

# PERSONAL DATA SHEET

**WARNING:** Any misinterpretation 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.** I. CS ID No. \_\_\_\_\_ (Do not fill up. For CSC use only)

## I. PERSONAL INFORMATION

2. SURNAME	BATISTIL		
FIRST NAME	ROSELA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	TAGRA		
3. DATE OF BIRTH (mm/dd/yyyy)	08/20/1996	16. CITIZENSHIP	
4. PLACE OF BIRTH	MAASIN CITY, SO. LEYTE	If holder of dual citizenship, please indicate the details.	Pls. indicate country
5. SEX	FEMALE		
6. CIVIL STATUS	SINGLE	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.53	House/Block/Lot No.	Street
8. WEIGHT (kg)	47	Subdivision/Village	LIB-OG
9. BLOOD TYPE	A+	MAASIN	SO. LEYTE
10. GSIS ID NO.	N/A	City/Municipality	Province
11. PAG-IBIG ID NO.	121233116596	ZIP CODE	6600
12. PHILHEALTH NO.	132526675928	18. PERMANENT ADDRESS	
13. SSS NO.	0634147274	House/Block/Lot No.	Street
14. TIN NO.	708794454	Subdivision/Village	LIB-OG
15. AGENCY EMPLOYEE NO.	0802210068	MAASIN	SO. LEYTE
		City/Municipality	Province
		ZIP CODE	6600
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09392648622
		21. E-MAIL ADDRESS (if any)	rosela.batistil08@gmail.com

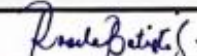
## II. FAMILY BACKGROUND

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	
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	BATISTIL			
FIRST NAME	ARGE0	NAME EXTENSION (JR., SR)		
MIDDLE NAME	TENIO			
25. MOTHER'S MAIDEN NAME				
SURNAME	TAGRA			
FIRST NAME	ANITA			
MIDDLE NAME	LASTRA		(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	LIB-OG ELEMENTARY SCHOOL	ELEMENTARY GRADUATE	JUNE 2003	MARCH 2009	GRADUATED	2009	VALEDICTORIAN
SECONDARY	SAINT JOSEPH COLLEGE	HIGH SCHOOL GRADUATE	JUNE 2009	APRIL 2013	GRADUATED	2013	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY-MAIN CAMPUS (BAYBAY CITY)	BACHELOR OF SCIENCE IN AGRIBUSINESS	JUNE 2013	JUNE 2017	GRADUATED	2017	N/A
GRADUATE STUDIES	SOUTHERN LEYTE STATE UNIVERSITY-MAIN CAMPUS (SOGOD)	MASTER IN MANAGEMENT	JANUARY 2020	JUNE 2020	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	FEBRUARY 15, 2024
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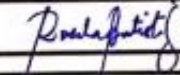
IV. CIVIL SERVICE ELIGIBILITY					
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
CAREER SERVICE EXAMINATION - PEN AND PAPER TEST (PROFESSIONAL LEVEL)	84.22%	AUGUST 20, 2023	SAINT JOSEPH COLLEGE, MAASIN CITY, SOUTHERN LEYTE	374440	N/A
LICENSURE EXAMINATION FOR AGRICULTURISTS	78.83%	NOVEMBER 28-30, 2017	TACLOBAN CITY, LEYTE	0029197	8/20/2021

(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')	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)	
							From
01/02/2024	PRESENT	PROJECT SPLIT- PROVINCIAL DOCUMENTOR/PROCESSOR I	DEPARTMENT OF AGRARIAN REFORM - SOUTHERN LEYTE PROVINCIAL OFFICE	27,525.00	N/A	CONTRACTUAL	Y
11/03/2021	31/12/2023	PROJECT SPLIT- PROVINCIAL VALIDATOR	DEPARTMENT OF AGRARIAN REFORM - SOUTHERN LEYTE PROVINCIAL OFFICE	27,525.00	N/A	CONTRACTUAL	Y
09/04/2018	04/30/2021	COMMUNITY MANAGER	CROPITAL ENTERPRISES CORPORATION	15,000	N/A	REGULAR	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	FEBRUARY 15, 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		
	DEPARTMENT OF EDUCATION, "BRIGADA PAGBASA"	08/03/2021	09/30/2021	120	BRIGADA PAGBASA VOLUNTEER

*(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 Director/Chief/Executive/Managerial positions)*

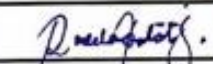
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	NC III. BOOKKEEPING	06/14/2021	10/23/2021	292	TECHNICAL	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY (TESDA)
	CERTIFICATE OF TRAINING: FARMING AS A BUSINESS TRAINING	10/02/2018	10/04/2018	16	TECHNICAL	BAYER CROP SCIENCE INC. - PHILIPPINES
	CERTIFICATE OF TRAINING: BASICS OF TRAINING ADULTS	8/16/2018	8/19/2018	20	TECHNICAL	BAYER CROP SCIENCE INC. - PHILIPPINES

*(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)
	PROFICIENT IN MS OFFICE APPLICATIONS (WORD, EXCEL, POWERPOINT)		NONE		PHILIPPINE ASSOCIATION OF AGRICULTURISTS, INC.
	COMMUNITY ORGANIZING				
	DATA ENCODING, GATHERING AND ANALYZING				
	ACCOUNTING/BOOKKEEPING				
	TEAM PLAYER AND GOAL-ORIENTED				

*(Continue on separate sheet if necessary)*

<b>SIGNATURE</b>		<b>DATE</b>	FEBRUARY 15, 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?  YES  NO

b. within the fourth degree (for Local Government Unit - Career Employees)?  YES  NO  
If YES, give details: \_\_\_\_\_

35. a. Have you ever been found guilty of any administrative offense?  YES  NO  
If YES, give details: \_\_\_\_\_

b. Have you been criminally charged before any court?  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)?  YES  NO  
If YES, give details: \_\_\_\_\_

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  
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?  YES  NO  
If YES, please specify: \_\_\_\_\_

b. Are you a person with disability?  YES  NO  
If YES, please specify ID No: \_\_\_\_\_

c. Are you a solo parent?  YES  NO  
If YES, please specify ID No: \_\_\_\_\_

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
ENGR. FRANCO C. CINCO	DARPO, SOGOD, SO. LEYTE	0947-497-6614
DR. ELWIN JAY V. YU	VSU, BAYBAY CITY, LEYTE	0960-449-2733
GUIRALDO FERNANDEZ JR., Ph.D.	VSU, BAYBAY CITY, LEYTE	0922-400-9161



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: **PRC**

ID/License/Passport No.: **0029197**

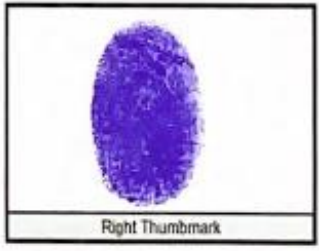
Date/Place of Issuance: **03/06/2018 TACLOBAN CITY**

*Rosela Batistil*

Signature (Sign inside the box)

FEBRUARY 15, 2024

Date Accomplished



SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, affiant exhibiting his/her validly issued government ID as indicated above.

\_\_\_\_\_

Person Administering Oath

## 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: February 1, 2023 – Present
- Position: Provincial Documentor/Processor I
- Name of Office/Unit: Land Tenure Security Program – Project SPLIT
- Immediate Supervisor: Engr. Franco C. Cinco
- Name of Agency/Organization and Location: Department of Department Agrarian Reform-Provincial Office, Southern Leyte
  
- List of Accomplishments and Contributions (if any)
  
- Summary of Actual Duties
  - Examines/reviews the accuracy of data/information and completeness of the required documents attached in the individual lad distribution folders (iLDFs).
  - Fills out checklist of requirements of the iLDF.
  - Assist MIS staff in the encoding of iLDFs result of examination with tagging on requirements completion status either complete or incomplete.
  - Segregates iLDFs as complete and ready for registration and incomplete for completion of documents.
  - Coordinate with the organic field personnel for the completion of documents required in the registration of iLDFs.
  - Responsible for the document filing and safekeeping.
  - Perform other tasks as may be assigned related to the examination/verification of iLDF

- Duration: November 3, 2021 – December 31, 2023
- Position: Provincial Validator
- Name of Office/Unit: Land Tenure Security Program – Project SPLIT
- Immediate Supervisor: Engr. Franco C. Cinco
- Name of Agency/Organization and Location: Department of Department Agrarian Reform-Provincial Office, Southern Leyte
  
- List of Accomplishments and Contributions (if any)
  - Created a comprehensive monitoring tool for ALI CASES (submissions, status and whereabouts) using Google Sheet for easy access of the concerned personnel.
  
- Summary of Actual Duties
  - Responsible for the review and validation of the pertinent documents necessary for the generation of computerized individual titles for distribution to the Agrarian Reform Beneficiaries (ARBs).
  - Verify and evaluate the accuracy of data reflected from one CARPER LAD form to another to ensure error-free documents before submission to the Register of Deeds (ROD) for the generation of computerized titles.
  - Ensure that the parcel of land being awarded to the Agrarian Reform Beneficiary (ARB) is the exact land they presently till and cultivate.
  - Double-check and make sure that the total the aggregate landholdings to be issued/distributed to the Agrarian Reform Beneficiaries (ARBs) must not exceed the 3 hectares award ceiling as mandated under section 23, chapter 7 of RA 6657.
  - Regularly inform the Field Validation Teams (FVT) and the organic field personnel regarding the status of their submitted documentation.


- Recommend possible solutions for the timely compliance of the needed lacking documents and attachments to the field validation teams and the organic field personnel.
- Prepare and submit a consolidated monthly report based on all submissions, findings and accomplishments to the Provincial Project Management Office (PPMO).
- Participate in every periodic Provincial Assessment to give updates and feedback concerning the Project-SPLIT targets and accomplishments.
- Initially review and evaluate the Agrarian Law Implementation (ALI) Case folders before forwarding it to the DAR Provincial Legal Division.
- Recommend to the Provincial Technical Support Staff to request Municipal and Provincial Aggregate Certifications as one of the pertinent document needed in the ALI case folders.
- Regularly report to the Legal Division Chief regarding the status of the submitted ALI cases.

- Duration: September 4, 2018 – April 18, 2020
- Position: Community Manager
- Name of Office/Unit: Ground Operations Unit (Leyte Area)
- Immediate Supervisor: Judgie Valdellon
- Name of Agency/Organization and Location: Cropital Enterprises Corporation (1F UPSCALE National Engineering Center, Osmeña Avenue, University of the Philippines, Diliman, Quezon City, Philippines)

- List of Accomplishments and Contributions (if any)
  - Developed strategic plan for expansion

- Summary of Actual Duties

- Connects farmers to potential investors who wants to finance the needed farm inputs.
- Scout for prospect areas with smallholder farmers that need financial assistance with very low interest.
- Coordinates with the Local Government Unit regarding the financial assistance program implementation to the area.
- Facilitates in the application of farmer organizations.
- Conducts training about the basics of farm recording which is essential for farm monitoring.
- Responsible in performing administrative and technical tasks e.g., pre-screening of applicants.
- Organizes farmer's application to crop insurance. (PCIC)
- Monitors crop standing of the farmer's area; responds to queries and performs other related functions.



ROSELA TAGRA BATISTIL

(Signature over Printed Name of Employee/Applicant)

Date: February 15, 2024