

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 () ☐ d use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

1. CS ID N

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	MOLLENO		
FIRST NAME	GRACE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	LUBAY	N/A	
3. DATE OF BIRTH (mm/dd/yyyy)	13/10/1990	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	BIÑAN, LAGUNA	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	LOLIT RESIDENCE SITIO GASA House/Block/Lot No. Street PALHI Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province ZIP CODE 6521
7. HEIGHT (m)	1.5	18. PERMANENT ADDRESS	LOLIT RESIDENCE SITIO GASA House/Block/Lot No. Street PALHI Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province ZIP CODE 6521
8. WEIGHT (kg)	62		
9. BLOOD TYPE	O+		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	121037570927		
12. PHILHEALTH NO.	080509858644		
13. SSS NO.	0420542614	19. TELEPHONE NO.	N/A
14. TIN NO.	271651611000	20. MOBILE NO.	0912 510 7778
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	grace.molleno@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MOLLENO		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MICHAEL ALFREDO	NAME EXTENSION (JR., SR)	MYFANWY GRACHAEL L. MOLLENO	03/20/2013
MIDDLE NAME	VILLARETE		MARC GRAZENN L. DOTOLLO	08/25/2022
OCCUPATION	N/A		MATTHIAS GAIUS L. DOTOLLO	12/06/2023
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	LUBAY			
FIRST NAME	FELIPE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	DIGMAN			
25. MOTHER'S MAIDEN NAME	JULIETA ALMODOVAR STA. ANA			
SURNAME	LUBAY			
FIRST NAME	JULIETA			
MIDDLE NAME	STA. ANA			

(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	Regina Coeli School, Inc.		1998	2004		2004	5 th Honor, Best in Math
SECONDARY	Science and Technology High School		2004	2008		2008	Valedictorian, Best in Math, Best in English
VOCATIONAL / TRADE COURSE	Trimex Institute of Science and Technology	Hotel and Restaurant Services	2010	2012	58		Barangay Scholar
COLLEGE	Visayas State University	Bachelor of Science in Agribusiness	2015	2019		2019	Magna Cum, Laude, Tulong-dunong Scholar
GRADUATE STUDIES	Visayas State University	Masters of Management Major in Bus. Mgmt.	2019	2023		2023	CHED Scholar

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 20, 2024
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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
Honor Graduate Eligibility	N/A	31/07/2019	CSC RO VIII	R08-20210824-001	6/14/2019 onwards
Non-professional Driver's Licence	95.0	08/10/2015	LTO Baybay City, Leyte	H12-15-002745	13/10/2023

(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)	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
04/03/2007	03/07/2008	Cashier	Mc Donald's Waltermart, Balibago, Santa Rosa, Laguna	8,000		Contractual	N
01/11/2010	03/11/2011	Cashier & Receptionist	Mariposa Budget Hotel, Santa Rosa, Laguna	14,000		Contractual	N
08/15/2011	02/17/2012	Production Operator	Laguna Autoparts Manufacturing Corporation Santa Rosa, Laguna	20,000		Contractual	N
07/11/2012	06/21/2013	Cashier	Super 8 Grocery Warehouse, Balibago, Santa Rosa, Laguna	12,000		Contractual	N
03/15/2018	Present	Sole Proprietor	Five Shepherds' Planting Materials and Agri-products, Baybay City, Leyte	Project-based		Owner	N
07/01/2019	08/20/2021	Negosyo Center Business Counsellor	Negosyo Center- Visayas State University, Department of Trade and Industry,	18,000		Job Order	Y
08/23/2021	01/28/2022	Part-time Instructor	Department of Business Management, College of Management and Economics, Visayas State University	12,000		Job Order	Y
01/29/2022	06/30/2024	Part-time Consultant	KEA Consultancy Services	Project-based		Job Order	N
01/29/2022	12/16/2024	Business Development Service Provider	RAPID Growth Project, Department of Trade and Industry, Provincial Office, Tacloban City	Project-based		Job Order	Y
08/09/2024	12/13/2024	Part-time Instructor	Department of Business Management, College of Management and Economics,	38,000		Job Order	Y

(Continue on separate sheet if necessary)

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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		
Theatre Arts Club of Santa Rosa Science & Technology High School	29/06/2007	30/06/2008	6h/w	Actress
Society of Agribusiness Students in Visayas States University	10/20/2015	06/14/2019		Member
Kabalikat Civicom	06/21/2017	Present		Member

(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			
Strategic Marketing for Inclusive and Sustainable Agribusiness	03/25/2018	03/25/2018	8.0	Participant	Department of Business Management, Visayas State University, Baybay City, Leyte
Youth Entrepreneurship: Entrepreneurial Mindsetting and Business Planning	04/24/2018	04/24/2018	8.0	Participant	Negosyo Center Visayas State University, Baybay City, Leyte
Educational tour in Negosyo Center Cebu, Cebu Federation of Dairy Cooperatives, Liwayway Marketing Corporation, Profods International	05/04/2018	05/05/2018	48.0	Participant	Department of Business Management, Visayas State University, Baybay City, Leyte
Breaking the Limits: Be an Effective Speaker	11/27/2018	11/27/2018	8.0	Participant	Department of Business Management, Visayas State University, Baybay City, Leyte
Success Story Writing and Digital Literacy Training	10/09/2019	12/09/2019	24.0	Participant	Department of Trade and Industry
Capacity Development on Business Expense Savings Training (BEST) Game for Leyte Negosyo Center Business Counselors	30/09/2019	30/09/2019	8.0	Participant	Department of Trade and Industry
Business Expense Savings Training (BEST) Game and Financing Opportunities Seminar	11/11/2019	11/11/2019	8.0	Resource Person	Negosyo Center Hindang, Department of Trade and Industry
Small Business Counselors Course 101: Diagnosing an Enterprise	25/11/2019	29/11/2019	40.0	Participant (Best Assessment Report)	University of the Philippines (UP)- Institute for Small Scale Industries (ISSI)
Product Pricing and Costing	03/09/2020	04/09/2020	16.0	Resource Person	Negosyo Center Hindang, Department of Trade and Industry
Enterprise Development Training on Livestock Production Seminar	11/12/2020	11/12/2020	8.0	Participant	Negosyo Center Baybay, Department of Trade and Industry
Simplified Bookkeeping and eBIR Forms Seminar	26/03/2021	26/03/2021	8.0	Resource Person	Negosyo Center-VSU, Department of Trade and Industry
Product Pricing and Costing with Current Good Manufacturing Practices	29/03/2021	30/03/2021	16.0	Resource Person	Negosyo Center Hilongos, Department of Trade and Industry
Negosyo Ko, IPO-Protect Ko	14/04/2021	14/04/2021	8.0	Participant	Intellectual Property Office of the Philippines, thru the Department of Trade and Industry
Entrepreneurial Mindsetting and Negosyo Center Services	07/05/2021	07/05/2021	8.0	Resource Person	Negosyo Center Baybay, Department of Trade and Industry
Business Expense Savings Training (BEST) Game and Simplified Business Registration Forum	19/05/2021	19/05/2021	8.0	Resource Person	Negosyo Center Matalom, Department of Trade and Industry
Enhancing Business Skills through BEST Game and Simplified Business Planning Seminar and Workshop	05/08/2021	06/08/2021	16.0	Resource Person	Local Government Unit of Baybay/ Negosyo Center Baybay, Department of Trade and Industry
Scaling Up Competitiveness through Effective Use of IP System	11/12/2021	11/12/2021	8.0	Facilitator/ Participant	Department of Business Management, Visayas State University
Simplified Bookkeeping for Non-accountants and eBIR Forms Webinar	14/12/2021	14/12/2021	8.0	Resource Person	Technology Business Incubator (TBI), Visayas State University
Principles of Graphic Design	13/02/2023	28/03/2023	16.0	Participant	University of the Philippines Open University, Massive Open Distance eLearning
Virtual Assistant Training	08/04/2024	19/04/2024	20.0	Participant	Clair Voyance
Teaching and Learning with Modern ICTs	03/06/2024	28/06/2024	16.0	Participant	University of the Philippines Open University, Massive Open Distance eLearning
ISO 9001:2015 AWARENESS & RE-AWARENESS SEMINAR	09/09/2024	09/09/2024	4.0	Participant	Visayas State University, Baybay City, Leyte
Southern Leyte SSF Conference	11/28/2024	11/28/2024	8.0	Facilitator	Department of Trade and Industry - So. Leyte
Structural Equation Modelling (SEM) Using R	11/21/2024	11/21/2024	8.0	Participant	Department of Statistics, Visayas State University, Baybay City, Leyte
Business Data Visualization Using R Shiny	11/22/2024	11/22/2024	8.0	Participant	Department of Statistics, Visayas State University, Baybay City, Leyte

(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)
Microsoft Office / Open Office	Best Enterprise Assessment Report, University of the Philippines (UP)- Institute for Small Scale Industries (ISSI)	Sole proprietor of Five Shepherds' Planting Materials and Agri-products
Canva, Prezi, Adobe Photo Shop		
Lindo, SPSS, Excel QM		
R Studio and Express Accounts Accounting Software		
Driving (Restriction 1)		
Linear Programming		
Organizational capacity building using organizational capacity assessment (OCA) tool		
Good in Filipino, English, Cebuano; and basic knowledge in Waray		
General agribusiness management		
Interpersonal and leadership skills		
Teaching skills and public speaking		

(Continue on separate sheet if necessary)

SIGNATURE	DATE
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CamScanner

December 20, 2024

<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: center;">Date Filed: _____</p> <p style="text-align: center;">Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: center;"><u>End of Contract</u></p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Elvira E. Ongy, MM</td> <td>Visayas State University, Baybay City, Leyte</td> <td>09389669267</td> </tr> <tr> <td>Alyanna Alcober</td> <td>Department of Trade and Industry-RO8 Provincial Office, Tacloban</td> <td>09171706494</td> </tr> <tr> <td>Angelita L. Paradero, PhD</td> <td>State University of Northern Negros</td> <td>09630769408</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Elvira E. Ongy, MM	Visayas State University, Baybay City, Leyte	09389669267	Alyanna Alcober	Department of Trade and Industry-RO8 Provincial Office, Tacloban	09171706494	Angelita L. Paradero, PhD	State University of Northern Negros	09630769408
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<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>5829-7845-7419-3705</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>Phil. National I.D.</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>09/16/2022 / Baybay, Leyte</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)		PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	5829-7845-7419-3705	ID/License/Passport No.:	Phil. National I.D.	Date/Place of Issuance:	09/16/2022 / Baybay, Leyte	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 100px; text-align: center; vertical-align: middle;"> Signature (Sign inside the box) December 20, 2024 Date Accomplished </td> </tr> </table>	 Signature (Sign inside the box) December 20, 2024 Date Accomplished	
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<div style="text-align: center;"> PHOTO </div> <div style="text-align: center;"> Right Thumbmark </div>													
<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 250px; height: 60px; margin: 10px auto; text-align: center; line-height: 60px;"> Person Administering Oath </div>													