | | | |
| FIRST NAME | FELIX | NAME EXTENSION (JR., SR) | NA | |
| MIDDLE NAME | DELIMA | | | |
| 25. MOTHER'S MAIDEN NAME | | | | |
| SURNAME | ABREO | | | |
| FIRST NAME | IRENEA | | | |
| MIDDLE NAME | BARCOMA | | | |

(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 | HIPUSNGO ELEMENTARY SCHOOL | ELEMENTARY GRADUATE | 1994 | 2000 | Graduated | 2000 | 1ST HON. MENTIONED |
| SECONDARY | BAYBAY NATIONAL HIGH SCHOOL | HIGH SCHOOL GRADUATE | 2000 | 2004 | Graduated | 2004 | |
| VOCATIONAL / TRADE COURSE | TESDA | HORTICULTURE NCII | 2016 | 2016 | Graduated | 2016 | |
| COLLEGE | VISAYAS STATE UNIVERSITY | BS IN AGRIBUSINESS | 2004 | 2008 | Graduated | 2008 | CUM LAUDE |
| GRADUATE STUDIES | LEYTE NORMAL UNIVERSITY | MASTER IN MANAGEMENT | 2011 | 2014 | Graduated | 2014 | |
| GRADUATE STUDIES | KU LEUVEN, BELGIUM | MS IN SUSTAINABLE DEVELOPMENT | 2017 | 2019 | Graduated | 2019 | CUM LAUDE |


(Continue on separate sheet if necessary)

| | | | |
|-----------|-------------|------|---------------|
| SIGNATURE | GINA DELIMA | DATE | June 22, 2022 |
|-----------|-------------|------|---------------|

[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]

| | | | | |
|---|---|------|---------------|--|
| (Continue on separate sheet if necessary) | | | | |
| SIGNATURE | GINA DELIMA  | DATE | June 22, 2022 | |

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

| 29. | NAME & ADDRESS OF ORGANIZATION (Write in full) | INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) | | NUMBER OF HOURS | POSITION / NATURE OF WORK |
|-----|---|---|------|-----------------|---------------------------|
| | | From | To | | |
| | NATIONAL SERVICE TRAINING PROGRAM (NSTP) | 2007 | 2008 | 80.0 | STUDENT ASSISTANT |
| | ST. ANTHONY DE PADUA PARISH | 2001 | 2004 | | PARISH CATECHIST |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

(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)

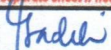
| 30. | TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full) | INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) | | NUMBER OF HOURS | Type of LD (Managerial/ Supervisory/ Technical/etc) | CONDUCTED/ SPONSORED BY (Write in full) |
|-----|---|---|------------|-----------------|--|--|
| | | From | To | | | |
| | Seminar on Standards and Certification for Organic Agriculture | 07/29/2008 | 07/30/2008 | 16 | Technical | Bureau of Agriculture and Fisheries |
| | Value Chain Analysis Workshop | 08/02/2008 | 08/03/2008 | 16 | Technical | ISRDs, Kaakbay sa Buhay at Negosyo Micro-Credit, Inc. (KMI), Kaisampalad, Inc. |
| | 1st Regional Coconut Summit | 08/30/2008 | 08/30/2008 | 8 | Technical | Philippine Coconut Authority, An Waray Party List, GTZ-EnRD, Kaisampalad Inc. |
| | Financial Management and Analysis | 09/24/2008 | 09/26/2008 | 24 | Managerial/ Technical | Department of Agriculture, DTI, DOST, DAR Corporation, National Anti-Poverty |
| | Regional Conference in Asset Reform, Climate Change and Collective Action | 03/27/2010 | 03/27/2010 | 8 | Managerial/ Technical | Project Development Institute |
| | Presentation of Re-entry Plan | 10/01/2011 | 10/01/2011 | 8 | Managerial/ Technical | Leyte Normal University |
| | Household Economy Analysis (HEA) | 08/1/2014 | 08/31/2014 | 80 | Technical | Oxfam |
| | TOT Community-based Enterprise Development | 12/11/2014 | 12/12/2014 | 16.0 | Managerial/ Technical | Oxfam, ILO |
| | Introduction to Participatory Development | 12/18/2014 | 12/19/2014 | 16.0 | Managerial/ Technical | Oxfam |
| | Training on Self-Help Group Approach | 01/22/2015 | 01/24/2015 | 24.0 | Technical | Oxfam, ECLIPSE |
| | Writesop on Documentation of Best Practices | 03/03/2015 | 03/03/2015 | 8.0 | Technical | Oxfam |
| | Occupational Health and Safety Program Roll-Out | 08/25/2015 | 08/25/2015 | 8.0 | Managerial/ Technical | Catholic Relief Services (CRS) |
| | TOT Disaster Risk Management and Contingency Planning | 10/29/2015 | 10/29/2015 | 8.0 | Technical | USAID, CRS, Center for Disaster Preparedness (CDP) |
| | TOT Disaster Risk Reduction | 01/27/2016 | 02/09/2016 | 72.0 | Managerial/ Technical | Catholic Relief Services (CRS) |
| | Gender Sensitivity Orientation-Workshop | 05/03/2016 | 05/03/2016 | 8.0 | Managerial/ Technical | Catholic Relief Services (CRS) |
| | Advanced Excel Training | 05/18/2016 | 05/18/2016 | 8.0 | Technical | Catholic Relief Services (CRS) |
| | HORTICULTURE NC11 | 05/01/2016 | 10/31/2016 | 449.0 | NC11 | TESDA AND BALANGIGA NATIONAL AGRICULTURE SCHOOL |
| | Information Security Awareness Training | 04/17/2017 | 04/17/2017 | 3.0 | Technical | Catholic Relief Services (CRS) |
| | Training on Theories and Concepts of Disaster | 11/01/2018 | 11/03/2018 | 9.0 | Managerial/ Technical | Mountains of the Moon University, VLIROUS, Vrije Universiteit Brussel |
| | Advanced Statistical Analysis | 10/09/2018 | 10/18/2018 | 30.0 | Managerial/ Technical | Mountains of the Moon University, VLIROUS, KU Leuven - Belgium |
| | Leadership for Resilient LGU | 02/05/2020 | 02/07/2020 | 16.0 | Managerial/ Technical | National Resilience Council, Zuellig Family Foundation, Ateneo de Manila University |
| | Web-based Geospatial Risk Database for COVID-19 Pandemic Response & Recovery Training | 06/16/2020 | 06/23/2020 | 32.0 | Managerial/ Technical | National Resilience Council, Zuellig Family Foundation, Xavier University, Epimetrix |
| | Training Workshop on Course-Module Products for Flexible Learning in HEI Webinar Series | 06/11/2020 | 06/19/2020 | 56.0 | Technical | Eastern Visayas Higher Education Institutions |

(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) |
|-----|-------------------------------|-----|--|-----|---|
| | Training Facilitation | | | | |
| | Documentation | | | | |
| | Research | | | | |
| | Project Management | | | | |
| | Skills in using Nvivo, ArcMap | | | | |

(Continue on separate sheet if necessary)

| | | | |
|-----------|--|------|---------------|
| SIGNATURE | GINA A. DELIMA  | DATE | June 22, 2022 |
|-----------|--|------|---------------|

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? ☐ YES ☒ NO

b. within the fourth degree (for Local Government Unit - Career Employees)? ☐ YES ☒ NO

If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense? ☐ YES ☒ NO

If YES, give details: _____

b. Have you been criminally charged before any court? ☐ 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: END OF CONTRACT

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? ☐ YES ☒ NO

If YES, give details: _____

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: _____

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? ☐ YES ☒ NO

If YES, please specify: _____

b. Are you a person with disability? ☐ YES ☒ NO

If YES, please specify ID No: _____

c. Are you a solo parent? ☐ YES ☒ NO

If YES, please specify ID No: _____


41. REFERENCES (Person not related by consanguinity or affinity to applicant / appointee)

| NAME | ADDRESS | TEL NO. |
|-------------------|--------------------------|--|
| LILIAN NUÑEZ | VISAYAS STATE UNIVERSITY | lilian.nunez@vsu.edu.ph |
| LOVE LYN CATALAN | GUIMBA, NUEVA ECIJA | lovelyn.catalan09@gmail.com |
| DR. KEWAN MERTENS | KU LEUVEN, BELGIUM | kewan.mertens@kuleuven.be |

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.

| | | |
|---|---|--|
| Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: <u>Passport</u> ID/License/Passport No.: <u>P2243149B</u> Date/Place of Issuance: <u>22 MAY 2019/ PE BRUSSELS</u> |  GINA DELIMA Signature (Sign inside the box) <u>June 22, 2022</u> Date Accomplished |  Right Thumbmark |
|---|---|--|

SUBSCRIBED AND SWORN to before me this 01 JUL 2022, affiant exhibiting his/her validly issued government ID as indicated above.


ATTY. NICANOR C. GUROCOR
 VSU Chief Legal Officer
 Person Administering Oath

| WORK EXPERIENCE | |
|--|--|
| JANUARY 9, 2020 - PRESENT | INSTRUCTOR II INSTITUTE FOR STRATEGIC RESEARCH & DEVELOPMENT STUDIES, VISAYAS STATE UNIVERSITY |
| <ul style="list-style-type: none"> • Prepares learning guides and instructional materials • Conducts classes both online and face-to-face • Support students in their learning • Conducts research and implements extension projects • Carry out assigned administrative tasks | |
| MAY – JULY 2017 | Economic Inclusion Officer People In Need, Guiuan, Eastern Samar |
| <ul style="list-style-type: none"> ▪ Conducted value-chain research of Calamansi in Eastern Samar ▪ Supported training of farmer and entrepreneurs partners ▪ Prepared of evaluation tool of trainers | |
| JAN 4, 2016- MAY 9, 2017 | Disaster Risk Reduction Community Organizer Catholic Relief Services, Salcedo, Eastern Samar (Philippines) |
| <ul style="list-style-type: none"> ▪ Assessed and proposed capacity building needs in relations to Disaster Risk Reduction of the local leaders; ▪ Mobilized the community residents and local leaders for capacity building trainings and Community-based Disaster Risk Reduction Management (CBDRRM) planning; ▪ Conducted and facilitated DRR trainings according to target and ensure that participants understand and retain knowledge; ▪ Organized, checked and ensured proper documentation of training outputs; ▪ Worked closely with the Project's MEAL for collection and analysis of M and E information; | |
| APRIL 6, 2015 – DEC 15, 2015 | Monitoring, Evaluation, Accountability and Learning (MEAL) Officer Catholic Relief Services, Salcedo, Eastern Samar (Philippines) |
| <ul style="list-style-type: none"> ▪ Provided technical assistance to ensure that accountability is integrated throughout the project cycle (design, implementation, and M&E) of CRS projects in the program area. ▪ Provided training and guidance for project staff on relevant accountability issues. ▪ Shared resources and information with staff on accountability. ▪ Managed the feedback mechanisms to ensure effective two-way feedbacking system with the covered communities ▪ Ensured that accurate and timely responses are given to the communities | |
| Feb 4, 2014– Mar 31, 2015 | Emergency Food Security and Livelihood (EFSVL) Officer Oxfam GB, Ormoc City (Philippines) |
| <ul style="list-style-type: none"> ▪ Assessed and analyzed food security & livelihood contexts which results were used in the conceptualization of the projects that were implemented; ▪ Conceptualized and prepared project proposals ▪ Took direct responsibility in the implementation of 2 livelihood recovery projects reaching almost 3000 families in 23 barangays within 5 months during the post-disaster emergency phase; ▪ Lead in the rehabilitation of the post-harvest facilities of the 2 Rice Cooperatives in partnership with government agency; ▪ Supported the different capacity buildings of supported Rice Cooperatives and interest groups including strategic & business planning; ▪ Facilitated the implementation skills training of 71 rice labourers so that they can access off-farm livelihood opportunities; ▪ Line managed 2-3 assistant posts and oversee community activities through meetings, FGDs, and site visits to ensure that that projects are progressing according to schedule; ▪ Supported the organizing of groups to avail the Self-Help Group project. | |
| April 1, 2008 – Dec 1, 2013 | Credit Officer KABUHAYAN Micro-credit Inc., Tacloban City (Philippines) |
| <ul style="list-style-type: none"> ▪ Marketing of the organization's products and services; ▪ Assessed and conducted in-depth evaluation of clients' project/business including the background of the borrower; ▪ Supervised 3 personnel when assigned as the OiC Manager ▪ Proposed viable and qualified borrowers to Credit Committee for approval; ▪ Monitored, collected payments and prepared report relating to the status of the borrowers' business; ▪ Assisted in project-proposal making | |