

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	MARTIREZ		
FIRST NAME	MELVINCE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	ROM		
3. DATE OF BIRTH (mm/dd/yyyy)	05/14/95	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 checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Pls. indicate country:
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street
7. HEIGHT (m)	1.61	ZIP CODE	GUDALUPE
8. WEIGHT (kg)	85		Subdivision/Village Barangay
9. BLOOD TYPE	N/A		BAYBAY CITY LEYTE
10. GSIS ID NO.	N/A	18. PERMANENT ADDRESS	City/Municipality Province
11. PAG-IBIG ID NO.	12184039355	ZIP CODE	6521
12. PHILHEALTH NO.	13-025562580-3		House/Block/Lot No. Street
13. SSS NO.	35-0317844-9		GUDALUPE
14. TIN NO.	491284015	19. TELEPHONE NO.	Barangay LEYTE
15. AGENCY EMPLOYEE NO.	N/A	20. MOBILE NO.	Province
		21. E-MAIL ADDRESS (if any)	6521
			N/A
			09513598314
			melvincemartirez672@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MARTIREZ		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	CARIN	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	BORJA			
OCCUPATION	TRAINING ASSISTANT (COS)			
EMPLOYER/BUSINESS NAME	ATI-RTC 8			
BUSINESS ADDRESS	VSU, BAYBAY			
TELEPHONE NO.	9480046624			
24. FATHER'S SURNAME	MARTIREZ			
FIRST NAME	VICENTE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CODOG			
25. MOTHER'S MAIDEN NAME	MARIA MELBA CORDOVA ROM			
SURNAME	MARTIREZ			
FIRST NAME	MARIA MELBA			
MIDDLE NAME	ROM			

(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	GUDALUPE ES	BASIC EDUCATION	06/01/2003	06/01/2008	Graduated	2008	1ST HONORABLE
SECONDARY	BAYBAY NHS	SPECIAL PROGRAM IN THE ARTS	06/01/2008	06/01/2012	Graduated	2012	VALEDICTORIAN
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BS IN AGRICULTURE	06/01/2012	06/01/2016	Graduated	2016	CUM LAUDE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MS IN PLANT PATHOLOGY	06/01/2016	08/03/2023	Graduated	2023	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/11/2023
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IV. CIVIL SERVICE ELIGIBILITY

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	(CSC) HONOR GRAUATE ELIGIBILITY	N/A	N/A	CSC VIII, PALO, LEYTE	100108160516	01/04/2016
	(PRC) AGRICULTURIST	79.8	OCT. 19-21,2016	TACLOBAN CITY, LEYTE	0031664	05/14/2026
	DRIVERS LICENSE	N/A	N/A	BAYBABY CITY, LEYTE	H12-16-002794	05/14/2024


(Continue on separate sheet if necessary)


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		DATE	09/11/2023
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[illegible]

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)

[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)
PAINTING	N/A	N/A
TRAVELLING		
PUBLIC SPEAKING		
COMPUTER WORKS		

SIGNATURE		DATE	09/11/2023
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<p>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,</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>Date Filed: _____</p> <p>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: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Dr. MANUEL K. PALOMAR</td> <td>BAYBAY CITY, LEYTE</td> <td>9161573478</td> </tr> <tr> <td>Dir. ANDREW RODOLFO T. ORAIS</td> <td>DA-RFO 8, TACLOBAN CITY, LEYTE</td> <td>9399755929</td> </tr> <tr> <td>Hon. JOSE A. ESPINOSA</td> <td>BAYBAY CITY, LEYTE</td> <td>9192866826</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Dr. MANUEL K. PALOMAR	BAYBAY CITY, LEYTE	9161573478	Dir. ANDREW RODOLFO T. ORAIS	DA-RFO 8, TACLOBAN CITY, LEYTE	9399755929	Hon. JOSE A. ESPINOSA	BAYBAY CITY, LEYTE	9192866826
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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 colspan="2">Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>Driver's License</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>H12-16-002794</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>TACLOBAN 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:	Driver's License	ID/License/Passport No.:	H12-16-002794	Date/Place of Issuance:	TACLOBAN CITY, LEYTE	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"> Signature (Sign inside the box) 09 / 11 / 2023 Date Accomplished </td> </tr> </table>	 Signature (Sign inside the box) 09 / 11 / 2023 Date Accomplished	
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<p>SUBSCRIBED AND SWORN to before me this <u>19 SEP 2023</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"> ATTY. KYSAN C. GUINOCOR Notary Public for the Philippines Person Administering Oath </td> </tr> </table>		 ATTY. KYSAN C. GUINOCOR Notary Public for the Philippines Person Administering Oath											
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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: January 2023 – August 2023
- Position: Organizational Development Officer
- Name of Office/Unit: Farm and Fisheries Clustering and Consolidation (F2C2)
- Immediate Supervisor: RTD Larry U. Sultan
- Name of Agency/Organization and Location: Dept. of Agriculture Regional Field Office 8, Tacloban Cit, Leyte
 - Organized small scale farmer holder in clustering and consolidation of 36 clusters target for this year.
 - Conducted orientation and trainings to other non-target cluster/ FCAs that are willing to implement Agroenterprise Clustering Approach in their municipalities.
- Summary of Actual Duties
 - Responsible for organizing target FCAs in the formation of their clusters and conduct consolidation by facilitating the making of supply plan, Production Plan, Strategic Plan and to connect them to institutional buyers to achieve and economy of scale, maximum profit and overall agri sector development.

- Duration: July 2021 – December 2022
- Position: Agriculturist I
- Name of Office/Unit: Farm and Fisheries Clustering and Consolidation (F2C2)
- Immediate Supervisor: RTD Larry U. Sultan
- Name of Agency/Organization and Location: Dept. of Agriculture Regional Field Office 8, Tacloban Cit, Leyte
 - Continued profiling of clusters in the Region.
 - Continued organizing farmer organizations in adapting the clustering and consolidation approach
 - Facilitated orientation to other non-target cluster/ FCAs that are willing to conduct consolidation.
- Summary of Actual Duties
 - Responsible for organizing target FCAs in the formation of their clusters and conduct consolidation by facilitating the making of supply plan, Production Plan, Strategic Plan and to connect them to institutional buyers to achieve and economy of scale, maximum profit and overall agri sector development.

- Duration: December 2020 – June 2021
- Position: Project Development Officer II
- Name of Office/Unit: Farm and Fisheries Clustering and Consolidation (F2C2)
- Immediate Supervisor: RTD Larry U. Sultan
- Name of Agency/Organization and Location: Dept. of Agriculture Regional Field Office 8, Tacloban Cit, Leyte
 - Profiled 24 FCA/Clusters in the Region.
 - Organized Corn Cluster in Merida and San Isidro, Leyte; Rice Cluster in ALangalang, Leyte; Cassava Cluster in Balangkayan, Eastern Samar and Ormoc City and Carigara, Leyte.
 - Facilitated orientation to other non-target cluster/ FCAs that are willing to conduct consolidation.
- Summary of Actual Duties
- Responsible for organizing target FCAs in the formation of their clusters and conduct consolidation by facilitating the making of supply plan, Production Plan, Strategic Plan and to connect them to institutional buyers to achieve and economy of scale, maximum profit and overall agri sector development.

- Duration: year 2018 - 2019
- Position: LEA Review Instructor (every weekend)
- Name of Office/Unit: Northern Negros State College of Science and Technology (NONESCOST) and University of Negros Occidental-Recoletos (UNO-R)
- Immediate Supervisor: Justine T. Millado
- Name of Agency/Organization and Location: Escalante City and Bacolod City, Negros Occidental
 - List of Accomplishments and Contributions (if any)
 - Taught graduating Students with Plant Protection and Microbiology Subjects.
 - Taught simple disease diagnoses
 - Taught different pest comparison
 - Introduced students to present diseases in their locality by a tour
- Summary of Actual Duties
 - Responsible for teaching Plant Protection and Microbiology Subjects to Newly Graduated college student in preparation for the Licensure Examination for Agriculturist.

- Duration: August 2018 - July 2019
- Position: Graduate Teaching Assistant
- Name of Office/Unit: Visayas State University
- Immediate Supervisor: Jesusito Lim
- Name of Agency/Organization and Location: Department of Pest Management, Visayas State University, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Taught the fundamental steps in diagnosing plant pest and diseases especially on plant diseases.
 - Taught 200+ students with subjects on Plant protection 21 and Microbiology 22.
 - None of these students failed as they were remarkably outstanding in all field of the subject.
 - Only 3 absences from 3 different students were recorded for I went to their locations and taught the subject in their homes. So no more students tried to be absent.
 - I always gave time to my student in relation to subjects matters and concerns.
- Summary of Actual Duties
 - Responsible in performing classes teaching Plant Protection 21 and Microbiology Subjects on Laboratory to exposed student to actual diagnoses and microbial testing particularly on knowing the cause and effect of a specific pest.


MELVINCE R. MARTIREZ

Date: Sept. 11, 2022