

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 ☐ 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

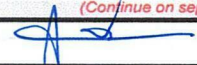
2. SURNAME	Monsanto		
FIRST NAME	Anna Martha	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Como		
3. DATE OF BIRTH (mm/dd/yyyy)	08/03/1988	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
4. PLACE OF BIRTH	Mandaluyong, Metro Manila	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 type="checkbox"/> Single Widowed <input type="checkbox"/> Other/s: <input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated	17. RESIDENTIAL ADDRESS	COCONUT VILLAGE-VSU CAMPUS
7. HEIGHT (m)	5'	ZIP CODE	House/Block/Lot No. Street PANGASUGAN
8. WEIGHT (kg)	64		Subdivision/Village Barangay
9. BLOOD TYPE	A-		BAYBAY CITY LEYTE
10. GSIS ID NO.	2005056955		City/Municipality Province
11. PAG-IBIG ID NO.	121190480624		6521
12. PHILHEALTH NO.	13025373301-3	18. PERMANENT ADDRESS	Purok Banaba
13. SSS NO.	N/A	ZIP CODE	House/Block/Lot No. Street TAHUSAN
14. TIN NO.	455-631-108		Subdivision/Village Barangay
15. AGENCY EMPLOYEE NO.	V00926	19. TELEPHONE NO.	HINUNANGAN SOUTHERN LEYTE
		20. MOBILE NO.	City/Municipality Province
		21. E-MAIL ADDRESS (if any)	09070800332
			martha.monsanto@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S	MONSANTO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
SURNAME FIRST	JOEDENIS	NAME EXTENSION (JR., SR) N/A	DENISE ANN C. MONSANTO	JULY 11,2016
NAME	MANLANGIT		AJ DANZEL C MONSANTO	JUNE 29,2018
MIDDLE NAME				
OCCUPATION	SELF EMPLOYED			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S	COMO			
SURNAME FIRST	ZOSIMO	NAME EXTENSION (JR., SR) N/A		
NAME	BAGOOD			
MIDDLE NAME				
25. MOTHER'S MAIDEN	GORRES			
NAME SURNAME	COMO			
FIRST NAME	CHARITO			
MIDDLE NAME	ALPEREZ			
(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	Tahusan Elementary School	Elementary	1996	2001	N/A	2001	N/A
SECONDARY	Holy Rosary Academy	High School	2001	2005	N/A	2005	N/A
VOCATIONAL/ TRADE COURSE	N/A	N/A	N/A	N/A	N/A	CS FORM 112 (Revised 2017)	
COLLEGE	Visayas State University	Bachelor of Science in Development Communication	0	2011	N/A	2011	N/A
GRADUATE STUDIES	Visayas State University	Master of Science in Plant Breeding	2011	2016	N/A	2016	N/A

SIGNATURE		DATE	05/07/2024
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[illegible][illegible]

## VIII. OTHER INFORMATION

	NON ACADEMIC DISTINCTIONS / RECOGNITION	MEMBERSHIP IN
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[illegible]

		DATE	05/07/2024
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05/07/2024



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)?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
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?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No _____</div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>ANTONIA CECILIA Y. SANDOVAL</td><td>Brgy. Guadalupe, Baybay City, Leyte</td><td>09311524217</td></tr><tr><td>LIJUERAJ J. CUADRA</td><td>Visca, Baybay City, Leyte</td><td>09567922504</td></tr><tr><td>KAREN LUZ P. YAP</td><td>Brgy. Gabas, Baybay City, Leyte</td><td>09953602091</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	ANTONIA CECILIA Y. SANDOVAL	Brgy. Guadalupe, Baybay City, Leyte	09311524217	LIJUERAJ J. CUADRA	Visca, Baybay City, Leyte	09567922504	KAREN LUZ P. YAP	Brgy. Gabas, Baybay City, Leyte	09953602091
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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.													
<table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number</td></tr><tr><td>Government Issued ID: <b>GSIS UMID</b></td></tr><tr><td>ID/License/Passport No.: <b>021-1672-6318-7</b></td></tr><tr><td>Date/Place of Issuance: <b>Maasin City, So. Leyte</b></td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number	Government Issued ID: <b>GSIS UMID</b>	ID/License/Passport No.: <b>021-1672-6318-7</b>	Date/Place of Issuance: <b>Maasin City, So. Leyte</b>	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>05/07/2024</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	05/07/2024	Date Accomplished				
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SUBSCRIBED AND SWORN to before me this <b>14 MAY 2024</b> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td> <b>ATTY. RYSA C. GUINOCOR</b> VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>		 <b>ATTY. RYSA C. GUINOCOR</b> VSU Chief Legal Officer	Person Administering Oath										
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Person Administering Oath													



WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

Duration: January 1,2023- present

- Position: Instructor 3
- Name of Office/Unit: Department of Agricultural Education and Extension (DAEEEx)
- Immediate Supervisor: Dr. Lijueraj J. Cuadra
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Facilitates capability development trainings for extension professionals
- Summary of Actual Duties
  - Develop the professional capabilities of undergraduate and graduate students
  - Guide and nurture the values and attitudes of sincere community service on top of theoretical and technical capabilities
  - Teaches assigned subjects and performs other teaching related functions

Duration: August 9, 2016- September 15,2022

- Position: Instructor 1
- Name of Office/Unit: Department of Agricultural Education and Extension (DAEEEx)
- Immediate Supervisor: Dr. Karen Luz P. Yap/ Dr. Milagros C. Bales
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Prepares and revised teaching materials and submit to department head
  - Facilitates capability development trainings for extension professionals
- Summary of Actual Duties
  - Develop the professional capabilities of undergraduate and graduate students
  - Guide and nurture the values and attitudes of sincere community service on top of theoretical and technical capabilities
  - Teaches assigned subjects and performs other teaching related functions

  
**ANNA MARTHA C. MONSANTO**  
(Signature over Printed Name  
of Employee/Applicant)

Date: May 8, 2024