

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	SUBERE		
FIRST NAME	MARIA VERJIE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	QUINTERO		
3. DATE OF BIRTH (mm/dd/yyyy)	7/20/1976	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	BAYBAY, LEYTE	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	
7. HEIGHT (m)	1.48		House/Block/Lot No. Street
8. WEIGHT (kg)	40		ZONE 5 GUADALUPE
9. BLOOD TYPE	B		Subdivision/Village Barangay
10. GSIS ID NO.	2003896952		BAYBAY LEYTE
11. PAG-IBIG ID NO.	1700-0032-6204		City/Municipality Province
12. PHILHEALTH NO.	13-000089572-6		6521
13. SSS NO.	NA	18. PERMANENT ADDRESS	
14. TIN NO.	901-112-999		House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	V00687		ZONE 5 GUADALUPE
			Subdivision/Village Barangay
			BAYBAY LEYTE
			City/Municipality Province
			6521
		19. TELEPHONE NO.	(053) 563 1306
		20. MOBILE NO.	09174402381
		21. E-MAIL ADDRESS (if any)	vsubere@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NA	NAME EXTENSION (JR., SR) N/A	NA	NA
MIDDLE NAME	NA			
OCCUPATION	SCIENCE RESEARCH ASSISTANT			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	VISCA, BAYBAY CITY, LEYTE			
TELEPHONE NO.	(053) 563 7064			
24. FATHER'S SURNAME	SUBERE			9/26/1929
FIRST NAME	VERONICO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	SERILO			
25. MOTHER'S MAIDEN NAME				
SURNAME	QUINTERO			5/18/1945
FIRST NAME	JOSEFINA			
MIDDLE NAME	BUTAWAN		(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	ViSCA Foundation Elementary School	Primary Education	1981	1989	NA	1989	NA
SECONDARY	Experimental Rural High School	High School	1989	1993	NA	1993	NA
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	Visays State College of Agriculture	BS Horticulture	1993	1997		1997	Cum laude
GRADUATE STUDIES	Leyte State University now Visayas State University	MS Horticulture	1998		31	NA	NA

(Continue on separate sheet if necessary)


SIGNATURE		DATE	May 31, 2018
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[illegible]

V. WORK EXPERIENCE <i>(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.</i>	
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(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

SIGNATURE		DATE	5/31/2018
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIL SOCIETY / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

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)

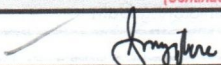
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Gender Sensitivity Training++ for GFPS-TWG members	11/13/2017	11/15/2017	24.0	Technical	GAD Office, VSU
	GAD Orientation and Consultation	7/21/2017	7/21/2017	3.0	Technical	GAD Office and OVPRE, VSU
	Internal Quality Audit Training	1/23/2017	1/25/2017	16.0	Technical	QAC Office, VSU
	Biometrics Refresher Course	6/24/14	6/27/14	32.0	Technical	VSU
	Writing and Reviewing Research Papers for Peer Reviewed Publications	10/1/12	10/5/12	40.0	Technical	VSU
	Training on Information Technology for Researchers (IT4R)	6/4/2012	6/8/2012	40.0	Technical	PCAARRD, Los Baños, Laguna
	Training Cum Writeshop on R&D Project Formulation and Packaging	6/20/2011	6/24/2011	40.0	Technical	VSU
	Training-Workshop on Writing and Reviewing Research Articles for Peer-Reviewed Publications	4/11/2011	4/15/2011	40.0	Technical	VSU
	Web 2 Hands on Training of the ACIAR-PCARRD Fruits and Vegetables Program in the Southern Philippines	11/20/2009	11/20/2009	8.0	Technical	ACIAR
	Training on Human Resource Information System	10/27/2008	10/28/2008	16.0	Technical	Visayas Consortium for Agriculture and resources Program (ViCARP)
	Monitoring and Evaluation of Agricultural Projects for Results-Based Management	5/12/2008	5/16/2008	40.0	Technical	Agricultural Training Institute – Region VIII

(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)
	DANCING, READING, FOOD ART, PHILATELY		Best Administrative Support Staff of the Year Award (2014)		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	5/31/2018
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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO 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 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

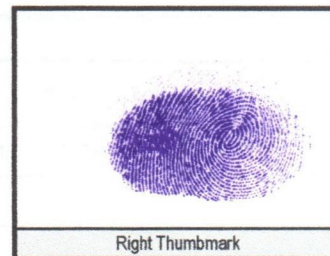
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
Dr. OTHELLO B. CAPUNO	Office of the Vice President for Research and Extension, Visayas State University	(053) 563 7058
Dr. JOSE L. BACUSMO	Office of the Vice President for Research and Extension, Visayas State University	(053) 563 7058
PROF. ROSA OPHELIA D. VELARDE	Office of the Vice President for Research and Extension, Visayas State University	(053) 563 7058
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.		



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:	Driver's License
ID/License/Passport No.:	HO3-03-050609
Date/Place of Issuance:	07/20/2015, Baybay City, Leyte

Signature (Sign inside the box)	
May 31, 2018	
Date Accomplished	



SUBSCRIBED AND SWORN to before me this **MAY 31 2018**, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR VSO LEGAL OFFICER Person Administering Oath	
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WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

Science Research Assistant

- Duration: April 1, 2007 – present
- Position: Science Research Assistant
- Name of Office/Unit: Research Programs Office
- Immediate Supervisor: Dr. Jose L. Bacusmo (Feb. 2017-present), Prof. ROD Velarde (2007-Jan. 2017)
- Name of Agency/Organization and Location: Office of the Vice President for Research and Extension (OVPRE)
- List of Accomplishments and Contributions (if any)
 - Improved office filing system
 - Contributed in the consolidation and update of the R&D Technologies 2009 Edition
- Summary of Actual Duties
 - Assists in the monitoring and evaluation of the university's R&D programs and activities.
 - Establish and maintains appropriate filing system of all implemented R&D programs/ proposals/ activities.
 - Assist in the production of R&D reports and other related documents.
 - Assist in the facilitation and conduct of scientific *fora* in coordination with other units in the university.
 - Performs other related other related tasks assigned by superiors


MARIA VERJIE Q. SUBERE

Date: May 31, 2018