

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	Genovia		
FIRST NAME	Tom Gerald	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Taer		
3. DATE OF BIRTH (mm/dd/yyyy)	10/19/1992	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	Cagayan de Oro City	If holder of dual citizenship, please indicate the details.	Philippines
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)	1.65	17. RESIDENTIAL ADDRESS	N/A N/A House/Block/Lot No. Street Zone-1 Poblacion Subdivision/Village Barangay Manticao Misamis Oriental City/Municipality Province
8. WEIGHT (kg)	55	ZIP CODE	9024
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	N/A N/A House/Block/Lot No. Street Zone-1 Poblacion Subdivision/Village Barangay Manticao Misamis Oriental City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	9024
11. PAG-IBIG ID NO.	121296158297	19. TELEPHONE NO.	N/A
12. PHILHEALTH NO.	03-025904722-2	20. MOBILE NO.	09952245424
13. SSS NO.	34-7421248-9	21. E-MAIL ADDRESS (if any)	ttgenovia@up.edu.ph
14. TIN NO.	476-942-422-00		
15. AGENCY EMPLOYEE NO.	N/A		

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	Genovia			
FIRST NAME	Nilio	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Asok			
25. MOTHER'S MAIDEN NAME	Felisa Posadas Taer			
SURNAME	Taer			
FIRST NAME	Felisa			
MIDDLE NAME	Posadas			


(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	Manticao Central School	Gradeschool	6/1/99	3/31/05		2005	With Honors
SECONDARY	St. Anthony Parish School	Highschool	6/1/05	3/31/09		2009	With Honors
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A		N/A	N/A
COLLEGE	Xavier University-Ateneo de Cagayan	BS Marine Biology	6/1/09	3/31/13		2013	
GRADUATE STUDIES	University of the Philippines Diliman	MS Marine Science	8/1/2017	7/31/2023		2023	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 4, 2025	CS FORM 212 (Revised 2017), Page 1 of 4
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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	
	Scientific and Technological Specialist		N/A	12/5/2023	CSC-NCR	110113230011	8/23/23	
(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")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
	From	To						
	1/1/2021	10/31/2024	Project Technical Specialist- Philippines, Manila Bay: Coastal Ocean Assessment for Sustainability and Transformation (PhilCOAST)	Department of Science and Technology	48,000.00	18-1	Contractual	N
	11/1/2018	12/31/2020	Project Technical Specialist- Sustainability Initiative in the Marginal Seas of South and East Asia (SIMSEA) Program	UP Marine Science Institute & International Science Council	40,000.00	N/A	Part-time	N
	11/1/2018	3/31/2020	Science Research Specialist II- Future Earth Philippines Program (FEPP)- Marine Biodiversity Cluster	Department of Science and Technology	40,000.00	17-1	Contractual	N
	1/1/2017	8/31/2018	Research Associate- Coastal and Marine Ecosystems Management Program (CMEMP): Policy Integration and Gap Analysis	UP Marine Science Institute	30,000.00	12-1	Contractual	N
	10/1/2015	12/31/2016	Research Associate- Strengthening the Marine Protected Area System to Conserve Marine Key Biodiversity Areas (SMARTSEAS/MKBA) Project	UP Marine Science Institute	25,000.00	11-1	Contractual	N
(Continue on separate sheet if necessary)								
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29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	Xavier University- Mckeough Marine Center	4/1/2013	5/1/2013	N/A	Technical Assistant
	Cagayan de Oro City Verterinarian Office	10/1/2012	11/12/2012	75.0	Volunteer
	Mindanao State University Naawan - Institute of Fisheries Research and Developm	10/1/2013	6/1/2016	N/A	Technical Assistant
	Tanqqol Kalikasan Inc.	6/10/2016	6/12/2016	N/A	Technical Consultant

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)

INCLUSIVE DATES OF					
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		MEMBERSHIP IN ASSOCIATION/ORGANIZATION	
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31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Licensed SCUBA (PADI Open-Water) Diver	N/A	JICA Alumni Association of the Philippines
Basic GIS		Federation of Institutions for Marine and Philippine Association of Marine Science
Compilation and integration of policy briefs		Society for Coastal Ecosystems Studies-
Technical and clerical works		
Financial report preparation (under government regulations and guidelines)		Asia Pacific Coral Reef Society

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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><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div></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><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Rhodora V. Azanza</td><td>UP-MSI</td><td>9399028633</td></tr><tr><td>Lourdes J. Cruz</td><td>UP-MSI</td><td>9778210149</td></tr><tr><td>Hildie Maria E. Nacorda</td><td>UPLB SESAM</td><td>(6349) 536 3080, 2836, 2251</td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	Rhodora V. Azanza	UP-MSI	9399028633	Lourdes J. Cruz	UP-MSI	9778210149	Hildie Maria E. Nacorda	UPLB SESAM	(6349) 536 3080, 2836, 2251
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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> <table><tr><td>Government Issued ID:</td><td>Passport</td></tr><tr><td>ID/License/Passport No.:</td><td>P1122673B</td></tr><tr><td>Date/Place of Issuance:</td><td>DFA Manila</td></tr></table>		Government Issued ID:	Passport	ID/License/Passport No.:	P1122673B	Date/Place of Issuance:	DFA Manila	<div> Signature (Sign inside the box) April 4, 2025 Date Accomplished</div> <div> Right Thumbmark</div>						
Government Issued ID:	Passport													
ID/License/Passport No.:	P1122673B													
Date/Place of Issuance:	DFA Manila													
SUBSCRIBED AND SWORN to before me this <u>APR 04 2025</u> , affiant exhibiting his/her validly issued government ID as indicated above.														
Joc. No. <u>323</u> Page No. <u>66</u> Book No. <u>VI</u> Series of 20 <u>25</u>		<div>ATTY. MANNY V. GRAGASIN NOTARY PUBLIC COMMISSION NO. 075 UNTIL DEC. 31, 2028 O.C. DPOS BLDG. GRD. FLR. QUEZON CITY HALL IBP NO. 48843 / 12-27-24 / QUEZON CITY PTR NO. 7009427 / 01-02-25 / QUEZON CITY ROLL OF ATTORNEY'S NO. 56070 MCLE NO. VII-0028698 / 01-04-25 JIN NO. 243-085-018</div> <div>Person Administering Oath</div>												



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