

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	RATILLA		
FIRST NAME	MARK		NAME EXTENSION (JR., SR)
MIDDLE NAME	CATINGAN		
3. DATE OF BIRTH (mm/dd/yyyy)	6/6/1993	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	CALUBIAN, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	APT. 22 KILBOURNE ST. House/Block/Lot No. Street VSU, VISCA PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.62	ZIP CODE	
8. WEIGHT (kg)	81 kg		
9. BLOOD TYPE	AB	18. PERMANENT ADDRESS	APT. 22 KILBOURNE ST. House/Block/Lot No. Street VSU, VISCA Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	2004517700	ZIP CODE	6521-A
11. PAG-IBIG ID NO.	121122194404		
12. PHILHEALTH NO.	13-025154978-9		
13. SSS NO.	NONE	19. TELEPHONE NO.	053 563 7123
14. TIN NO.	451-259-273	20. MOBILE NO.	09167752780
15. AGENCY EMPLOYEE NO.	V000838	21. E-MAIL ADDRESS (if any)	mark.ratilla@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	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	RATILLA			
FIRST NAME	TEODOMERO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CABUSAO			
25. MOTHER'S MAIDEN NAME				
SURNAME	CATINGAN			
FIRST NAME	BERTA			
MIDDLE NAME	DINAUANAO			

(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	VISCA FOUNDATION ELEMETARY SCHOOL	PRIMARY EDUCATION	1999	2005	N/A	2005	NONE
SECONDARY	VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL	SECONDARY EDUCATION	2005	2009	N/A	2009	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	BS AGRIBUSINESS	2009	2013	N/A	2013	MAGNA CUM LAUDE
GRADUATE STUDIES	MASARYK UNIVERSITY, CZECH REPUBLIC	MS IN BUSINESS MGMT	2014	2016	N/A	2016	NONE


(Continue on separate sheet if necessary)

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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]

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15 Sept 2002

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			
	Regional Forum on Economic Financial Literacy	11/12/2019	11/12/2019	8.0	Technical	National Economic and Development Authority
	Quantitative and Qualitative Statistical Analysis in Depth Training Workshop	10/22/2018	10/24/2018	24.0	Technical	STRAND-Asia
	Synergy 2017 Masterclass: Building your KTTO thru creative works	9/21/2017	9/21/2017	8.0	Technical	USAID STRIDE & IPOPHIL
	Synergy 2017	9/19/2017	9/20/2017	16.0	Technical	USAID STRIDE & IPOPHIL
	Mentorship on Management of Agri-Aqua Technology Business Incubators (ATBI's)	9/11/2018	9/13/2018	24.0	Technical	PCAARRD
	Training-Workshop on Socio-Economic Research Methods using R-Studio	9/7/2018	9/7/2018	8.0	Technical	VSU
	Training Cum Writeshop on the Establishment of Agribusiness Technology Business Incubators	14 March 2017	16 March 2017	24	Technical	DOST-PCAARRD
	Workshop on Economic Research Methods	9 Jan 2017	13 Jan 2017	40	Technical	Department of Economics, Visayas State University
	BUSINESS PLAN PREPARATION WORKSHOP	4-Jun-14	6-Jun-14	16	Technical	PHILIPPINE RURAL DEVELOPMENT PROGRAM (PRDP) - RPC08 INVESTMENTS IN RURAL ENTERPRISES AND AGRICULTURE AND FISHERIES PRODUCTIVITY (I-READ)
	CAPITAL MARKET INVESTMENT TEACHING ACCREDITATION PROGRAM (CMITAP), 9TH RUN	12-May-14	16-May-14	40	Technical	CAPITAL MARKETS INSTITUTE OF THE PHILIPPINES, INC
	WORKSHOP ON INSTRUCTIONAL MATERIALS DEVELOPMENT FOR THE VISAYAS STATE UNIVERSITY	28-Jan-14	29-Jan-14	16	Technical	VISAYAS STATE UNIVERSITY ONLINE PROGRAMS OFFIC
	INVESTMENT GAP ANALYSIS WORKSHOP	14-Feb-13	15-Feb-13	16	Technical	DEPARTMENT OF AGRICULTURE REGIONAL FIELD UNIT NO. 8 - TACLOBAN CITY
	TRAINING AND WORKSHOP IN AGRICULTURE AND FISHERIES INVESTMENT NEED ASSESSMENT: A VALUE CHAIN APPROACH	21-Nov-12	23-Nov-12	24	Technical	DEPARTMENT OF AGRICULTURE REGIONAL FIELD UNIT NO. 8 - TACLOBAN CITY
	ENTREPRENEURSHIP SEMINAR	16-Oct-09	16-Oct-09	8	Technical	AGRICULTURE, FORESTRY AND NATURAL RESOURCES (AFNR)

(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)
	Conduct value chain research acquired from school trainings and work experiences		Best Paper Awardee (Socio-economics category) on the paper entitled "Investment Needs Assessment Using Value Chain Approach: A Pilot Study in the Province of Leyte, Philippines" held during the 25th National Research Symposium on December 18, 2013 at the DA-BAR Complex, Diliman, Quezon City, Philippines.		Knights of Columbus
	• Good command of Microsoft Office™ tools acquired from school trainings		Research Poster Contest Bronze Awardee on the paper entitled "Investment Needs Assessment Using Value Chain Approach: A Pilot Study in the Province of Leyte, Philippines" held during the 25th National Research Symposium on December 18, 2013 at the DA-BAR Complex, Diliman, Quezon City, Philippines.		Member of Visayas State University Faculty Association
	• Designing posters using XARA acquired through work experiences		Accredited Investment Teacher given by the Capital Markets Institute of the Philippines, Inc. on the 16th day of May 2014.		Member of the Capital Market Institute of the Philippines, Inc.
	• Use of SPSS Statistics in analysing research data acquired from school trainings and work experiences				
	• Analyse financial statements using financial ratios acquired from school trainings				
	• Prepare financial statements acquired from school trainings				
	• Develop feasibility studies acquired from school trainings				

(Continue on separate sheet if necessary)

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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)?

☐ YES☒ NO

☐ YES☒ NO

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?

☐ YES☒ NO

☐ YES☒ NO

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?

☐ YES☒ NO

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?

☐ YES☒ NO

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?

☐ YES☒ NO

☐ YES☒ NO

If YES, give details:

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES☒ NO

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 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?

☐ YES☒ NO

☐ YES☒ NO

☐ YES☒ NO

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)

NAME	ADDRESS	TEL. NO.
at least 3 DR. ANTONIO P. ABAMO	VSU, VISCA, BAYBAY CITY, LEYTE	335-2654
PROF. ARGINA M. POMIDA DR. NILDA AMEZOSO	VSU, VISCA, BAYBAY CITY, LEYTE	335-2654

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.


Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance


Government Issued ID: PASSPORT

ID/License/Passport No.: P7941957A

Date/Place of Issuance: DFA TACLOBAN

Signature (Sign inside the box)
15 SEP 2022
Date accomplished


MARK GATUNGAN RATILLA


Right Thumbmark

SUBSCRIBED AND SWORN to before me this 28 SEP 2022

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BOOK NO. XXII
SERIES OF 2022

ATTY. VIVIAN C. ENARIO-VIDALLON
NOTARY PUBLIC
NC NO. 3-22-06-02 JULY 4, 2022
UNTIL DECEMBER 31, 2023
ROLL NO. 82930
PTR NO. 6271899, 1/3/2022, BAYBAY CITY, LEYTE
IBP NO. 169763, 12/07/2021, LEYTE
MCLE COMPLIANCE NO. VII-0004765

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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: July 1, 2019 – Present
- Position: Assistant Professor 1
- Name of Office/Unit: Department of Business and Management
- Immediate Supervisor: Bert C. Peñalosa
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Developed instructional materials
 - Advised student case studies
 - Advised students on their academic journey
 - Published research articles
 - Participated in extension activities of the department
- Summary of Actual Duties
 - Perform actual teaching for graduate and undergraduate courses, conduct research, extension, and production assignment on a full-time basis

- Duration: January 1, 2016 – June 30, 2019
- Position: Instructor 1
- Name of Office/Unit: Department of Business and Management
- Immediate Supervisor: Analita A. Salabao
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Developed instructional materials
 - Advised student case studies
 - Advised students in their academic journey
 - Published research articles
 - Participated in extension activities of the department
- Summary of Actual Duties
 - Perform actual teaching for graduate and undergraduate courses, conduct research, extension, and production assignment on a full-time basis


 MARK C. BATILCA
 (Signature over Printed Name
 of Employee/Applicant)
 Date: 15 Sep 2019