

PERSONAL DATA SHEET

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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	GONGORA		
FIRST NAME	MIKAELA	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	MENDOZA		
3. DATE OF BIRTH (mm/dd/yyyy)	December 19, 1997	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	HINUNANGAN, SOUTHERN LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
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	House/Block/Lot No. Street PUROK SPILLWAY CATUBLIAN Subdivision/Village Barangay HINUNANGAN SOUTHERN LEYTE City/Municipality Province
7. HEIGHT (m)	1.48 (m)	ZIP CODE	6608
8. WEIGHT (kg)	58 (kg)		
9. BLOOD TYPE	" B "	18. PERMANENT ADDRESS	House/Block/Lot No. Street PUROK SPILLWAY CATUBLIAN Subdivision/Village Barangay HINUNANGAN SOUTHERN LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6608
11. PAG-IBIG ID NO.	920168728620		
12. PHILHEALTH NO.	13-252517430-5		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	726-381-116	20. MOBILE NO.	09352413165
15. AGENCY EMPLOYEE NO.	VO1218	21. E-MAIL ADDRESS (if any)	mm.gongora@vsu.edu.ph


II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)	AHAVAH REIGN G. RACAZA	June 27, 2019
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	GONGORA			
FIRST NAME	BILLY	NAME EXTENSION (JR., SR)		
MIDDLE NAME	LIGUID			
25. MOTHER'S MAIDEN NAME				
SURNAME	MENDOZA			
FIRST NAME	ERLINDA			
MIDDLE NAME	PADESCO		(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	HINUNANGAN WEST CENTRAL SCHOOL	PRIMARY EDUCATION	01/06/2004	20/03/2010	SALUTATORIAN	2010	N/A
SECONDARY	CANIPAAN NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	01/06/2010	30/03/2014	ACHIEVER	2014	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN DEVELOPMENT COMMUNICATION	02/06/3024	15/06/2018	MAGNA CUM LAUDE	2018	PRESIDENT'S HONOR
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A


(Continue on separate sheet if necessary)

SIGNATURE		DATE	11/09/2020	CS FORM 212 (Revised 2017), Page 1 of 4
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[illegible]

V. WORK EXPERIENCE

[illegible]

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11/09/2020

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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		
	N/A	N/A	N/A	N/A	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			
	WEBINAR ON BUILDING RESILIENCE OF VULNERABLE LOCAL COMMUNITIES TO NATURAL DISASTERS: ENHANCING LOCAL HUMANITARIAN LEADERSHIP TOWARDS BUILDING STRONGER GROUND	08/12/2020	08/12/2020	4.0		OXFAM AND REGIONAL CLIMATE CHANGE RESEARCH AND DEVELOPMENT CENTER
	FOOD SECURITY CHALLENGES AND OPPORTUNITIES UNDER THE NEW NORMAL: A WEBINAR IN COMMERATION OF 9 YEARS OF PCAARRD EXCELLENCE	06/30/2020	06/30/2020	2.0		PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES RESEARCH AND DEVELOPMENT
	WORKSHOP ON WRITING RESEARCH PAPERS FOR PEER-REVIEWED PUBLICATION	07/18/2019	07/19/2020	16.0		SOUTHERN LEYTE STATE UNIVERSITY- HINUNANGAN CAMPUS
	HUMANOSPHERE RESEARCH AND THE HUMANOSPHERE POTENTIALITY INDEX: AIMING TOWARDS DIFFERENT PARADIGMS	08/19/2019	08/19/2019	3.0		SOUTHERN LEYTE STATE UNIVERSITY- HINUNANGAN CAMPUS
	WEBINAR ON INTERMEDIATE MICROSOFT EXCEL FOR TEACHERS	05/15/2020	05/15/2020	3.0		ERYUTECH

(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)
	COMMUNICATION SKILL		N/A		CATUBLIAN YOUTH TASK FORCE
	PHOTOGRAPHY				SELECTED PEOPLE OF YAHSHUA HAMASHIACH
	COMMUNITY ENGAGEMENT				

(Continue on separate sheet if necessary)

<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 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>CHRISTINA A. GABRILLO, PhD</td> <td>Visca, Baybay City, Leyte</td> <td>9060519067</td> </tr> <tr> <td>MARY BETH T. SALUDSOD, EdD</td> <td>Canipaan, Hinunangan, Southern Leyte</td> <td>9121610082</td> </tr> <tr> <td>PROF. MARLON M. TAMBIS</td> <td>Visca, Baybay City, Leyte</td> <td>9260718737</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	CHRISTINA A. GABRILLO, PhD	Visca, Baybay City, Leyte	9060519067	MARY BETH T. SALUDSOD, EdD	Canipaan, Hinunangan, Southern Leyte	9121610082	PROF. MARLON M. TAMBIS	Visca, Baybay City, Leyte	9260718737		
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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>H11-16-000683</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>12/28/2018</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.:	H11-16-000683	Date/Place of Issuance:	12/28/2018	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; height: 80px;">  </td> </tr> <tr> <td style="text-align: center;">Signature (Sign inside the box)</td> </tr> <tr> <td style="text-align: center;">11/09/2020</td> </tr> <tr> <td style="text-align: center;">Date Accomplished</td> </tr> </table>		Signature (Sign inside the box)	11/09/2020	Date Accomplished
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Right Thumbmark															
<p>SUBSCRIBED AND SWORN to before me this <u>12/1/20</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;">  ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer </div> <div style="text-align: center; margin-top: 10px; border: 1px solid black; padding: 5px;"> Person Administering Oath </div>															

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: June 01, 2020 – Present
- Position: Science Research Assistant
- Name of Office/Unit: Extension and Socio-economics Division
- Immediate Supervisor: Prof. Marlon M. Tambis
- Name of Agency/Organization and Location: Visayas State University, Philippine Rootcrops Research and Training Center

- List of Accomplishments and Contributions (if any)

- Produced IEC materials on PhilRootcrops' technologies
- Facilitated the radio program of PhilRootcrops at DYDC 104.7 FM
- Documented the center's extension activities

- Summary of Actual Duties

- Responsible for the documentation and facilitation of PhilRootcrops' research, development & extension activities, including the production of IEC materials and preparation of accomplishment reports.

- Duration: August 13, 2019 – May 29, 2020
- Position: Part-time Instructor
- Name of Office/Unit: Education Department
- Immediate Supervisor: Dr. Mary Beth T. Saludsod
- Name of Agency/Organization and Location: Southern Leyte State University, Hinunangan Southern Leyte

- List of Accomplishments and Contributions (if any)

- Campaign video of SLSU – Hinunangan Campus

- Summary of Actual Duties

- Assists the students in any class-related activities and provides IEC materials to supplement their learning.

- Duration: July 9, 2018 – June 30, 2019
- Position: Communication Officer
- Name of Office/Unit: Forest and Land Use Plan (FLUP) Unit
- Immediate Supervisor: Mr. Emmanuel G. Tan

- Name of Agency/Organization and Location: Provincial Environment and Natural Resources Office (PENRO)
 - List of Accomplishments and Contributions (if any)
 - A complete draft of the Forest Land Use Plan in the municipality of Alangalang and Sta. Fe, Leyte
 - Summary of Actual Duties
 - Responsible for the preparation of the Forest Land Use Plan of several municipalities within the province of Leyte, complete documentation of the activities related to the crafting of the plan, and the preparation of monthly accomplishment reports.


MIKAELA M. GONGORA
(Signature over Printed Name
of Employee/Applicant)

Date: November 25, 2020