

# 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

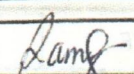
2. SURNAME	RAMOS		
FIRST NAME	DONNA CHRISTENE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	QUINLOG		
3. DATE OF BIRTH (mm/dd/yyyy)	04/10/1994	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> 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	Philippines	
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	1313 ZONE 1 House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.55	18. PERMANENT ADDRESS	1313 ZONE 1 House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	54	19. TELEPHONE NO.	N/A
9. BLOOD TYPE	O+	20. MOBILE NO.	09776371800
10. GSIS ID NO.	2005057011	21. E-MAIL ADDRESS (if any)	donnachristeneramos04@gmail.com; dqramos2@up.edu.ph
11. PAG-IBIG ID NO.	917019981101		
12. PHILHEALTH NO.	13-025216780-4		
13. SSS NO.	N/A		
14. TIN NO.	457-369-656		
15. AGENCY EMPLOYEE NO.	V00924		

## 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) N/A	N/A	N/A
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	RAMOS			
FIRST NAME	DANY	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	SOMOZA			
25. MOTHER'S MAIDEN NAME	MA. NENA BERNASOR QUINLOG			
SURNAME	RAMOS			
FIRST NAME	MA. NENA			
MIDDLE NAME	QUINLOG			

## 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	2001	2006	Graduated	2006	WITH HIGH HONORS
SECONDARY	VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL	HIGH SCHOOL	2006	2010	Graduated	2010	WITH HIGH HONORS
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY (VSU)- MAIN CAMPUS	BACHELOR OF SCIENCE IN BIOTECHNOLOGY MAJOR IN INDUSTRIAL BIOTECHNOLOGY	2010	2014	Graduated	2014	WITH HIGH HONORS
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES LOS BAÑOS	MASTER OF SCIENCE IN MOLECULAR BIOLOGY AND BIOTECHNOLOGY	2017	Present	Ongoing		

SIGNATURE		DATE	26 July 2021
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[illegible][illegible]

SIGNATURE	<i>Ramji</i>	DATE	26 July 2021
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S				
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES OF (mm/dd/yyyy)		NUMBER OF HOURS
		From	To	
	NONE			

(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			
	1st International Webinar Series with the theme "Biotechnology: Breaking Scientific Limitations"	07/21/2021	07/23/2021	12	technical	Department of Biotechnology, Visayas State University
	CAPACITALK Webinar Series, "Inspiring Stories in Commercializing Biomedical Devices and Health Technologies"	07/23/2021	07/23/2021	2.5	technical	De La Salle University, Institute of Biochemical Engineering & Health Technologies, DOST-PCHRD, and CAPACITA
	8th Asia Pacific Biotechnology Congress and the 50th Annual Convention and Scientific Meeting	07/21/2021	07/24/2021	32.0	technical	Philippine Society for Microbiology, Inc
	VISION 2021: Virology Science and Technology Institute of the Philippines, Information, Opportunities, and Networking Webinar (Second of a Series)	07/15/2021	07/16/2021	5.5	technical	Virology Philippines
	Guidelines for Research Involving Recombinant and Synthetic Nucleic Acids					
	Startup Grant Fund Program and Women Helping Women (WHWise) Program Writeshop Conferene	07/15/2021	07/15/2021	3.0	workshop	DOST- PCIEERD
	How Bacteria Make Plants Happy: Rhizobacteria for Plant Immunity	07/14/2021	07/14/2021	3.0	technical	UPV Division of Biological Science
	First Report on the Profiling of Soil Bacterial and Fungal Communities in Karst Forests of Samar Using Next-Generation Sequencing - Kaigangan Biodiversity Research Webinar Series	06/18/2021	06/18/2021	3.0	technical	Assessment and Conservation of Forest over Limestone Ecosystem Biodiversity in Selected Municipalities of Samar Island, Philippines (CONserve-KAIGANGAN)
	2021 MC Webinar Series #5 "Microbes in Animals and Animal Products	06/05/2021	06/05/2021	3.0	technical	The Microbiology Consortium of The Philippine Society for Microbiology (PSM) Inc.
	[PH] Implementation of the New ISO 16140-3:2021: Verification of Methods In Food Microbiology	05/12/2021	05/12/2021	1.0	technical	Biomerieux
	"Web of Science - Your First Step to Research Discovery and Efficient Literature Reviews" session for UP Systems	04/23/2021	04/23/2021	4	technical	Clarivate (a private company) & University of the Philippines
	TEACH BMB: Teaching E-learning Activities for Class at Home for Biochemistry and Molecular Biology	04/19/2021	04/19/2021	3	technical	Philippine Society of Biochemistry and Molecular Biology -Southern Luzon Chapter / Institute of Biological Sciences, College of Arts & Sciences, University of the Philippines Los Banos
	Microbiology Consortium Webinar ("Bacteriocin: Production, Optimization and Utilization")	04/17/2021	04/17/2021	3	technical	The Microbiology Consortium of The Philippine Society for Microbiology (PSM) Inc.

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION		
31.	SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)
	Administrative/laboratory works	NONE
	Computer applications/software	
	video & audio transcription	
	Photo editing & basic photography	
	Playing musical instruments (violin, guitar, etc)	
	Mountain climbing/ hiking	
	Baking	

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	26 July 2021



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)?
35. a. Have you ever been found guilty of any administrative offense?
b. Have you been criminally charged before any court?
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?
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?
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?
39. Have you acquired the status of an immigrant or permanent resident of another 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?

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

NAME	ADDRESS	TEL. NO.
EDGARDO E. TULIN	VSU, Visca, Baybay City, Leyte	
MA. THERESA P. LORETO	VSU, Visca, Baybay City, Leyte	
MARCIANA B. GALAMBAO	VSU, Visca, Baybay City, Leyte	

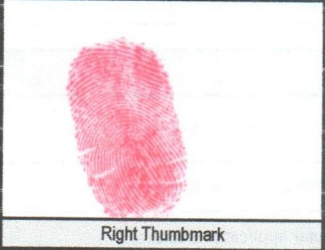
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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.



Donna Christine Guinlog Ramos

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.: H12-16-000621
Date/Place of Issuance: 06/05/2018/BAYBAY, LEYTE

Signature (Sign inside the box)
Date Accomplished: 26 July 2021



SUBSCRIBED AND SWORN to before me this AUG 03 2021, Affiant exhibiting his/her validly issued government ID as indicated above.
ATTY. NICOMEDES R. BORINES
Notary Public
NC No. B-18-12-01; Until December 31, 2021
Roll of Attorney No. 66721
IBP Life Member No. 016991
PTR. NO. P15058026/01-2021/Baybay City, Leyte
MCL E Comp. Cert. No. VI-0011107/03 Aug. 2018
Brgy. Candadam, Baybay City, Leyte
TIN: 138-821-316



## 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: August 02, 2016 – Present
- Position: Instructor I
- Name of Office/Unit: Department of Biotechnology
- Immediate Supervisor: Ma. Theresa P. Loreto
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions
  - Conducts lecture classes: InBt121 (Bioprocess I), Btec 134 (Methods in Recombinant DNA Technology, Btec 22 (Fundamentals of Bioprocessing), and InBt 122 (Bioprocess II)
  - Conducts lab classes: Chem 11 (General Chemistry), Chem 16 (General Inorganic Chemistry II, InBt 121 (Bioprocess I)
  - Academic adviser, Freshmen and Sophomore BS Biotechnology students
  - Adviser, VSU Biotechnological Society (VSU-BS)
  - Student Research Committee (member) – revising of thesis manuscripts
- Summary of Actual Duties
  - To conduct classes as scheduled; to conduct examination (mid/final/long hours/quizzes), maintain class record, and correct and return test papers on time; to submit grades and turn over class records to department head two weeks after the finals examination; to participate in other teaching activities required of them; to report to class on time and pass clearance after end of semester

- Duration: June 02, 2014 – May 31, 2016
- Position: Science Research Assistant
- Name of Office/Unit: PhilRootcrops Research and Training Center (PhilRootcrops)
- Immediate Supervisor: Edgardo E. Tulin
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions
  - Development of a dipstick kit for the rapid identification of true-to-type "carabao" mango variety.
- Summary of Actual Duties
  - Project Name: Genetic Markers and Immuno-based Identification of Philippine Carabao Mango
  - Conducts experiments in Component 2 of the said project; assists project staff in ordering of chemicals for the project; performs extraction and purification of collected mango samples for identification of carabao mango-specific protein marker; prepares buffers and solutions needed for extraction of carabao mango-specific protein; performs experiments on the generation of polyclonal antibodies in rabbits and titration of the activity of the generated antibody; conducts sensitivity assay of the generated antisera; assists project staff in developing dipstick kit for detection; conducts testing of diagnostic kit in the laboratory and in the field; assists project leader in writing project progress and terminal reports.

  
DONNA CHRISTENE Q. RAMOS

Date: 29 July 2021