

CS Form No. 212  
Revised 2017

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 No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME

BATISTIL

FIRST NAME

ROSELA

MIDDLE NAME

TAGRA

3. DATE OF BIRTH  
(mm/dd/yyyy)

08/20/1996

4. PLACE OF BIRTH

MAASIN CITY, SO. LEYTE

5. SEX

☐ Male

☒ Female

6. CIVIL STATUS

☒ Single

☐ Married

☐ Widowed

☐ Separated

☐ Other/s:

7. HEIGHT (m)

1.53

8. WEIGHT (kg)

50

9. BLOOD TYPE

A+

10. GSIS ID NO.

N/A 2006491171

11. PAG-IBIG ID NO.

121233116596

12. PHILHEALTH NO.

132526675928

13. SSS NO.

0634147274

14. TIN NO.

708794454

15. AGENCY EMPLOYEE NO.

0802210068

16. CITIZENSHIP

☒ Filipino

☐ Dual Citizenship

☐ by birth

☐ by naturalization

Pls. indicate country:

17. RESIDENTIAL ADDRESS

LIB-OG

House/Block/Lot No.

Street

Subdivision/Village

Barangay

MAASIN CITY

SO. LEYTE

City/Municipality

Province

6600

ZIP CODE

18. PERMANENT ADDRESS

LIB-OG

House/Block/Lot No.

Street

Subdivision/Village

Barangay

MAASIN CITY

SO. LEYTE

City/Municipality

Province

6600

ZIP CODE

19. TELEPHONE NO.

N/A

20. MOBILE NO.

09392648622

21. E-MAIL ADDRESS (if any)

rosela.batistil08@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME

N/A

FIRST NAME

N/A

MIDDLE NAME

N/A

OCCUPATION

N/A

EMPLOYER/BUSINESS NAME

N/A

BUSINESS ADDRESS

N/A

TELEPHONE NO.

N/A

23. NAME of CHILDREN (Write full name and list all)

N/A

DATE OF BIRTH (mm/dd/yyyy)

N/A

24. FATHER'S SURNAME

BATISTIL

FIRST NAME

ARGEO

MIDDLE NAME

TENIO

25. MOTHER'S MAIDEN NAME

SURNAME

TAGRA

FIRST NAME

ANITA

MIDDLE NAME

LASTRA

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  
(if not graduated)

YEAR GRADUATED

SCHOLARSHIP/  
ACADEMIC  
HONORS  
RECEIVED

ELEMENTARY

LIB-OG ELEMENTARY SCHOOL

PRIMARY EDUCATION

2003

2009

GRADUATED

2009

VALEDICTORIAN

SECONDARY

SAINT JOSEPH COLLEGE

HIGH SCHOOL

2009

2013

GRADUATED

2013

N/A

VOCATIONAL /  
TRADE COURSE

N/A

N/A

N/A

N/A

N/A

N/A

N/A

COLLEGE

VISAYAS STATE UNIVERSITY MAIN  
CAMPUS (BAYBAY CITY, LEYTE)

BACHELOR OF SCIENCE IN  
AGRIBUSINESS

2013

2017

GRADUATED

2017

N/A

GRADUATE STUDIES

SOUTHERN LEYTE STATE UNIVERSITY -  
MAIN CAMPUS (SOGOD, SO. LEYTE)

MASTER IN MANAGEMENT

2020

2020

N/A

N/A

N/A

SIGNATURE

DATE

MARCH 27, 2024

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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
	<b>CAREER SERVICE EXAMINATION - PEN AND PAPER TEST (PROFESSIONAL LEVEL)</b>	<b>84.22%</b>	<b>AUGUST 20, 2023</b>	<b>SAINT JOSEPH COLLEGE, MAASIN CITY, SOUTHERN LEYTE</b>	<b>374440</b>	<b>N/A</b>
	<b>LICENSURE EXAMINATION FOR AGRICULTURISTS</b>	<b>78.83%</b>	<b>NOVEMBER 28-30, 2017</b>	<b>TACLOBAN CITY, LEYTE</b>	<b>0029197</b>	<b>08/20/2026</b>

[illegible]

Ranek & Patety.

**MARCH 27, 2024**



[illegible][illegible]

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	PROFICIENT IN MS OFFICE APPLICATIONS (WORD, EXCEL, POWERPOINT, GOOGLE SHEETS)		CERTIFICATE OF RECOGNITION FOR THE ATTAINMENT OF 100% UNDER PROJECT SPLIT- VALIDATION, REDOCUMENTATION (ILDFs) AND C-TITLES ACCOMPLISHMENT FOR CY 2023 DATED DEC. 28, 2023		PHILIPPINE ASSOCIATION OF AGRICULTURISTS, INC.
	DATA ENCODING, GATHERING AND ANALYZING		CERTIFICATE OF GOOD STANDING HAVING FULFILLED THE OBLIGATIONS AND RESPONSIBILITIES OF A MEMBER OF THE PHILIPPINE ASSOCIATION OF AGRICULTURISTS, INC. DATED APRIL 25, 2023		
	ACCOUNTING/BOOKKEEPING		CERTIFICATE OF RECOGNITION FOR THE ATTAINMENT OF PROJECT SPLIT VALIDATION AND REDOCUMENTATION (ILDFs) FOR ACCOMPLISHING 106% AND 322% DATED APRIL 19, 2023		
	TEAM PLAYER AND GOAL-ORIENTED				


**MARCH 27, 2024**



<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>_____</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>_____</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>_____</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>_____</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>_____</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>



41. REFERENCES		
NAME	ADDRESS	TEL. NO.
ENGR. FRANCO C. CINCO	DEPARTMENT OF AGRARIAN REFORM - PROV'L OFFICE, SOGOD, SO. LEYTE	0947-494-6614
DR. ELWIN JAY V. YU	VSU, BAYBAY CITY, LEYTE	0960-449-2733
GUIRALDO FERNANDEZ, JR., Ph.D.	VSU, BAYBAY CITY, LEYTE	0922-400-9161

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.




**ROSELA T. BATISTIL**

PHOTO

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <b>PLEASE INDICATE ID Number and Date of Issuance</b>	 Signature (Sign inside the box)	 Right Thumbmark
Government Issued ID: <b>PRC LICENSE</b>		
ID/License/Passport No.: <b>0029197</b>		
Date/Place of Issuance: <b>03/06/2018</b>		
	Date Accomplished	

SUBSCRIBED AND SWORN to before me this 04 JUN 2024, affiant exhibiting his/her validly issued government ID as indicated above.

  
ATTY. RYAN C. GUINOCOR  
VSU Chief Legal Officer  
Person Administering Oath



## 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: February 1, 2024 – Present
- Position: Provincial Processor
- Name of Office/Unit: Land Tenure Security Program – Project SPLIT
- Immediate Supervisor: Engr. Franco C. Cinco
- Name of Agency/Organization and Location: Department of Department Agrarian Reform-Provincial Office, Southern Leyte
- Summary of Actual Duties
  - Examines/reviews the accuracy of data/information and completeness of the required documents attached in the individual land distribution folders (iLDFs).
  - Fill out checklist of requirements of the iLDFs.
  - Assists MIS staff in the encoding of iLDF's to the Project Monitoring Tool and updated the status either complete or incomplete.
  - Segregates iLDFs as complete and ready for registration and incomplete for completion and for return to the organic field personnel.
  - Coordinate with the organic field personnel for the completion of documents required in the registration of iLDFs.
  - Responsible for the document filing and safekeeping.
  - Perform other tasks as may be assigned related to the examination/verification of iLDFs.
- Duration: November 3, 2021 – December 31, 2023
- Position: Provincial Validator
- Name of Office/Unit: Land Tenure Security Program – Project SPLIT
- Immediate Supervisor: Engr. Franco C. Cinco
- Name of Agency/Organization and Location: Department of Department Agrarian Reform-Provincial Office, Southern Leyte
- List of Accomplishments and Contributions (if any)
  - Created a comprehensive monitoring tool for ALI CASES (submissions, status and whereabouts) using Google Sheet for easy access of the concerned personnel.
- Summary of Actual Duties
  - Responsible for the review and validation of the pertinent documents necessary for



the generation of computerized individual titles for distribution to the Agrarian Reform Beneficiaries (ARBs).

- Verify and evaluate the accuracy of data reflected from one CARPER LAD form to another to ensure error-free documents before submission to the Register of Deeds (ROD) for the generation of computerized titles.
- Ensure that the parcel of land being awarded to the Agrarian Reform Beneficiary (ARB) is the exact land they presently till and cultivate.
- Double-check and make sure that the total the aggregate landholdings to be issued/distributed to the Agrarian Reform Beneficiaries (ARBs) must not exceed the 3 hectares award ceiling as mandated under section 23, chapter 7 of RA 6657.
- Regularly inform the Field Validation Teams (FVT) and the organic field personnel regarding the status of their submitted documentation.
- Recommend possible solutions for the timely compliance of the needed lacking documents and attachments to the field validation teams and the organic field personnel.
- Prepare and submit a consolidated monthly report based on all submissions, findings and accomplishments to the Provincial Project Management Office (PPMO).
- Participate in every periodic Provincial Assessment to give updates and feedback concerning the Project-SPLIT targets and accomplishments.
- Initially review and evaluate the Agrarian Law Implementation (ALI) Case folders before forwarding it to the DAR Provincial Legal Division.
- Recommend to the Provincial Technical Support Staff to request Municipal and Provincial Aggregate Certifications as one of the pertinent document needed in the ALI case folders.
- Regularly report to the Legal Division Chief regarding the status of the submitted ALI cases.

- Duration: September 4, 2018 – April 18, 2020
- Position: Community Manager
- Name of Office/Unit: Ground Operations Unit (Leyte Area)
- Immediate Supervisor: Judgie Valdellon
- Name of Agency/Organization and Location: Cropital Enterprises Corporation (1F UPSCALE National Engineering Center, Osmeña Avenue, University of the Philippines, Diliman, Quezon City, Philippines)

- List of Accomplishments and Contributions (if any)
  - Developed strategic plan for expansion

- Summary of Actual Duties

- Connects farmers to potential investors who wants to finance the needed farm inputs.
- Scout for prospect areas with smallholder farmers that need financial assistance with very low interest.
- Coordinates with the Local Government Unit regarding the financial assistance program implementation to the area.
- Facilitates in the application of farmer organizations.

- Conducts training about the basics of farm recording which is essential for farm monitoring.
- Responsible in performing administrative and technical tasks e.g., pre-screening of applicants.
- Organizes farmer's application to crop insurance. (PCIC)
- Monitors crop standing of the farmer's area; responds to queries and performs other related functions.



ROSELA T. BATISTIL

(Signature over Printed Name  
of Employee/Applicant)

Date: March 27, 2024