

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		UMPAD							
FIRST NAME		MARIA ELSA						NAME EXTENSION (JR., SR)	
MIDDLE NAME		MAGALLANES							
3. DATE OF BIRTH (mm/dd/yyyy)		12/5/1966		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		Ormoc City		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		501 Rizal Extension House/Block/Lot No. Street Subdivision/Village Brgy. District 26 Barangay Ormoc City Leyte City/Municipality Province			
7. HEIGHT (m)		1.52							
8. WEIGHT (kg)		50		ZIP CODE					
9. BLOOD TYPE		O		18. PERMANENT ADDRESS		501 Rizal Extension House/Block/Lot No. Street Subdivision/Village Brgy. District 26 Barangay Ormoc City Leyte City/Municipality Province			
10. GSIS ID NO.		B6625EMU028				6541			
11. PAG-IBIG ID NO.		080112436411		ZIP CODE					
12. PHILHEALTH NO.		13-0000 14287-6		19. TELEPHONE NO.		053 563 7229			
13. SSS NO.		N/A		20. MOBILE NO.		09173108071			
14. TIN NO.		140-031-919		21. E-MAIL ADDRESS (if any)		asleu_01@yahoo.com			
15. AGENCY EMPLOYEE NO.		V000524							

II. FAMILY BACKGROUND									
22. SPOUSE'S SURNAME		UMPAD				23. NAME of CHILDREN (Write full name and list all)		DATE OF BIRTH (mm/dd/yyyy)	
FIRST NAME		RUDOLFO		NAME EXTENSION (JR., SR)		Rudelaiza Anne M. Umpad		5/25/1989	
MIDDLE NAME		BARRIOS				Rachel Anne M. Umpad		8/1/1992	
OCCUPATION		Private Employee				Rudel Joshua M. Umpad		7/10/2001	
EMPLOYER/BUSINESS NAME		Metro Ormoc Community Credit Cooperative							
BUSINESS ADDRESS		Guian Branch, Guian, Eastern Samar							
TELEPHONE NO.		N/A							
24. FATHER'S SURNAME		Magallanes							
FIRST NAME		Ernesto		NAME EXTENSION (JR., SR)					
MIDDLE NAME		Segovia							
25. MOTHER'S MAIDEN NAME									
SURNAME		Bacense							
FIRST NAME		Francisca							
MIDDLE NAME		Jalipa							
(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		Ormoc City Central School		Primary Education		1972 1979				1979		third honorable	
SECONDARY		Ormoc City High School		High School Education		1979 1983				1983			
VOCATIONAL / TRADE COURSE		N/A		N/A									
COLLEGE		Visayas State College of Agriculture		BS in Agriculture		1983 1987				1987			
GRADUATE STUDIES		Visayas State College of Agriculture		MS AgExtension (undergraduate)		1993 2000		30 units					
(Continue on separate sheet if necessary)													

SIGNATURE		DATE		October 2, 2018	
-----------	--	------	--	-----------------	--

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
Career Service Professional Examination	79.26	7/26/1987	Tacloban City	N/A	

(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.							
28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format *00-00*) INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
1/1/2018	present	Administrative Officer II	Visayas State University	20963.00	11-4	permanent	Y
1/1/2017	12/31/2017	Administrative Officer II	Visayas State University	20326.00	11- 4	permanent	Y
2/1/2016	12/31/2016	Administrative Officer II	Visayas State University	19709.00	11 - 4	permanent	Y
1/1/2016	1/31/2016	Administrative Officer II	Visayas State University	19496.00	11	permanent	Y
1/1/2016		Administrative Officer II	Visayas State University	19077.00	11	permanent	Y
2/1/2013	12/31/2015	Administrative Officer II	Visayas State University	18549.00	11	permanent	Y
6/1/2012	0/31/2013	Science Research Assistant	Visayas State University	16051.00	9	permanent	Y
6/1/2011	5/31/2012	Science Research Assistant	Visayas State University	14857.00	9	permanent	Y
6/24/2010	5/31/2011	Science Research Assistant	Visayas State University	13663.00	9	permanent	Y
3/25/2010	6/23/2010	Science Research Assistant	Visayas State University	12469.00	9	permanent	Y
7/1/2008	3/24/2010	Science Research Assistant	Visayas State University	11275.00	9	contractual	Y
7/1/2007	6/30/2008	Science Research Assistant	Visayas State University	10250.00	9	contractual	Y
1/1/2005	6/30/2007	Science Research Assistant	Visayas State University	9318.00	9	contractual	Y
1/1/2004	12/31/2004	Science Research Assistant	Visayas State University	9318.00	9	contractual	Y
1/1/2003	12/31/2003	Science Research Assistant	Visayas State University	9318.00	9	contractual	Y
1/1/2002	12/31/2002	Science Research Assistant	Visayas State University	9318.00	9	contractual	Y
7/1/2001	12/31/2001	Science Research Assistant	Visayas State University	9318.00	9	contractual	Y
1/1/2001	6/30/2001	Science Research Assistant	Visayas State University	8874.00	9	contractual	Y
1/1/2000	12/31/2000	Science Research Assistant	Visayas State University	8874.00	9	contractual	Y
1/1/1999	12/31/1999	Science Research Assistant	Visayas State University	9680.00	9	contractual	Y
2/16/1998	12/31/1998	Science Research Assistant	Visayas State University	9680.00	9	contractual	Y
1/1/1998	2/15/1998	Science Aide	Visayas State University	6775.20	4	contractual	Y
1/1/1997	12/31/1997	Science Aide	Visayas State University	6775.20	4	contractual	Y
1/1/1996	12/31/1996	Science Aide	Visayas State University	6060.00	4	contractual	Y
1/1/1995	12/31/1995	Science Aide	Visayas State University	4860.00		contractual	Y
1/1/1994	12/31/1994	Science Aide	Visayas State University	3660.00		contractual	Y
1/1/1992	12/31/1993	Science Aide	Visayas State University	2700.00		contractual	Y
1/1/1991	12/31/1991	Science Aide	Visayas State University	2045.00		casual	Y
7/1/1991	12/31/1991	Science Aide	Visayas State University	2700.00		contractual	Y
8/16/1988	6/30/1989	Research Aide	Visayas State University	991.30		contractual	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Oct 2, 2018
-----------	---	------	-------------

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		
N/A					

(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			
	Orientation on PRIME-HRM	8/24/2017	8/24/2017	8	Technical	Visayas State University
	3rd ASEAN Cassava Breeders Meeting	12/3/2017	12/6/2017		Technical	CIAT-Hanoi Vietnam
	Seminar Workshop on the 2017 ORA OHRA	5/9/2018	5/10/2018	16	Supervisory	Visayas State University
	PhilGEPS Buyer Training (Phase 1)	5/25/2017	5/26/2017	16	Technical	GPPB
	Leave Administration Course for Effectiveness (LACE)	9/27/2017	9/28/2017	16	Supervisory	Visayas State University
	Full Length Training on Government Reform Act and its Revised IRR	5/3/2017	5/5/2017	16	Supervisory	Visayas State University
	Internal Quality Audit Training Course	1/23/2017	1/25/2017	24.0	Supervisory	Visayas State University
	Procurement Planning Workshop	9/13/2016		8.0	Supervisory	Visayas State University
	ISO 9001-2008 Orientation and Writeshop	10/5/2015		8.0	Technical	Visayas State University
	Training Workshop on Dynamic Classrooms for Sociology Teachers	4/26/2015	4/30/2015	40.0	Technical	Visayas State University
	Symposium on the Production of Clean Quality Planting Materials in Support to Industry	3/21/2013		8.0	Technical	Visayas State University
	An Integrated Approach to Study the Safety of Foods Imported from China to the US	11/7/2012		2.0	Technical	Visayas State University, Bureau of Plant Industry, Agricultural Training Institute, Department of Agriculture
	Monitoring Progress on Descent Work Through Statistics: Pathway to Inclusive Growth	10/23/2012		2.0	Technical	Visayas State University
	National Forum for the Potential Industry Users and Stakeholders of the Sweetpotato Mix	7/19/2012		8.0	Technical	Department of Agriculture Reg 8 and Visayas State University
	Renewable Energy Sources for Rural Development	3/26/2012		2.0	Technical	Visayas State University
	National Rootcrop RDE Validation Workshop	1/30/2012	1/31/2012	16.0	Technical	PhilRootcrops, Visayas State University

(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)
	Typing		Outstanding Research Assistant given by PhilRootcrops during its 33rd Anniversary Celebration on March 16, 2016	Leyte State University- Administrative Personnel Association
	Desktop publishing			
	Cooking			

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
-----------	---	------	--

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)?

☐ 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

If YES, give details:

☐ 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

If YES, give details: _____

☐ YES☒ NO

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. Erlinda A. Vasquez	PhilRootcrops, Visayas State University, Baybay City, Leyte	053 563 7229
Dr. Jose L. Bacusmo	PhilRootcrops, Visayas State University, Baybay City, Leyte	053 563 7229
Dr. Edgardo E. Tulin	Office of the President, Visayas State University, Byabay City,Leyte	053 563 7069

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: UMID

ID/License/Passport No.: 006-0017-7029-4

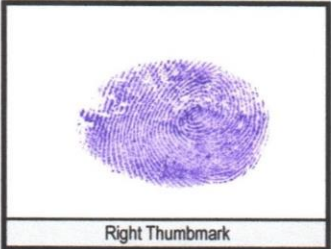
Date/Place of Issuance: Maasin City

Signature (Sign inside the box)
OCT 2, 2018

Signature (Sign inside the box)
Date Accomplished



Maria Elsa M. Unpac



Right Thumbmark

SUBSCRIBED AND SWORN to before me this OCT 04 2018, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR
VSU LEGAL OFFICER

Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4