

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.**

CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	GAMOTIN		
FIRST NAME	GRACIELLE DAWN	NAME EXTENSION (JR., SR)	None
MIDDLE NAME	LIONG		
3. DATE OF BIRTH (mm/dd/yyyy)	03/10/1994	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	CEBU CITY, CEBU	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
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	M.H Del Pilar Street House/Block/Lot No. Street Zone 5 Subdivision/Village Barangay Baybay City Leyte City/Municipality Province ZIP CODE 6521
7. HEIGHT (m)	1.52	18. PERMANENT ADDRESS	M.H Del Pilar Street House/Block/Lot No. Street Zone 5 Subdivision/Village Barangay Baybay City Leyte City/Municipality Province ZIP CODE 6521
8. WEIGHT (kg)	50		
9. BLOOD TYPE	A	19. TELEPHONE NO.	(053) 563- 7004
10. GSIS ID NO.	None	20. MOBILE NO.	09383232825
11. PAG-IBIG ID NO.	None	21. E-MAIL ADDRESS (if any)	gracielle.gamotin@gmail.com
12. PHILHEALTH NO.	13-025381247-9		
13. SSS NO.	None		
14. TIN NO.	473-319-934		
15. AGENCY EMPLOYEE NO.	None		

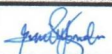
II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	None		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NA	NAME EXTENSION (JR., SR) NA	NA	NA
MIDDLE NAME	NA			
OCCUPATION	NA			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	NA			
FIRST NAME	NA	NAME EXTENSION (JR., SR) NA		
MIDDLE NAME	NA			
25. MOTHER'S MAIDEN NAME	Rosemarie L. Gamotin			
SURNAME	Ramas			
FIRST NAME	Rosemarie			
MIDDLE NAME	Gamotin			

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					2007	None
SECONDARY	VSU Laboratory High School					2011	with Honors
VOCATIONAL / TRADE COURSE	NA						NA
COLLEGE	Visayas State University	Bachelor of Science in Agribusiness Management				2015	Cum Laude
GRADUATE STUDIES	University of the Philippines-Los Baños	Master of Management of Agribusiness Management and Entrepreneurship				2019	CHED K-12 scholar

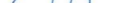
(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/9/2021	CS FORM 212 (Revised 2017), Page 1 of 4
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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
	Honor Graduate Eligibility				100108150359	04/22/15
	Licensure Exam For Agriculturists	82.8	01/06/2015	Tacloban City	0021682	03/10/2018

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

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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		
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			
	Experience it, Learn it, Use it	01/06/2021	01/06/2021	1 hour	Technical	National Geographic Learning
	Creating and Maintaining Social Enterprises	12/10/2020	12/10/2020	1 hour	Technical	British Council
	Lessons learned from online teaching- An institutional perspective	12/09/2020	12/09/2020	1 hour	Technical	National Geographic Learning
	Economic and Financial Literacy Week	12/03/2020	12/03/2020	4 hours	Technical	National Economic and Development Authority
	ISO 9001: 2015 awareness/ re-awareness webinar	11/27/2020	11/27/2020	5 hours	Technical	Quality Assurance Center, Visayas State University
	Writing a Questionnaire	11/26/2020	11/26/2020	1 hour	Technical	National Geographic Learning
	7 Steps Towards Creativity in the Classroom	11/24/2020	11/24/2020	1 hour	Technical	National Geographic Learning
	PCIEERD 3rd Young innovators Program Forum	11/20/2020	11/20/2020	3 hours	Technical	Philippine Council for Industry, Energy and Emerging Technology Research and
	Supporting Student Engagement in Academic Literacy in Content Areas	11/19/2020	11/19/2020	1 hour	Technical	National Geographic Learning
	Moving FWD: Firing Up a Tech Start-up	11/16/2020	11/16/2020	5 hours	Technical	Philippine Council for Industry, Energy and Emerging Technology Research and
	CME VISERDAC Training Series: Developing Fundable Research Proposals	11/13/2020	11/13/2020	2 hours	Technical	College of Management and Economics, Visayas State University
	Pathways to Exam success	11/10/2020	11/10/2020	1 hour	Technical	College of Management and Economics, Visayas State University
	1st EATA- NABEA KITRI Biannual International Conference and Research Symposium	10/30/2020	10/31/2020	10 hours	Technical	East Asian Trade Association and Korea International Trade Research Institute
	Teach English Now! Foundational Principles	07/22/2020	08/22/2020	12 hours	Technical	Arizona State University
	OBE- Syllabus and TOS preparation and review	12/19/2019	12/19/2019	3 hours	Technical	Department of Business and Management
	National Youth Conference on Climate Change Adaptation and Mitigation, Disaster Risk Reduction and Resilience	11/20/2019	11/22/2019	20 hours	Managerial	Regional Climate Change Research and Development Center
	Regional Forum on Economic and Financial Literacy	11/12/2019	11/12/2019	4 hours	Technical	National Economic and Development Authority
	Stock 101: A Guide for First-time Investors in the Philippine Stock Market	11/08/2019	11/08/2019	4 hours	Technical	Department of Business and Management
	PCAARRD-SERDAC Seminar series on Socio-economic researches in Agriculture, Aquatic and Natural resources	10/04/2019	10/04/2019	8 hours	Technical	Philippine Council for Agriculture, Aquatic and Natural Resources
	Case teaching Seminar	06/22/2017	06/22/2017	8 hours	Managerial	Department of Business and Management

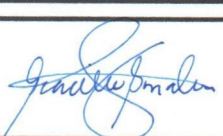

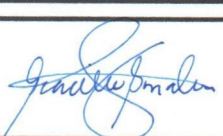

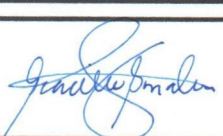


(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Playing badminton		None		Singles-for-Christ (SFC)
	Baking				

(Continue on separate sheet if necessary)

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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 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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: center;">End of contract because the project was finished.</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>Analita A. Salabao</td> <td>Kilbourne Drive, VSU, Baybay City, Leyte</td> <td>563- 7385</td> </tr> <tr> <td>Angelita A. Paradero</td> <td>Ilang-Ilang Dorm, VSU, Baybay City, Leyte</td> <td>9352696760</td> </tr> <tr> <td>Nilda Amestoso</td> <td>Kilbourne Drive, VSU, Baybay City, Leyte</td> <td>9558639019</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Analita A. Salabao	Kilbourne Drive, VSU, Baybay City, Leyte	563- 7385	Angelita A. Paradero	Ilang-Ilang Dorm, VSU, Baybay City, Leyte	9352696760	Nilda Amestoso	Kilbourne Drive, VSU, Baybay City, Leyte	9558639019
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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>BIR</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>473-319-934</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>08-18-15</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:	BIR	ID/License/Passport No.:	473-319-934	Date/Place of Issuance:	08-18-15	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">  Signature (Sign inside the box) February 2, 2021 Date Accomplished </td> <td style="text-align: center;">  Right Thumbmark </td> </tr> </table>	 Signature (Sign inside the box) February 2, 2021 Date Accomplished	 Right Thumbmark
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<p>SUBSCRIBED AND SWORN to before me this <u>23 FEB 2021</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center;">  ATTY. RYAN C. QUINOCO Person Administering Oath </div>													

WORK EXPERIENCE SHEET

Position Applied: Instructor I

- Duration: August 2019- Present
- Position: Instructor I
- Name of Office/ Unit: Department of Business and Management
- Immediate supervisor: Nilda T. Amestoso
- Name of Agency/ Organization and
- Location: Visayas State University, Baybay City, Leyte

- Summary of Actual Duties
 - Teach courses assigned
 - Work with students who are studying for a degree or a certificate or certification or are taking classes to improve their knowledge or career skills
 - Develop an instructional plan for the courses taught and ensure that it meets college and department standards
 - Plan lessons and assignments
 - Assess students' progress by grading papers, tests, and other work

Position Applied: Research Assistant

- Duration: January to June 2016
- Position: Research Assistant
- Name of Office/ Unit: Department of Business and Management
- Immediate supervisor: Analita A. Salabao
- Name of Agency/ Organization and
- Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Made a commercialization plan for the MCM herbal dewormer
 - Facilitated for farmer association seminars

- Summary of Actual Duties
 - Do a commercialization plan for the project
 - Help facilitate goat farmer associations' seminars
 - Facilitate the MCM commercialization Forum

Position Applied: Research Enumerator

- Duration: October to December 2015
- Position: Research Enumerator
- Name of Office/ Unit: Department of Business and Management
- Immediate supervisor: Elvira E. Ongy
- Name of Agency/ Organization and
- Location: Visayas State University, Baybay City, Leyte

- Immediate supervisor: Elvira E. Ongy
- Name of Agency/ Organization and
- Location: Visayas State University, Baybay City, Leyte
- Summary of Actual Duties
 - Attend project meetings
 - Analyze survey results

Position Applied: **Part-time Instructor**

- Duration: June to December 2015
- Position: Part-time Instructor
- Name of Office/ Unit: Department of Business and Management
- Immediate supervisor: Nilda T. Amestoso
- Name of Agency/ Organization and
- Location: Visayas State University, Baybay City, Leyte
- Summary of Actual Duties
 - Teach courses assigned
 - Work with students who are studying for a degree or a certificate or certification or are taking classes to improve their knowledge or career skills
 - Develop an instructional plan for the courses taught and ensure that it meets college and department standards
 - Plan lessons and assignments
 - Assess students' progress by grading papers, tests, and other work


 GRACIELLE DAWN D. GAMOTIN
 (Signature over Printed Name
 of Employee/Applicant)

Date: 02/01/2021