

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	GARCIA		
FIRST NAME	RENILA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	DE LA PIZA		
3. DATE OF BIRTH (mm/dd/yyyy)	08/24/1982	16. CITIZENSHIP If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: <div></div>
4. PLACE OF BIRTH	BAYBAY, LEYTE		
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 ZIP CODE	<div>House/Block/Lot No. Street</div> <div>PANGASUGAN</div> <div>Subdivision/Village Barangay</div> <div>BAYBAY CITY, LEYTE</div> <div>City/Municipality Province</div> <div>6521</div>
7. HEIGHT (m)	1.6002		
8. WEIGHT (kg)	63		
9. BLOOD TYPE	O positive		
10. GSIS ID NO.	N/A	18. PERMANENT ADDRESS ZIP CODE	<div>House/Block/Lot No. Street</div> <div>PANGASUGAN</div> <div>Subdivision/Village Barangay</div> <div>BAYBAY CITY, LEYTE</div> <div>City/Municipality Province</div> <div>6521</div>
11. PAG-IBIG ID NO.	121348802685		
12. PHILHEALTH NO.	N/A		
13. SSS NO.	N/A		
14. TIN NO.	298-246-375	19. TELEPHONE NO.	N/A
15. AGENCY EMPLOYEE NO.	N/A	20. MOBILE NO.	+63 908 652 1511
		21. E-MAIL ADDRESS (if any)	garciarenila@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	GARCIA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	GARLIE	NAME EXTENSION (JR., SR)	GARL REIVANEHL DE LA PIZA GARCIA	02/11/2009
MIDDLE NAME	AROY			
OCCUPATION	PRIVATE EMPLOYEE			
EMPLOYER/BUSINESS NAME	BAYER CROPSCIENCE, INC.			
BUSINESS ADDRESS	TAGUIG CITY			
TELEPHONE NO.	0917 500 6543			
24. FATHER'S SURNAME	DELA PIZA			
FIRST NAME	REYNALDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	JUSAY			
25. MOTHER'S MAIDEN NAME				
SURNAME	MONDARES			
FIRST NAME	MARITES			
MIDDLE NAME	DALUMPINES		(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	PANGASUGAN ELEMENTARY SCHOOL	ELEMENTARY	1989	1995	N/A	1995	VALEDICTORIAN
SECONDARY	VISCA LABORATORY HIGH SCHOOL (now VSU INTEGRATED HIGH SCHOOL)	HIGH SCHOOL	1995	1999	N/A	1999	
VOCATIONAL / TRADE COURSE	N/A	N/A			N/A		
COLLEGE	LEYTE STATE UNIVERSITY VSU) (now	BS AGRICULTURE (major in Plant Protection)	1999	2003	N/A	2003	CUM LAUDE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY (VSU)	MASTER OF SCIENCE IN ENTOMOLOGY	2012	2024	N/A	2024	DOST-ASTHRDP

(Continue on separate sheet if necessary)

SIGNATURE		DATE	DECEMBER 27, 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		
	N/A				N/A

(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			
	Webinar on "Good Agricultural Practices and Gender & Development Mainstreaming in GAP Research	06/23/2021	06/23/2021	-	Technical	Benguet State University
	Webinar on "#ProjectSoWaM: An Environmental Information Campaign On Responsible Solid Waste Management	06/24/2021	06/24/2021	2 hrs.	Technical	University of the Philippines Visayas-Tacloban College
	Webinar on Root System Architecture and Root & Tuber Crop Productivity: Novel Insights from the Sweetpotato	06/25/2-21	06/25/2021	-	Technical	Philippine Root Crop Research & Training Center & Office of the Director of Innovation
	Philippine Phytopathological Society, Inc.-Visayas Division Meeting & Regional Scientific Conference	10/25/2012	10/26/2012	-	Technical	Philippine Phytopathological Society, Inc.-Visayas Division
	2012 Annual RDE In-house Consultative Review & Planning Workshop	05/28/2012	05/29/2012	-	Technical	VSU-Office of the Vice President for Research and Extension
	43rd Anniversary & Annual Scientific Conference of the Pest Management Council of the Philippines	05/08/2012	05/11/2012	-	Technical	Pest Management Council of the Philippines, Inc.
	Launching of the Jackfruit & Durian <i>Phytophthora</i> Video & Training on Recognition, Diagnosis & Management of <i>Phytophthora</i> Disease & Best Management Practices for Jackfruit	04/17/2012	04/17/2012	-	Technical	Australian Center for International Agricultural Research; Department of Agriculture-RIARC Abuyog & VSU
	8th General Membership Assembly of the National Research Council of the Philippines-Visayas Regional Cluster	05/17/2011	05/18/2011	-	Technical	National Research Council of the Philippines
	42nd Anniversary & Annual Scientific Conference of the Pest Management Council of the Philippines	05/03/2011	05/06/2011	-	Technical	Pest Management Council of the Philippines, Inc.
	Seminar on Hydrogen Peroxide: A Stress Signal & Induction of Stress Tolerance in Plants	09/16/2010	09/16/2010	-	Technical	Visayas State University (VSU)
	Seminar on Management of Laboratory Wastes	07/22/2010	07/22/2010	-	Technical	Visayas State University
	Training on Polymerase Chain Reaction: Technique & Applications of Biotech-DOST DAS (DNA Application System) Kits	07/30/2009	07/30/2009	-	Technical	National Institute of Molecular Biology & Biotechnology
	Product Launching of Biotech-DOST DAS Kits	07/29/2009	07/29/2009	-	Technical	National Institute of Molecular Biology & Biotechnology
	Developing Personal Excellence (Visayas Leg)	10/22/2007	10/23/2007	-	Technical	Bureau of Plant Industry-Plant Quarantine Services
	Training-Workshop on Plant Quarantine Regulations on Abaca for FIDA & LGU Personnel	2007	2007	-	Technical	Office of the Provincial Agriculture, Tacloban City
	Training-Workshop for Deputation of PCA & LGU Personnel as Domestic Plant Quarantine Officer	10/12/2006	10/13/2006	-	Supervisory	Bureau of Plant Industry & Philippine Coconut Authority
	Carrer Guidance Seminar	2003	2003	-	Technical	Leyte State University (now VSU)

(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)
	Knowledgeable in Microsoft programs and computer applications		N/A		N/A
	Gardening				
	Animal raising				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	DECEMBER 27, 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? 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 checked="" type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: RESIGNATION/FINISHED CONTRACT</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)		
NAME		ADDRESS
DR. MANNYLEN A. MERIOLES		VSU, VISCA, BAYBAY CITY, LEYTE
DR. RUBEN M. GAPASIN		VSU, VISCA, BAYBAY CITY, LEYTE
HON. AURORA A. LAZARTE		PANGASUGAN, BAYBAY CITY, LEYTE
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: PhilID</div> <div>ID/License/Passport No.: 2402-3056-4106-8539</div> <div>Date/Place of Issuance: DEC.5, 2021/BAYBAY, LEYTE</div>		<div><div>Signature (Sign inside the box)</div><div>DECEMBER 27, 2024</div><div>Date Accomplished</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>Person Administering Oath</div>		

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: August 2024 – December 2024
- Position: Part-time Instructor
- Name of Office/Unit: Department of Pest Management
- Immediate Supervisor: Dr. Maria Juliet C. Ceniza
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- Summary of Actual Duties
 - Taught lecture classes in CPrt22 (Approaches and Practices in Pest Management) & laboratory classes in Micr22 (General Microbiology) and PPrt132 (General Physiology and Toxicology).
 - Facilitated discussions among students during lecture and laboratory class sessions.
 - Conducted examinations & other appropriate performance assessment tasks, & gave relevant assignments and other course requirements.
 - Maintained an updated and orderly class record of all classes handled.
 - Computed and submitted grades.
 - Performed other tasks that may be assigned by the department head.

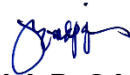
- Duration: August 2016 – December 2016
- Position: Graduate Teaching Assistant (GTA)
- Name of Office/Unit: Department of Pest Management
- Immediate Supervisor: Prof. Jesusito L. Lim
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- Summary of Actual Duties
 - Taught laboratory classes in PPRT21-Principles of Plant Protection (now CPRT 21).
 - Facilitated discussions among students during laboratory class sessions.
 - Led review sessions prior to major exams or tasks due dates.
 - Graded student worksheets and exams, providing feedback on their performance.
 - Maintained accurate records of student attendance and grades in accordance with university policies.

- Duration: April 2009 – May 2012
- Position: Science Research Assistant (SRA)
- Name of Office/Unit: Department of Pest Management
- Immediate Supervisor: Dr. Ruben M. Gapasin
- Name of Agency/Organization and Location: PCAARRD, DA-RIARC Abuyog & Visayas State University
- Summary of Actual Duties
 - Conducted and implemented the activities of the project as per the approved work plan.
 - Conducted laboratory experiments as required by the project.
 - Gathered, collated, evaluated, analyzed and processed raw data and output.
 - Drafted and submitted project accomplishment reports in accordance with the prescribed deadline or as needed by the project leader.
 - Assisted in the maintenance of organized and functional laboratory and office work areas.
 - Prepared a monthly report of accomplishments undertaken related to SRA functions.
 - Performed other tasks and assignments related to the project as may be assigned.
 - Additional opportunity: Taught laboratory classes in MICRO22-General Microbiology.

- Duration: June 2006 – March 2008
- Position: Assistant Plant Quarantine Officer
- Name of Office/Unit: BPI-Plant Quarantine Service VIII
- Immediate Supervisor: Ms. Virgilia R. Deloria (†)
- Name of Agency/Organization and Location: Department of Agriculture RFU 8, Tacloban City, Leyte

- Summary of Actual Duties

- Assisted in the inspection of all carriers, crew/passenger luggages and incoming mails, in order to determine the presence of plants, plant products, and other materials capable of harboring plant pests, as well as, potential animal pests.
- Assisted in the entry and inspected any and all areas where plants, plant products, and other materials capable of harboring plant pests were landed, stored, and/or grown.
- Prepared phytosanitary certificate issuances on plants, plant products, and other related materials intended for export, if the importing country so requires.
- Facilitated and assisted in trainings, seminars/workshops and meetings conducted related to Plant Quarantine services.
- Coordinated support to facilitate general office operations.
- Performed such other related duties which may be assigned to her, from time to time.



RENILA P. GARCIA

(Signature over Printed Name
of Employee/Applicant)

Date: December 27, 2024