

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.

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	VALDEVIESO		
FIRST NAME	LEILANI	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MAZO		
3. DATE OF BIRTH (mm/dd/yyyy)	05/30/1978	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	STA. MARIA MEYCUAYAN, BULACAN	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	PUROK 2 House/Block/Lot No. Street GABAS Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.56	ZIP CODE	6521
8. WEIGHT (kg)	56	18. PERMANENT ADDRESS	PUROK 2 House/Block/Lot No. Street GABAS Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
9. BLOOD TYPE	A+	ZIP CODE	6521
10. GSIS ID NO.	2004821167	19. TELEPHONE NO.	NA
11. PAG-IBIG ID NO.	1211- 5676 -1584	20. MOBILE NO.	(0967) 548-6015/ (0947) 846-6210
12. PHILHEALTH NO.	13-025153629-6	21. E-MAIL ADDRESS (if any)	<a href="mailto:gelleimpvalde@gmail.com">gelleimpvalde@gmail.com</a> / <a href="mailto:lei.valdevieso@vsu.edu.ph">lei.valdevieso@vsu.edu.ph</a>
13. SSS NO.	33-6924521-5		
14. TIN NO.	429-465-635		
15. AGENCY EMPLOYEE NO.	NA		

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	VALDEVIESO	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	GELBERTO	NAME EXTENSION (JR., SR)	ABIJAH GIL M. VALDEVIESO 09/27/2000
MIDDLE NAME	POLIQUIT		ABIGAIL M. VALDEVIESO 8/6/05
OCCUPATION	ADMIN AIDE III		JAEI M. VALDEVIESO 11/3/06
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY		DOM ROBERT M. VALDEVIESO 08/20/2014
BUSINESS ADDRESS	VISCA, BAYBAY CITY, LEYTE		
TELEPHONE NO.	(0928) 388-2370/ (0975) 138-5329		
24. FATHER'S SURNAME	MAZO		
FIRST NAME	DOMINADOR	NAME EXTENSION (JR., SR)	
MIDDLE NAME	IMPOC		
25. MOTHER'S MAIDEN NAME			
SURNAME	ANTOLAN		
FIRST NAME	ELENA		
MIDDLE NAME	LATRAS		

(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	YEAR GRADUATED	SCHOLARS HIP/ ACADEMIC HONORS
			From	To			
ELEMENTARY	GABAS ELEMENTARY SCHOOL	PRIMARY EDUCATION	Jun-85	Mar-91	GRADUATED	1991	Valedictorian
SECONDARY	EXPERIMENTAL RURAL HIGH SCHOOL	HIGH SCHOOL	Jun-91	Mar-95	GRADUATED	1995	NONE
VOCATIONAL / TRADE COURSE							
COLLEGE	VISAYAS STATE COLLEGE OF AGRICULTURE	BS FOOD TECHNOLOGY	Jun-95	Mar-99	GRADUATED	1999	NONE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MS IN FOOD SCENCE AND TECHNOLOGY	2009	2019	GRADUATED	2018	CHED SCHOLAR

(Continue on separate sheet if necessary)

SIGNATURE		DATE	February 5, 2024
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[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	February 5, 2024
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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		
	SANGGUNIANG KABATAAN ASSOCIATION	06/ /1997	06/ /2000	N/A	COUNSILOR
	GABAS STAR CLUB	01/ /1993	01/ /1994	N/A	TRESUARER

(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			
	Seminar on "30th National Fruit Symposium"	3/10/23	5/10/23	24.0	Technical	RDE Hall, Visca, Baybay City, Leyte
	Seminar on "Innovations to Meet the Lab of the future)	09/28/2023	09/29/2023	16.0	Technical	St. Paul University, Quezon City
	Training on Coconut-based Food Processing (Salvato and Bocarillo)	7/9/23	8/9/23	16.0	Technical	Brgy Uson, Calibiran,Biliran (DOST RO VIII- Naval Biliran)
	Entrepreneurial Development Training on Dried-Mango Processing	08/17/2023	08/18/2023	16.0	Technical	San Pedro Island, Hinunangan, Southern Leyte (DTI-Southern Leyte)
	Training on Coconut Food Processing for PWDs (Batch 1)	3/7/23	5/7/23	24.0	Technical	Agricultural Training Institute (ATI), RTC VIII, VSU, Visca, Baybay City, Leyte
	Training on Basic Food Safety, Hygiene, and Product Preparation for the Peoples Organization(PO)-Key Biodiversity Conservation Association(SNPMPC)	7/6/23	8/6/23	16.0	Technical	SNPMPC, Brgy. Plaridel, Baybay City, Leyte (DENR and CENRO, Baybay City, Leyte)
	Training on High Fiber Cookies Production	05/29/2023	05/30/2023	16.0	Technical	DOST RO VIII - Naval, Biliran
	Training on Trainers GAP-anchored Jackfruit Production and Zero-waste Processing	05/15/2023	05/19/2023	32.0	Technical	Agricultural Training Institute (ATI), RTC VIII, VSU, Visca, Baybay City, Leyte
	Training of Trainers on GAP-anchored Banana Production and Processing	04/17/2023	04/21/2023	32.0	Technical	Agricultural Training Institute (ATI), RTC VIII, VSU, Visca, Baybay City, Leyte
	Training on Low-fat-low Sugar Ice cream Production	03/27/2023	03/28/23	16.0	Technical	DOST RO VIII - Naval, Biliran
	Technology Training on Banana and Camote Chips Processing	11/15/2022	11/16/2022	8.0	Technical	Department of Science and Technology Region 8- Catbalogan City, Samar
	Technical Training in the Processing of Mushroom in Brine	10/11/22		2.0	Technical	Municipal Government of Dulag Leyte
	Training on Vegetable Processing mainstreamed with Good Manufacturing Practices (GMP) and Food Safety	09/20/2022	09/22/2022	16.0	Technical	FITS Center D-SPARC, Brgy. Rawis, Dulag, Leyte, Philippines
	INTERNATIONAL FOOD VALUE CHAIN WEBINAR AND WORKSHOP	12/9/22	09/16/2022	15.0	Technical	Ministry of Agriculture Forestry and Fisheries, Japan and Visayas State University, Visaca, Baybay City, Leyte
	Basic Quality and Food Safety of Milk and Milk Products	08/18/2022		8.0	Technical	DFST, VSU, Visca, Baybay City, Leyte, Philippines
	Basic Food Safety, GMP, GHP Training for Food Handlers	08/17/2022		8.0	Technical	Beach Garden Resort, VSU, Visca, Baybay City, Leyte, Philippines
	"Advances and Challenges in Lactic Acid Bacteria Research for Food Industry Applications"	12/8/22		3.0	Technical	PSLAB, Inc, Phil Society for Microbiology and Yakult Philippines, Inc.
	Training on Entrepreneurial Development and Seafood Products Processing for the Peoples Organization (PO) Apid Fishermen and Boat Makers Association(AFBMA)	06/16/2022	06/17/2022	16.0	Technical	DENR and CENRO, Baybay City, Leyte
	"How to Tell if My Food is Safe to Eat"	11/12/21		3.0	Technical	DFST, VSU, Visca, Baybay City, Leyte, Philippines
	FERMENTALKS: Exploring fermented Products in the Philippine Market	10/23/2021		2.0	Technical	UP Pabvlvm Scientia Sodalitas,IFST, CAFS, UP Los Baños Laguna
	"Good Manufacturing Practices and Coffee Bean Standard" and Essential Food Safety for Coffee Processing"	10/23/2021		2.0	Technical	Cavite State University (CavSU), CAF&Natural Resources, IFST, Indang, Cavite
	INTERNATIONAL WEBINAR AND WORKSHOP ON FOOD VALUE CHAIN IN THE NEW NORMAL	10/18/2021	10/22/2021	15.0	Technical	MAFF, DA, VSU, CAFS AND DFST
	Egg Safety and Nutrition	07/23/2021		2.0	Technical	DFST, VSU, Visca, Baybay City, Leyte, Philippines
	"Chemical Safety and Hazardous Waste Management"	05/27/2021		3.0	Technical	DOST RO IV-A (CALABARZON), Provincial Science & Tech Center- Rizal
	"Understanding Halal Products and Compliance"	05/14/2021		3.0	Technical	DOST, Provincial Science and Technology Center-Batangas
	"School Canteen Food Safety Management in the New Normal"	7/5/21		3.0	Technical	DOST, Provincial Science and Technology Center-Batangas
	Training on Mushroom Processing with GMP Awareness and Mandatory Packaging and Labelling Requirements (4days)	02/22/2021	02/26/2021	3.0	Technical	DOST, Provincial Science and Technology Center-Los Baños, Laguna
	"Building Global Partnership through Knowledge Advancement on Food Science and Technology"	11/2/21	12/2/21	3.0	Technical	Southern Leyte State University(SLSU-main), Sogod, Southern Leyte
	. 4th International STEAM Research Congress	3/5/21	5/5/21	24.0	Technical	Eastern Visayas State University (EVSU-main), Tacloban City, Leyte
	Safety of Products Amidst this Pandemic.	10/20/2020		3.0	Technical	DOST RO IV-A (CALABARZON), Provincial Science & Tech Center- Rizal
	Training on Corn Food Processing (Corn Macaroons).	09/22/2020	09/24/2020	16.0	Technical	Agricultural Training Institute (ATI), RTC VIII, VSU, Visca, Baybay City, Leyte
	Covid-19 and Food Safety Measures in the U.S. Supply Chain: Opportunities and Challenges	08/25/2020		3.0	Technical	Institute of Food Safety Advancement (IFSA)



(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS AND HOBBIES	33.
	COOKING	N/A
	HOUSEKEEPING	Philippine Association of Food Technologist (PAFT)
	GARDENING	Philippine Association of Food Technologist (PAFT)
		Philippine Alliance of Laboratory Equipment Users (PALEU)
		SOCIETY OF FISHERY TECHNOLOGIES IN EASTERN VISAYAS (SOFTEV)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	February 5, 2024
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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><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>ROBERTA D. LAUZON, PhD</td><td>DFST, VSU</td><td>(0975) 275-1950</td></tr><tr><td>LORINA A. GALVEZ, PhD</td><td>DFST, VSU</td><td>(0975) 1489-080</td></tr><tr><td>IVY C. EMNACE, PhD</td><td>DFST, VSU</td><td>(0965) 948-0191</td></tr></table>		NAME	ADDRESS	TEL. NO.	ROBERTA D. LAUZON, PhD	DFST, VSU	(0975) 275-1950	LORINA A. GALVEZ, PhD	DFST, VSU	(0975) 1489-080	IVY C. EMNACE, PhD	DFST, VSU	(0965) 948-0191
NAME	ADDRESS	TEL. NO.											
ROBERTA D. LAUZON, PhD	DFST, VSU	(0975) 275-1950											
LORINA A. GALVEZ, PhD	DFST, VSU	(0975) 1489-080											
IVY C. EMNACE, PhD	DFST, VSU	(0965) 948-0191											
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.													
<div>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: VSU ID</div> <div>ID/License/Passport No.: V00890</div> <div>Date/Place of Issuance: 01/10/2016</div>	<div><div>_____</div><div>Signature (Sign inside the box)</div><div>_____</div><div>Date Accomplished</div></div> <div><div>VALDEVIESO, LEILANI M.</div><div>PHOTO</div></div> <div><div>Right Thumbmark</div></div>												
SUBSCRIBED AND SWORN to before me this 05 FEB 2024, affiant exhibiting his/her validly issued government ID as indicated above.													
<div><div>_____</div><div>ATTY. RYAN L. GUINOCOR VSU Chief Legal Officer</div><div>Person Administering Oath</div></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: August 3, 2015 – January 15, 2024 (Regular Permanent)
- Position: Admin Aide I
- Name of Office/Unit: Department of Food Science and Technology (DFST)
- Immediate Supervisor: Dr. Lynette C. Cimafranca (March, 2022 - present), Dr. Lorina A. Galvez (January 2021 - February 2022), and Dr. Ivy C. Emnace (year 2016 - year 2020)
- Name of Agency/Organization and Location: Visayas State University (VSU), Visca, Baybay City, Leyte
- Summary of Actual Duties:
  1. Facilitates the preparations of solutions, glasswares, utensils, borrowers slips and other laboratory related activities.
  2. Assist faculty members in the conduct of their laboratory activities.
  3. Entertain clients and stakeholders and ensures that their concerns are acted upon by the faculty members.
  4. Provides laboratory related activities and maintains cleanliness in the laboratory rooms such as Food Microbiology, Food, Sensory, Food Processing and Pilot plant area.
  5. Teaches food processing courses for BS Food Technology upon the request of DFST and approval of the Academic Personnel Board of the Visayas State University
    - Processing of Poultry and Livestock Food Products
    - Food Microbiology
    - Baking Science
  6. Perform other related task as maybe assigned by the immediate supervisors.
  7. Serves as Resource Speakers related to Food Processing and Food Safety.

- Duration: July 1, 2011 - August 2, 2015
- Position: Laboratory Technician (JO)
- Name of Office/Unit: Department of Food Science and Technology (DFST)
- Immediate Supervisor: Dr. Lorina A. Galvez (year 2012 to year 2015), and Dr. Roberta D. Lauzon (year 2011 to year 2012)

- Name of Agency/Organization and Location: Visayas State University (VSU), Visca, Baybay City, Leyte
- Summary of Actual Duties:
  1. Facilitates the preparations of solutions, glasswares, utensils, borrowers slips and other laboratory related activities.
  2. Assist faculty members in the conduct of their laboratory activities.
  3. Entertain clients and stakeholders and ensures that their concerns are acted upon by the faculty members.
  4. Provides laboratory related activities and maintains cleanliness in the laboratory rooms such as Food Microbiology, Food, Sensory, Food Processing and Pilot plant area.
  5. Perform other related task as maybe assigned by the immediate supervisors.
  6. Assist and conducts hands-on training on food processing to requesting clients.
  7. Serves as Resource Speakers related to Food Processing and Food Safety.

- Duration: October 5, 2009 - June 30, 2011
- Position: Research and Development & Quality Assurance (QA) Specialist of PCC milk Products
- Name of Office/Unit: Philippine Carabao Center @ VSU
- Immediate Supervisor: Mr. Francisco Gabunada Sr.
- Name of Agency/Organization and Location: Visayas State University (VSU), Visca, Baybay City, Leyte
- Summary of Actual Duties:
  1. Redesigning existing carabaos milk products of the Philippine Carabao Center at VSU main campus
  2. Conduct product research to provide support to the innovation and marketing of newly developed PCC food products
  3. Ensures product meets the QA standards and optimum product quality.
  4. Monitor and recommend improvement in processes to meet the quality standards
  5. Manage and develop production quality standards and SOPs specific for PCC food products.
  6. Manage quality testing of newly developed PCC food products.

  
**LEILANI M. VALDEVIESO**  
 (Signature over Printed Name  
 of Employee/Applicant)

Date: 01/19/24