

#### IV. CIVIL SERVICE ELIGIBILITY

[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)

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| <b>SIGNATURE</b> |  | <b>DATE</b> |  | 2/22/24 |
|------------------|--|-------------|--|---------|

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

| 29. | NAME & ADDRESS OF ORGANIZATION<br>(Write in full) | INCLUSIVE DATES<br>(mm/dd/yyyy) |    | NUMBER OF HOURS | POSITION / NATURE OF WORK |
|-----|---|---------------------------------|----|-----------------|---------------------------|
|     |   | From                            | To |                 |                           |
|     |   |                                 |    |                 |                           |
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(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<br>(Write in full)                           | INCLUSIVE DATES OF<br>ATTENDANCE<br>(mm/dd/yyyy) |            | NUMBER OF HOURS | Type of LD<br>( Managerial/<br>Supervisory/<br>Technical/etc) | CONDUCTED/ SPONSORED BY<br>(Write in full)                    |
|-----|--|--|------------|-----------------|---|---|
|     |  | From   | To         |                 |   |   |
|     | Webinar on Navigating the Digital Shift: Instructional Materials to Support the University's Flexible Learning | 3/18/2021  | 3/18/2021  |                 |   | Office of the Vice President for Academic Affairs             |
|     | Echo-Webinar on the TIEC-CHED Flexible Learning Foundation Virtual Conference                                  | 3/15/2021  | 3/16/2021  |                 |   | Office of the Vice President for Academic Affairs             |
|     | VSU E-Learning Environment Training - Workshop Series  | 12/1/2020  | 12/1/2020  |                 |   | Office of the Vice President for Academic Affairs             |
|     | Learn and Re-learn: VSU TOS and Item Analysis  | 11/12/2020                                       | 11/12/2020 |                 |   | Office of the Vice President for Academic Affairs             |
|     | ISO 9001:2015 Awareness/Re-awareness Webinar   | 11/27/2020                                       | 11/27/2020 |                 |   | Quality Assurance Center                                      |
|     | Philsan Virtual Animal Nutrition Conference 2020 Webinar   | 10/21/2020                                       | 10/21/2020 |                 |   | Institute of Animal Science, UP Los Banos                     |
|     | Philsan Virtual Animal Nutrition Conference 2020 Webinar   | 10/14/2020                                       | 10/14/2020 |                 |   | Institute of Animal Science, UP Los Banos                     |
|     | Philsan Virtual Animal Nutrition Conference 2020 Webinar   | 10/7/2020  | 10/7/2020  |                 |   | Institute of Animal Science, UP Los Banos                     |
|     | Learn and Lead: Evoking Participation and Formulating Proposals  | 4/24/2017  | 4/28/2017  |                 |   | Agricultural Training Institute-Regional Training Center VIII |
|     | An Overview of the Poultry and Livestock Genetic Resources in Asian Countries                                  | 3/14/2017  | 3/14/2017  |                 |   | Department of Animal Science                                  |
|     | LaForeT Community Level Research Training Workshop   | 8/16/2016  | 8/19/2016  |                 |   | College Forestry and Environmental Science                    |
|     |  |  |            |                 |   |   |
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(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

| 31. | SPECIAL SKILLS and HOBBIES | 32. | NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full) | 33. | MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full) |
|-----|----------------------------|-----|--|-----|---|
|     |                            |     |  |     |   |
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| SIGNATURE |  | DATE | 2/22/24 |
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|  |  |
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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,<br>a. within the third degree?<br>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:<br/>_____</div>   |
| 35. a. Have you ever been found guilty of any administrative offense?<br><br>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:<br/>_____</div>   |
|  | <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:<br/>Date Filed: _____<br/>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:<br/>_____</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:<br/>_____</div>   |
| 38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?<br><br>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):<br/>_____</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:<br>a. Are you a member of any indigenous group?<br>b. Are you a person with disability?<br>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)   |                           |            |
| NAME   | ADDRESS                   | TEL. NO.   |
| Dr. Aleli A. Villocino   | Visca, Baybay City, Leyte | 1064       |
| Dr. Charis B.Limbo   | Visca, Baybay City, Leyte | 9485105847 |
| Dr. Rosario P. Abela   | Visca, Baybay City, Leyte | 9183641159 |
| 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. |                           |            |



PHOTO

|  |   |  |
|--|---|--|
| <div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)<br/><i>PLEASE INDICATE ID Number and Date of Issuance</i></div> <div>Government Issued ID:</div> <div>ID/License/Passport No.: P7999366A</div> <div>Date/Place of Issuance: 07/19/2018-Tacloban</div> | <div></div> <div>Signature (Sign inside the box)<br/>2/22/24</div> <div>Date Accomplished</div> | <div></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>  |  |

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                       | BALANA  |   |  |
| FIRST NAME                       | RUEL  | NAME EXTENSION (JR., SR)  |  |
| MIDDLE NAME                      | REYES   |   |  |
| 3. DATE OF BIRTH<br>(mm/dd/yyyy) | 5/14/1993   | 16. CITIZENSHIP<br><br>If holder of dual citizenship,<br><br>please indicate the details. | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><br><input type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country: |
| 4. PLACE OF BIRTH                | ESCALANTE NEGROS OCCIDENTAL   |   |  |
| 5. SEX                           | <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female  |   |  |
| 6 CIVIL STATUS                   | <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married<br><input type="checkbox"/> Widowed <input type="checkbox"/> Separated<br><input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS<br><br>ZIP CODE   |  |
| 7. HEIGHT (m)                    | 161   |   | House/Block/Lot No. Street   |
| 8. WEIGHT (kg)                   | 54 kg   |   | PATAG  |
| 9. BLOOD TYPE                    | 0+  |   | Subdivision/Village Barangay   |
| 10. GSIS ID NO.                  |   |   | Baybay Leyte   |
| 11. PAG-IBIG ID NO.              | 121226820414  | City/Municipality Province  |  |
| 12. PHILHEALTH NO.               | 13-025419341-1  | ZIP CODE  | 6521   |
| 13. SSS NO.                      | NA  | 18. PERMANENT ADDRESS   |  |
| 14. TIN NO.                      | 490-181-276   | 19. TELEPHONE NO.   | House/Block/Lot No. Street   |
| 15. AGENCY EMPLOYEE NO.          |   |   | Patag  |
|                                  |   |   | Subdivision/Village Barangay   |
|                                  |   |   | Baybay Leyte   |
|                                  |   |   | City/Municipality Province   |
|                                  |   | ZIP CODE  | 6521   |
|                                  |   | 20. MOBILE NO.  | 09983373022  |
|                                  |   | 21. E-MAIL ADDRESS (if any)   | ruel.balana@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               |           | NAME EXTENSION (JR., SR) | Gerald Roy E. Maniego                               | Feb. 24, 2008              |
| MIDDLE NAME              |           |                          |   |                            |
| OCCUPATION               |           |                          |   |                            |
| EMPLOYER/BUSINESS NAME   |           |                          |   |                            |
| BUSINESS ADDRESS         |           |                          |   |                            |
| TELEPHONE NO.            |           |                          |   |                            |
| 24. FATHER'S SURNAME     | BALANA    |                          |   |                            |
| FIRST NAME               | ROGELIO   | SR.                      |   |                            |
| MIDDLE NAME              | BASAS     |                          |   |                            |
| 25. MOTHER'S MAIDEN NAME |           |                          |   |                            |
| SURNAME                  | REYES     |                          |   |                            |
| FIRST NAME               | LUCIA     |                          |   |                            |
| MIDDLE NAME              | DESCARTIN |                          | (Continue on separate sheet if necessary)           |                            |

III. EDUCATIONAL BACKGROUND

| 26. LEVEL                    | NAME OF SCHOOL<br>(Write in full) | BASIC EDUCATION/DEGREE/COURSE<br>(Write in full) | PERIOD OF ATTENDANCE |          | HIGHEST LEVEL/<br>UNITS EARNED<br>(if not graduated) | YEAR<br>GRADUATED | SCHOLARSHIP/<br>ACADEMIC<br>HONORS<br>RECEIVED |
|------------------------------|-----------------------------------|--|----------------------|----------|--|-------------------|--|
|                              |                                   |  | From                 | To       |  |                   |  |
| ELEMENTARY                   | Maria Lopez Elementary School     |  | 2001                 | /2007/   |  | 2017              | None   |
| SECONDARY                    | baybay National High School       |  | /2008/               | /2011/   |  | 2011              | None   |
| VOCATIONAL /<br>TRADE COURSE | N/A                               |  |                      |          |  |                   |  |
| COLLEGE                      | Visayas State University          | Bachelor of Animal Science                       | /2012/               | /2016/   |  | 2016              | None   |
| GRADUATE STUDIES             | Visayas State University          | Master of Science in Animal Science              | 2019                 | on-going | 31   |                   |  |

(Continue on separate sheet if necessary)

|           |  |      |                   |
|-----------|--|------|-------------------|
| SIGNATURE |  | DATE | February 22, 2024 |
|-----------|--|------|-------------------|