

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 ☐ 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	BALDOS		
FIRST NAME	ODELO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BALEIN		
3. DATE OF BIRTH (mm/dd/yyyy)	4/10/1984	16. CITIZENSHIP	FILIPINO
4. PLACE OF BIRTH	TAFT, EASTERN SAMAR	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX	MALE		
6 CIVIL STATUS	MARRIED	17. RESIDENTIAL ADDRESS	6 KILBOURNE DRIVE
			House/Block/Lot No. Street
			VISCA PANGASUGAN
			Subdivision/Village Barangay
			BAYBAY CITY LEYTE
			City/Municipality Province
7. HEIGHT (m)	1.65 m	ZIP CODE	6521
8. WEIGHT (kg)	83 kg		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	6 KILBOURNE DRIVE
10. GSIS ID NO.	NA		House/Block/Lot No. Street
11. PAG-IBIG ID NO.	1210-5106-7886		VISCA PANGASUGAN
12. PHILHEALTH NO.	03-050309070-4	ZIP CODE	6521
13. SSS NO.	NA	19. TELEPHONE NO.	NA
14. TIN NO.	945-557-194	20. MOBILE NO.	0918 353 2730
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	odelo.baldos@vsu.edu.ph

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	BALDOS	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ANGELICA	NAME EXTENSION (JR., SR)	MARGA SABINA P. BALDOS
MIDDLE NAME	PAME		10/2/2015
OCCUPATION	ASSOCIATE PROFESSOR I		
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY		
BUSINESS ADDRESS	VISCA, BAYBAY CITY, LEYTE		
TELEPHONE NO.	563 - 7552		
24. FATHER'S SURNAME	BALDOS		
FIRST NAME	OSCAR	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CEBLANO		
25. MOTHER'S MAIDEN NAME			
SURNAME	BALEIN		
FIRST NAME	TRINIDAD		
MIDDLE NAME	TANDAN		

(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	TAFT CENTRAL SCHOOL	BASIC EDUCATION	1990	1997	NA	1997	NONE
SECONDARY	TESDA - SAMAR NATIONAL SCHOOL OF ARTS AND TRADES	BASIC EDUCATION	1996	2001	NA	2001	NONE
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NONE
COLLEGE	VISAYAS STATE UNIVERSITY	BS FORESTRY	2001	2005	NA	2005	NONE
SHORT COURSE	VOLKHOCHSCHULE GOETTINGEN e.v.	DEUTSCH ALS FREMDSPRACHE (GRUNDSTUFE I)	2008	2008	200 hours	NA	NONE
GRADUATE SCHOOL	VISAYAS STATE UNIVERSITY	MS DEVELOPMENT SOCIOLOGY	2019	present	12 units	NA	NONE

(Continue on separate sheet if necessary)

SIGNATURE		DATE	9/8/2021
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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
RA 10690 (LICENSED FORESTER)	78%	SEPT 12 -13, 2017	TACLOBAN CITY	0012191	4/10/2021


(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

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

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format *00-0*) INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
09/08/2021	PRESENT	AGRICULTURAL TECHNICIAN II	ECO -FARM, VSU	P18251	8-1	PERMANENT	Y
11/18/2020	9/7/2021	AGRICULTURAL TECHNICIAN I	ITEEM, VSU	P16200	6-1	PERMANENT	Y
5/1/2014	11/17/2020	ADMINISTRATIVE STAFF	CFES, VSU	P9954	NA	JO	Y
1/6/2017	12/13/2019	PART-TIME INSTRUCTOR	DLABS, VSU	156/HR	NA	JO	Y
4/1/2008	3/31/2014	NANNY (PROF. E. VELDKAMP AND DR. M. CORRE'S SON, TIMOTHY)	PROF. EDZO VELDKAMP AND DR. MARIFE CORRE, ELLIEHAUSEN, GOETTINGEN, GERMANY	480 EUROS	NA	NA	N
7/1/2013	12/31/2013	LABORATORY AIDE	FACULTY OF FOREST SCIENCE AND FOREST ECOLOGY, UNIVERSITY OF GOETTINGEN, GERMANY	7.50EUROS /HR	NA	NA	N
4/2/2011	8/2/2011	SERVICE CREW	BERND LEINEMANN QUICK SERVICE RESTAURANT (FRANCHISEE OF BURGER KING) GOETTINGEN)	400 EUROS	NA	NA	N
1/25/2007	7/14/2007	BOC LIASON OFFICER/COORDINATOR AND PULP WAREHOUSEMAN	SPECIALTY PULP MANUFACTURING INCORPORATED	P6000	NA	NA	N
12/1/2006	12/31/2006	RESEARCH ASSISTANT FOR DR. RENEZITA COME	DR. RENEZITA S. COME	P3000	NA	NA	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	September 8, 2021
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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		
NA		NA	NA	NA	NA

(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			
	NATIONAL CONFERENCE ON CLIMATE CHANGE RDE	12/12/2018	12/14/2018	24	TECHNICAL	REGIONAL CLIMATE CHANGE RESEARCH AND DEVELOPMENT CENTER
	CFES STRATEGIC PLANNING WORKSHOP	3/24/2017	3/24/2017	8	SUPERVISORY	COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE, OFFICE OF THE DIRECTOR FOR ADMINISTRATION AND HUMAN RESOURCE DEVELOPMENT, VISAYAS STATE UNIVERSITY
	HIV IN THE WORKPLACE	12/9/2016	12/9/2016	8	SUPERVISORY	VSU HOSPITAL
	GPS AND QGIS TRAINING	7/12/2016	8/1/2016	28	TECHNICAL	UNITED STATES PEACE CORPS, COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE
	LAFOR ET COMMUNITY LEVEL RESEARCH TRAINING WORKSHOP	8/19/2016	8/19/2016	8	TECHNICAL	THUENEN INSTITUTE, COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE
	CY 2016 1st DISCUSSION ON NGP WITH PARTNER SUCS	3/14/2016	3/17/2016	32	TECHNICAL	ECOSYSTEMS RESEARCH AND DEVELOPMENT BUREAU
	ECHO SEMINAR ON NEW CHEMISTRY LAW	3/20/2015	3/20/2015	8	TECHNICAL	VISAYAS STATE UNIVERSITY



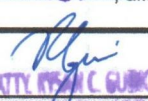
(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	COMPUTER SKILLS		NA		KABALIKAT CIVICOM
	TYPING				KNIGHTS OF COLUMBUS
	BASIC ELECTRICAL WIRING AND ELECTRONIC REPAIR				
	DRIVING (RESTRICTIONS 1, 2)				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	September 8, 2021
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34. Are you related by consanguinity or affinity to the appointing or recommending chief of bureau or office or to the person who has immediate supervision over you in Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	If YES, give details: _____													
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	If YES, give details: _____ If YES, give details: Date Filed: _____ Status of Case/s: _____													
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	If YES, give details: _____													
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?	If YES, give details: _____													
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?	If YES, give details: _____ If YES, give details: _____													
39. Have you acquired the status of an immigrant or permanent resident of another country?	If YES, give details (country): _____													
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 a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	If YES, please specify: _____ If YES, please specify ID No: _____ If YES, please specify ID No: _____													
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>DR. DENNIS P. PEQUE</td><td>PANGASUGAN, BAYBAY CITY, LEYTE</td><td>563-7552</td></tr><tr><td>PROF. DR. EDZO VELDKAMP</td><td>GOETTINGEN, GERMANY</td><td>eveldka@gwdg.de</td></tr><tr><td>DR. GUIRALDO FERNANDEZ</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>525-0346 loc.1028</td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	DR. DENNIS P. PEQUE	PANGASUGAN, BAYBAY CITY, LEYTE	563-7552	PROF. DR. EDZO VELDKAMP	GOETTINGEN, GERMANY	eveldka@gwdg.de	DR. GUIRALDO FERNANDEZ	VISCA, BAYBAY CITY, LEYTE	525-0346 loc.1028
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DR. GUIRALDO FERNANDEZ	VISCA, BAYBAY CITY, LEYTE	525-0346 loc.1028												
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><div><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.: 01220</div><div>Date/Place of Issuance: 12/02/2020 VSU, Baybay City</div></div><div><div></div><div>Signature (Sign inside the box)</div><div>09/08/2021</div><div>Date Accomplished</div></div><div><div></div><div>Right Thumbmark</div></div></div>														
SUBSCRIBED AND SWORN to before me this 30 SEP 2021, affiant exhibiting his/her validly issued government ID as indicated above.														
<div><div></div><div>Atty. Ryan C. Guinoo</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: November 2020 – Present
- Position: Agricultural Technician I
- Name of Office/Unit: Institute of Tropical Ecology and Environmental Management, VSU
- Immediate Supervisor: Dr. Eliza D. Espinosa
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 1. Organized the ITEEM Reading Room
 2. Submitted requests for improvements in plumbing, electrical, and internet connections
- Summary of Actual Duties
 1. Assist faculty in the conduct of research activities, during enrollment and other instruction, research and extension activities
 2. Maintains ITEEM Reading Room, including its contents (e.g. books and other reading materials, audio – visual equipment).
 3. Assigned as alternate deputy documents and records controller.
 4. Assigned as CFES Hotline Agent responsible for entertaining queries and concerns of CFES students as well as providing assistance to documents and records processing.
 5. Keeps an inventory of all office and laboratory materials and equipment and ensures proper storage all office and laboratory materials and equipment.
 6. Performs minor maintenance work on all office and laboratory equipment
 7. Conducts regular checks on the whole ITEEM building including its electrical, plumbing, and telephone and internet connections and requesting for repairs when necessary.
 8. Does other duties in line with college functions assigned by direct supervisor.

- Duration: May 2014 – Present
- Position: Administrative Staff (JO basis)
- Name of Office/Unit: College of Forestry and Environmental Science, VSU
- Immediate Supervisor: Dr. Dennis P. Peque
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 1. Created checklists for use in monitoring grounds and building maintenance
 2. Created a database for the whereabouts of office and laboratory equipment at CFES
 3. Submitted requests for improvements in plumbing, electrical, and internet connections
- Summary of Actual Duties

1. Assist faculty in the conduct of laboratory classes and research activities like issuance and preparation of materials (e.g. seed, wood, soil samples, photos, videos) and equipment for classes, field laboratory (e.g. establishing plots, seedling propagation) and/or audio – visual and computer set – up, reproduction of laboratory manuals reproduced and replenishment of laboratory supplies.
2. Maintains CFES Dry Laboratory, CFES Equipment Room, CFES Storage Room, CFES Training Room, CFES Herbarium and Wood Library, and CFES Reading Room including its contents (e.g. herbarium and wood samples, books and other reading materials, audio – visual equipment).
3. Assist faculty in creation of virtual classrooms like Google Classroom and Moodle.
4. Keeps an inventory of all office and laboratory materials and equipment and ensures proper storage all office and laboratory materials and equipment.
5. Performs minor maintenance work on all office and laboratory equipment
6. Conducts regular checks on the whole CFES building including its electrical, plumbing, and telephone and internet connections and requesting for repairs when necessary.
7. Does other duties in line with college functions assigned by direct supervisor.


- Duration: Jan 2017 – Dec 2019
- Position: Part – time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences, VSU
- Immediate Supervisor: Dr. Guiraldo Fernandez
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)

1. Created course syllabus, instructional materials, evaluation/assessments

- Summary of Actual Duties
 1. Create course syllabus, instructional materials, evaluation/assessments
 2. Teach basic German to undergraduate students

- Duration: Jul 2013 – Dec 2013
- Position: Laboratory Aide
- Name of Office/Unit: Faculty of Forest Science and Forest Ecology – University of Goettingen
- Immediate Supervisor: Dr. Marife D. Corre
- Name of Agency/Organization and Location: University of Goettingen, Germany
- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
 1. Assist in the preparation of soil and leaf samples for laboratory analysis
 2. Clean and maintain sample preparation area, materials and equipment used


ODELO B. BALDOS
(Signature over Printed Name
of Employee/Applicant)

Date: September 8, 2021