

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	BORNIA		
FIRST NAME	NELITA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CUYOS		
3. DATE OF BIRTH (mm/dd/yyyy)	9/1/1967	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	Manlilid Javier, 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Guadalupe Subdivision/Village Barangay Baybay Leyte City/Municipality Province
7. HEIGHT (m)		ZIP CODE	6521
8. WEIGHT (kg)	53.5 kg	18. PERMANENT ADDRESS	House/Block/Lot No. Street Guadalupe Subdivision/Village Barangay Baybay Leyte City/Municipality Province
9. BLOOD TYPE	"O"	ZIP CODE	6521
10. GSIS ID NO.	B67T1NPC017	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	1700-0028-4021	20. MOBILE NO.	09265130803
12. PHILHEALTH NO.	13-000015276-6	21. E-MAIL ADDRESS (if any)	nbornias@yahoo.com
13. SSS NO.	N/A		
14. TIN NO.	915-327-356		
15. AGENCY EMPLOYEE NO.	V00660		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Bornias		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Ricardo	NAME EXTENSION (JR., SR)	Richienel C. Bornias	3/26/2004
MIDDLE NAME	Bulahan		Renelyn C. Bornias	8/24/2009
OCCUPATION	Laborer			
EMPLOYER/BUSINESS NAME	OVPRE, Visayas State University			
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Cuyos			
FIRST NAME	Cresenciano	Sr.		
MIDDLE NAME	Arceo			
25. MOTHER'S MAIDEN NAME				
SURNAME	Pepito			
FIRST NAME	Norberta			
MIDDLE NAME	Bughao			

(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	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	Manlilid Elementary School		1973	1979		1979	
SECONDARY	Abuyog Academy		1979	1983		1983	
VOCATIONAL / TRADE COURSE							
COLLEGE	Visayas State College of Agriculture (VISCA)/ VSU	Bachelor of Science in Agriculture (Horticulture)	1985	1992		1992	
GRADUATE STUDIES	Visayas State University (VSU)	Master of Science in Horticulture	1993		37		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 16, 2019	CS FORM 212 (Revised 2017), Page 1 of 1
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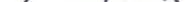
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(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

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(Continue on separate sheet if necessary)

SIGNATURE		DATE	JULY 16, 2019	CS FORM 212 (Revised 2017), Page 2 of 4
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VI. VOLUNTARY WORK OR INVOLVEMENT IN C / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGAN / ON/S

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	Guadalupe Chapel Pastoral Council (GCPC)	8/10/2018	Present		Treasurer
	Guadalupe Consumers Cooperative (GCC)	2/6/2018	Present		Board, Vice Chairman
	Philippine Association for Plant Tissue Culture & Biotechnology (PAPTCB)	6/10/2010	Present		Member
	Guadalupe Catholic Choir Ensemble (GuCCE)	11/10/1996	Present		Treasurer
	Gamma Epsilon Fraternity/Gamma Lambda Epsilon Sorority (FALCONS)	11/30/1989	Present		Member

(Continue on separate sheet if necessary)

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

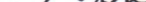
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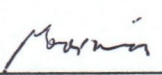
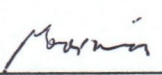
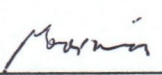
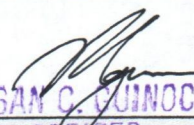
(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Propagate Horticultural crops (Ornamental)	N/A	VSU-Administrative Personnel association
& Arranged flowers		VSU Alumni Association

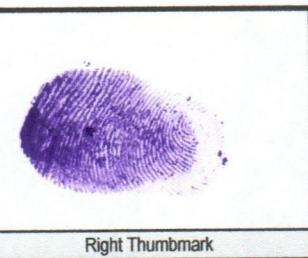
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SIGNATURE		DATE	July 16, 2019	CS FORM 212 (Revised 2017), Page 3 of 4

<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 35%;">NAME</th><th style="width: 35%;">ADDRESS</th><th style="width: 30%;">TEL. NO.</th></tr></thead><tbody><tr><td>Asst. Prof. Gloria E. Bancale</td><td>Dept. of Horticulture, VSU</td><td></td></tr><tr><td>Dr. Catherine C. Arradaza</td><td>Dept. of Horticulture, VSU</td><td></td></tr><tr><td>Dr. Rosario A. Salas</td><td>Dept. of Horticulture, VSU</td><td></td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Asst. Prof. Gloria E. Bancale	Dept. of Horticulture, VSU		Dr. Catherine C. Arradaza	Dept. of Horticulture, VSU		Dr. Rosario A. Salas	Dept. of Horticulture, VSU	
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<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="padding: 2px;">Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td style="padding: 2px;">Government Issued ID: Voter's ID</td></tr><tr><td style="padding: 2px;">ID/License/Passport No.: 3708-0145B-10167NCB20000</td></tr><tr><td style="padding: 2px;">Date/Place of Issuance: Baybay City, Leyte</td></tr></table>	Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: Voter's ID	ID/License/Passport No.: 3708-0145B-10167NCB20000	Date/Place of Issuance: Baybay City, Leyte	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="height: 80px; text-align: center; vertical-align: middle;"> Signature (Sign inside the box) JULY 16, 2019 Date Accomplished</td></tr></table>	 Signature (Sign inside the box) JULY 16, 2019 Date Accomplished							
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Date/Place of Issuance: Baybay City, Leyte													
 Signature (Sign inside the box) JULY 16, 2019 Date Accomplished													
<p>SUBSCRIBED AND SWORN to before me this <u>29 JUL 2019</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;"> ATTY. RYSAN C. QUINOCOR VSU LEGAL COUNSEL Person Administering Oath</div>													
<p>CS FORM 212 (Revised 2017), Page 4 of 4</p>													



PHOTO



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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 (2nd 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 (2nd round)