

PERSONAL DATA SHEET

WARNING: Any misinterpretation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes ( ☐ ) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

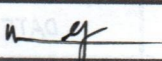
2. SURNAME	ESTROSAS		
FIRST NAME	MARIA FATIMA	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	BOHOL		
3. DATE OF BIRTH (mm/dd/yyyy)	OCTOBER 3, 1992	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BAYBAY CITY LEYTE	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	BIASONG STREET
7. HEIGHT (m)	1.50 m	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	52 kg		BRGY. MARCOS
9. BLOOD TYPE			Subdivision/Village Barangay
10. GSIS ID NO.	2005203341		BAYBAY CITY LEYTE
11. PAG-IBIG ID NO.	N/A		City/Municipality Province
12. PHILHEALTH NO.	13-252156584-9	18. PERMANENT ADDRESS	BIASONG STREET
13. SSS NO.	N/A	ZIP CODE	House/Block/Lot No. Street
14. TIN NO.	492 732 533		BRGY. MARCOS
15. AGENCY EMPLOYEE NO.	N/A		Subdivision/Village Barangay
			BAYBAY CITY LEYTE
			City/Municipality Province
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09359351537
		21. E-MAIL ADDRESS (if any)	faith.ako20@gmail.com

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	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	ESTROSAS		N/A	N/A
FIRST NAME	LUCIO	JR	N/A	N/A
MIDDLE NAME	ESCOL		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	BOHOL		N/A	N/A
FIRST NAME	IDA		N/A	N/A
MIDDLE NAME	MERIN		(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	MARCOS ELEMENTARY SCHOOL	N/A	2000	2004	N/A	N/A	1ST HONOR
	SAN. AGUSTIN ELEMENTARY SCHOOL	N/A	2004	2006	N/A	2006	4TH HONOR
SECONDARY	BUNGA NATIONAL HIGH SCHOOL	N/A	2006	2010	N/A	2010	9TH HONOR
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN DEVELOPMENT COMMUNICATION	2010	2016	N/A	2016	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MS Agricultural Extension	201	N/A	N/A	N/A	N/A

SIGNATURE		DATE	January 15, 2019
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[illegible]

## V. WORK EXPERIENCE

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

[illegible]

SIGNATURE		DATE	January 15, 2019
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[illegible]

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

[illegible]

VIII. OTHER INFORMATION

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

SIGNATURE		DATE	JUNE 15, 2019
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JUNE 15, 2019



34. Are you related by consanguinity or affinity to 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

☐ YES☒ NO

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

Date Filed: \_\_\_\_\_

Status of Case/s: \_\_\_\_\_

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

☐ YES☒ NO

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

37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?

☐ YES☒ NO

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

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?  
  
b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?

☐ YES☒ NO

☐ YES☒ NO

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

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

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES☒ NO

If YES, give details (country):  
\_\_\_\_\_

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:  
a. Are you a member of any indigenous group?  
b. Are you a person with disability?  
c. Are you a solo parent?

☐ YES☒ NO

If YES, please specify:  
\_\_\_\_\_

☐ YES☒ NO

If YES, please specify ID No:  
\_\_\_\_\_

☐ YES☒ NO

If YES, please specify ID No:  
\_\_\_\_\_

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

NAME	ADDRESS	TEL. NO.
DR. MONINA ESCALADA	VISCA BAYBAY CITY LEYTE	9189239657
DR. EDITHA G. CAGASAN	VISCA BAYBAY CITY LEYTE	9182700721
DR. CHRISTINA A. GABRILLO	VISCA BAYBAY CITY LEYTE	9322497436

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: VOTERS ID

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

Date/Place of Issuance: BAYBAY CITY LEYTE

Signature (Sign inside the box)

January 15, 2019

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this JAN 23 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR

VSU LEGAL OFFICER

Person Administering Oath

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## WORK EXPERIENCE SHEET

- Duration: April 17, 2017 – present
- Position: Science Aide
- Name of Office/Unit: OVPRE – Extension Office
- Immediate Supervisor: Prof. Efren B. Saz
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay Leyte

- List of Accomplishments and Contributions (if any)

- Monitor and Evaluate Extension Projects
- Keep Records of quarterly reports and accomplishment reports of extension activities
- Designed Extension Manual (BOR Approved 2018)
- Facilitate the Annual FFD and the Search for Ugmad awards
- Facilitate trainings and Exhibits
- Assist and keep records of the annual RDE In-House Review
- Monitor and Review Faculty workloads

- Summary of Actual Duties

- Monitors and consolidates all VSU funded extension projects' targets and accomplishments for integration and submission to OVPRG
- Monitor and prepare communications and other documents for extension projects of the university
- Assist in the putting up of Exhibits, Agro-Trade Fairs and other related activities
- Assists in facilitating the Farmers & Fisherfolk's Day & Flower and Garden Show
- Assists in the conduct of training programs coordinated by OVPRE
- Assist in the conduct of R&DE In-House Reviews
- Monitor/Review Workloads of Faculty and Staff involved in Extension Activities
- Performs other tasks assigned by superiors

- Duration: January 1, 2017 – April 15, 2017
- Position: SRA Extension Publication
- Name of Office/Unit: OVPRE – Extension Office
- Immediate Supervisor: Prof. Efren B. Saz
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay Leyte

- List of Accomplishments and Contributions (if any)

- Designed Extension Manual (To be approved by BOR)
- Designed Extension Brochures
- Putting up of Exhibits, Agro-Trade Fairs and other related activities

- Summary of Actual Duties



- Take Charge in the preparation/production, editing and circulating of R&E publication/Highlights
- Coordinates and keeps record of all activities and projects of Extension Communicators Group
- Documents and Facilitates in – In House Review, trainings, seminar-workshops, symposia
- Assist the Director in coordinating the implementation of the IEC component of special programs
- Does the task that may be assigned by the superior

- Duration: September 1,2016 – December 2016
- Position: Data Encoder
- Name of Office/Unit: OVPRE – Extension Office
- Immediate Supervisor: Prof. Efren B. Saz
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay Leyte
- List of Accomplishments and Contributions (if any)
  - Designed the Institutional Portfolio of AREA V (Extension, Consultancy and Linkages) during the Institutional accreditation (AACCUP)
  - Gather documents for the Institutional Accreditation
- Summary of Actual Duties
  - To encode data gathered in preparations for Institutional Accreditation (2<sup>nd</sup> round) by AACCUP
  - To complete the gathered documents systematically o make them presentable and easily accessible to the accreditors/ evaluators during the actual evaluation and,
  - To do other task related to AACCUP Institutional Accreditation (2<sup>nd</sup> round)