

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. | |
| 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"/> Separated <input type="checkbox"/> Other/s: | | |
| 7. HEIGHT (m) | 1.6. | 17. RESIDENTIAL ADDRESS | APT 22 KILBOURNE ST. House/Block/Lot No. Street VSU, VISCA PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province |
| 8. WEIGHT (kg) | 80kg | ZIP CODE | |
| 9. BLOOD TYPE | AB | 18. PERMANENT ADDRESS | APT.22 KILBOURNE ST. House/Block/Lot No. Street VSU, VISCA PANGASUGAN Subdivision/Village Barangay BAYBAY 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) | | |
| 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 | DINAUANO | | | |

(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 ELEMENTARY SCHOOL | | 1999 | 2005 | | 2005 | NONE |
| SECONDARY | VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL | | 2005 | 2009 | | 2009 | WITH HONORS |
| VOCATIONAL / TRADE COURSE | N/A | | | | | | |
| COLLEGE | VISAYAS STATE UNIVERSITY | | 2009 | 2013 | | 2013 | MAGNA CUM LAUDE |
| GRADUATE STUDIES | MASARYK UNIVERSITY, CZECH REPUBLIC | | 2014 | 2016 | | 2016 | NONE |

(Continue on separate sheet if necessary)

| | | | |
|-----------|---|------|--|
| SIGNATURE |  | DATE | |
|-----------|---|------|--|

[illegible]

(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.

[illegible]

(Continue on separate sheet if necessary)

[Signature]

CS FORM 212 (Revised 2017) Page 2 of 4

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

| 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 | | | |
| | | 27 Nov 18 | 29 Nov 18 | 24 | Technical | Technology Transfer and Promotion Division Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development, Department of Science and |
| | Training-Workshop on Technology Valuation and Technology Transfer Modes | | | | | |
| | Quantitative and Qualitative Statistical Analysis In-depth Training-Workshop | 22 Oct 18 | 24 Oct 18 | 24 | Technical | University of Cebu-Main Campus, |
| | Training-Workshop on Socio-Economic Research Methods using R Studio | 7 Sep 18 | 7 Sept 18 | 8 | Technical | Visayas State University |
| | Training Cum Whiteshop 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 | 04-Jun-14 | 06-Jun-14 | 16 | Technical | PHILIPPINE RURAL DEVELOPMENT PROGRAM (PRDP) - RPCOS INVESTMENTS IN RURAL ENTERPRISES AND AGRICULTURE AND FISHERIES PRODUCTIVITY (I-REAP) COMPONENT |
| | 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 OFFICE |
| | INVESTMENT GAP ANALYSIS WORKSHOP | 14-Feb-13 | 15-Feb-13 | 16 | Technical | DEPARTMENT OF AGRICULTURE REGIONAL FIELD UNIT NO. 8 - TAGLOBAN 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 - TAGLOBAN 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 | | |
| • 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)

| | | | | |
|-----------|---|------|--|---|
| SIGNATURE |  | DATE | | CS FORM 212 (Revised 2017), Page 3 of 4 |
|-----------|---|------|--|---|

| 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><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>DR. ANTONIO P.ABAMO</td><td>VSU, VISCA, BAYBAY CITY, LEYTE</td><td>335-2654</td></tr><tr><td>PROF. ARGINA M. POMIDA</td><td>VSU, VISCA, BAYBAY CITY, LEYTE</td><td>335-2654</td></tr></table> | | | NAME | ADDRESS | TEL. NO. | DR. ANTONIO P.ABAMO | VSU, VISCA, BAYBAY CITY, LEYTE | 335-2654 | PROF. ARGINA M. POMIDA | VSU, VISCA, BAYBAY CITY, LEYTE | 335-2654 |
| NAME | ADDRESS | TEL. NO. | | | | | | | | | |
| DR. ANTONIO P.ABAMO | VSU, VISCA, BAYBAY CITY, LEYTE | 335-2654 | | | | | | | | | |
| PROF. ARGINA M. POMIDA | 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. | | | | | | | | | | | |
| <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: Passport</div> <div>ID/License/Passport No.: P7941957A</div> <div>Date/Place of Issuance: 14 July 2018/ DFA Tacloban</div> | <div></div> <div>Signature (Sign inside the box)</div> <div>Date Accomplished</div> | <div> Mark C. Ratilla</div> <div> Right Thumbmark</div> | | | | | | | | | |
| SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. | | | | | | | | | | | |
| <div></div> <div>Person Administering Oath</div> | | | | | | | | | | | |

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: February 05, 2014 – present
- Position: Instructor
- 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, Keyte
- List of Accomplishments and Contributions (if any)
 - Conducted trainings on investment management, financial management and entrepreneurship to various stakeholders
- Summary of Actual Duties
 - Responsible for teaching assigned subjects and performs other teaching related functions, among others, the following: "a. Prepares and revised teaching materials/guides and submit to department head, b. Prepares and gives examinations (mid/final/long/quizzes)", c. Checks test papers and returns to students one week after examination, d. Submits grade sheets within prescribed period to the Registrar through the department, e. Turns over class records to department heads within two weeks after final examination, f. Makes himself available for consultation by his/her students during scheduled consultation hours
 - Performs research and/or extension functions, among others the following: a. Prepares research/extension proposals, b. Implements duly approved research/extension projects within time frame", c. Prepares and prepares reports within the prescribed period, d. Presents research/extension outputs during conferences/fora of legitimate professional organizations, e. Submits output for possible publication/patenting
 - Performs other functions, among others:
 - a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions
 - b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President



(Signature over Printed Name
of Employee/Applicant)

Date: _____