

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 () ☐ use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. 1. CS ID: (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		17. RESIDENTIAL ADDRESS									
6 CIVIL STATUS		<input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:		<input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated									
7. HEIGHT (m)		1.42 m		ZIP CODE		6521							
8. WEIGHT (kg)		49.8 kg		18. PERMANENT ADDRESS									
9. BLOOD TYPE		"O"		House/Block/Lot No.		Street							
10. GSIS ID NO.		B67T1NPC017		Subdivision/Village		Guadalupe							
11. PAG-IBIG ID NO.		1700-0028-4021		City/Municipality		Baybay Leyte							
12. PHILHEALTH NO.		13-000015276-6		ZIP CODE		6521							
13. SSS NO.		N/A		19. TELEPHONE NO.		N/A							
14. TIN NO.		915-327-356		20. MOBILE NO.		09265130803							
15. AGENCY EMPLOYEE NO.		V00660		21. E-MAIL ADDRESS (if any)		nbornias@yahoo.com							
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		OVPREI, VSU											
BUSINESS ADDRESS		N/A											
TELEPHONE NO.		N/A											
24. FATHER'S SURNAME		Cuyos											
FIRST NAME		Cresenciano		Sr.									
MIDDLE NAME		Arcelo											
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 From To		HIGHEST LEVEL/ UNITS EARNED		YEAR GRADUATED		SCHOLARSHIP/ ACADEMIC HONORS RECEIVED	
ELEMENTARY		Manlilid Elementary School		Primary School		1973 1979		Graduated		1979		Salutatorian	
SECONDARY		Abuyog Academy		High School		1979 1983		Graduated		1983		N/A	
VOCATIONAL / TRADE COURSE													
COLLEGE		Visayas State College of Agriculture (VISCA) VSU		Bachelor of Science in Agriculture major in Horticulture		1985 1992		Graduated		1992		N/A	
GRADUATE STUDIES		Visayas State University (VSU)		Master of Science in Horticulture		1993		37					
(Continue on separate sheet if necessary)													
SIGNATURE		[Signature]				DATE		12-13-2021		CS FORM 212 (Revised 2017), Page 1 of 4			



[illegible]

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

[illegible]

SIGNATURE	<i>[Signature]</i>	DATE	12-13-2021	CS FORM 212 (Revised 2017), Page 2 of 4
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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 (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	Guadalupe Chapel Pastoral Council (GCPC)	8/10/2018	Present	1.0 (Sun)	Treasurer	
	Guadalupe Consumers Cooperative (GCC)	2/6/2018	Present	2.0-3.0(Sat)	Board, Vice Chairman	
	Guadalupe Catholic Choir Ensemble (GuCCE)	11/10/1996	Present	1.0(Sat/Sun)	Treasurer	
	Gamma Epsilon Fraternity/Gamma Lambda Epsilon Sorority (FALCONS)	11/30/1989	Present	1.0-2.0(Qtr)	Member	
(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			
	Organic Agriculture Production NCII	12/28/2019	2/16/2020	232.0	Technical	TESDA & Godoy's Organic Land & Diversification Farm (GOLD)
	2nd Regional Conference of the Society of Agricultural Educators in Region 8, Inc. (SAER 8)	6/21/2019		8.0	Technical	Society of Agricultural Educators of Region 8 (SAER 8), & CHED
	17th National Vegetable Congress	8/22/2018	8/24/2018	24.0	Technical	Vegetable Industry Council of Southern Mindanao (VICSMIN), Inc.
	11th PAPTCB Inc. Scientific Convention	7/9/2018	7/14/2018	32.0	Scientific	Philippine Association for Plant Tissue Culture & Biotechnology (PAPTCB), Inc.
	1st Eastern Visayas Vegetable Congress	8/26/2016	8/27/2016	16.0	Technical	Local Government Unit Ormoc City, USAID, DA, VSU, Province of Leyte
	Compliance Seminar on Cooperative Management and Governance	8/20/2016		8.0	Managerial	National Confederation of Cooperatives
	Short Training Course on Landscaping	10/1/2014	10/3/2014	24.0	Technical	Department of Horticulture, OVPRE, VSU
	Short Training Course on Landscaping	7/2/2014	7/4/2014	24.0	Technical	Department of Horticulture, OVPRE, VSU
	Tomato Production in Australia	1/16/2013		4.0	Technical	Office of the Vice President for Research & Extension (OVPRE) , VSU
	Best Practices for Laboratory Management	5/22/2013		4.0	Managerial	Office of the Vice President for Research & Extension (OVPRE) , VSU
(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 through		N/A	VSU-Administrative Personnel Association (VSU-ADPA)		
	Tissue Culture, arranged Flowers, Computer			VSU Alumni Association		
	skills and typing			Philippine Association for Tissue Culture and Biotechnology (PAPTCB)		
(Continue on separate sheet if necessary)						
SIGNATURE		DATE		CS FORM 212 (Revised 2017), Page 3 of 4		

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 checked="" 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.
Asst. Prof. Gloria E. Bancale	Dept. of Horticulture, VSU	565-0600 local 1031
Asst. Prof. Roden D. Troyo	Dept. of Horticulture, VSU	565-0600 local 1031
Dr. Catherine C. Arradaza	Dept. of Horticulture, VSU	565-0600 local 1031
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: PhilHealth ID/License/Passport No.: 13-000015276-6 Date/Place of Issuance: Baybay City, Leyte	Signature (Sign inside the box) 12-13-2021 Date Accomplished	
		 MELITA C. BORNIAES  Right Thumbmark
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.		
ATTY. RYAN C. GUINOCOR VSU Chief Legal Officer Person Administering Oath		