

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	SAGA		
FIRST NAME	MERIZA	NAME EXTENSION (JR, SR)	
MIDDLE NAME	MENCIDE		
3. DATE OF BIRTH (mm/dd/yyyy)	DECEMBER 08, 2020	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	TAMBIS 2, SAINT BERNARD, SO. LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" 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:	17. RESIDENTIAL ADDRESS	PUROK 1 House/Block/Lot No. Street TAMBIS 2 Subdivision/Village Barangay SAINT BERNARD SOUTHERN LEYTE City/Municipality Province
7. HEIGHT (m)	1.5	ZIP CODE	
8. WEIGHT (kg)	50	18. PERMANENT ADDRESS	PUROK 1 House/Block/Lot No. Street TAMBIS 2 Subdivision/Village Barangay SAINT BERNARD SOUTHERN LEYTE City/Municipality Province
9. BLOOD TYPE	"O"	ZIP CODE	6616
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	N/A	20. MOBILE NO.	09267213345/ 09956323729
12. PHILHEALTH NO.	13-025155626-2	21. E-MAIL ADDRESS (if any)	
13. SSS NO.	N/A		
14. TIN NO.	741-875-982-000		
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	SAGA			
FIRST NAME	VENERANDO	SR		
MIDDLE NAME	MULAAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	MENCIDE			
FIRST NAME	TEODORA			
MIDDLE NAME	OÑEZ			

(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	TAMBIS ELEMENTARY SCHOOL		6/5/1995	3/30/2001		2001	
SECONDARY	TAMBIS NATIONAL HIGH SCHOOL		6/6/2001	3/30/2005		2005	
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRICULTURE	6/5/2005	4/5/2011		2011	
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF SCIENCE IN AGRONOMY	10/1/2011	6/14/2017		2017	

(Continue on separate sheet if necessary)

SIGNATURE



DATE

January 10, 2024

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
	LICENSED OF AGRICULTURIST	75.0	NOVEMBER 2019	TACLOBAN CITY, LEYTE	0033656	12/8/2022
	NCII- ORGANIC AGRICULTURE PRODUCTION		September 09, 2022	SLSU-Hinunangan Campus	2208640200526 5	9/9/2027
	Agricultural Crops Production		July 31, 2015	ATI-R8- VSU	15080203006325	07/31/20

(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)

SIGNATURE

DATE _____

January 10, 2024

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		
	ASSEMBLY OF GOD, PENTECOSTAL CHURCH	6/30/1905	Present -	1/week	Children's Department Sunday School Teacher, Youth Department Leader

(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			
	• Training on Digital Farmer's Program 101 and 102. Department of Agriculture.	8/14/2023	8/15/2023	16.00	Technical	UPLB
	• Training on "Fishery Livelihood Programs: Bangus Cage Culture/Training/Post-Harvest Equipment.	4/13/2023	14/2023	16.00	Technical	SLSU-Hinunangan Campus
	• Webinar on 16th UP Mindanao Supply Chain Management Forum via Zoom	3/17/2023	3/17/2023	2.00	Technical	SLSU-Hinunangan Campus
	• Training Workshop on "Writing Research Proposal".	10/27/2022	11/9/2023	16.00	Technical	SLSU-Hinunangan Campus
	• Training Workshop on PRODUCTION OF HIGH-QUALITY INBRED RICE, AND SEED CERTIFICATION, AND FARM MECHANIZATION.	8/4/2023	10/4/2023	136.00	Technical	SLSU-Hinunangan Campus
	• Writeshop for the Completion of Journal Articles.	10/26/2023	10/29/2023	24.00	Technical	SLSU-Hinunangan Campus
	• Training-Workshop on Soil and Nutrient Management and Assessing Soil Health" via Zoom Platform and Facebook Live.	8/30/2023	8/31/2023	16.00	Technical	SLSU-Hinunangan Campus
	• Training-Workshop on Quality Assurance/ Quality Control and Method Verification/Validation via Zoom and Facebook Live.	8/3/2022	8/4/2022	16.00	Technical	YRRP-DAR8 (Study 1 Team-SLSU-Hinunangan Campus)
	• Webinar on "Critical Contribution of Soil Science to Environmental Monitoring and Management".	7/27/2022	7/27/2022	3.00	Technical	YRRP-DAR8 (Study 2 Team-SLSU-Hinunangan Campus)
	• Webinar on "Watershed: Key features, functions and current status of watersheds in the Philippines".	9/8/2021	9/8/2021	3.00	Technical	YRRP-DAR8 (Study 4 Team-SLSU-Hinunangan Campus)
	• AGRITALK 2022: Conversations.	6/28/2023	6/30/2023	3.00	Technical	YRRP-DAR8 (Study 4 Team-SLSU-Hinunangan Campus)
	• Training Workshop on Basic Bioinformatics	7/1/2022	7/3/2023	24.0	Technical	YRRP-DAR8 (Study 2 Team-SLSU-Hinunangan Campus)
	• Webinar entitled: "Banana Tissue Culture Production", Via Google meet	5/12/2023	5/12/2023	2.00	Technical	YRRP-DAR8 (Study 2 Team-SLSU-Hinunangan Campus)
	• Training Workshop on Simple Statistical Analysis and Data Presentation in Research Study	11/17/2021	11/18/2021	16.00	Technical	Philippine Institution of Civil Engineers VSU Students Chapter
	• Presentation and Evaluation of Extension PPA'S and On-going Extension	11/5/2022	11/5/2022	8.00	Technical	ATI-RTC8, VSU
	• Seminar-Workshop on "crafting Extension PPA's base on Harmonized Gender and Development Guidelines and approved quality procedures"	11/4/2022	11/4/2022	8.00	Technical	YRRP-DAR8 (Study 2 Team-SLSU-Hinunangan Campus)
	• Training Workshop on Simple Statistical Analysis and Data Presentation in Research Study.	11/17/2023	11/18/2023	16.00	Technical	YRRP-DAR8 (Study 2 Team-SLSU-Hinunangan Campus)
	Webinar on "Critical Contribution of Soil Science to Environmental Monitoring and Management"	7/27/2022	7/27/2022	3.00	Technical	Philippine Institution of Civil Engineers VSU Students Chapter
	Webinar on "Watershed: Key features, functions and current status of watersheds in the Philippines"	9/8/2021	9/8/2021	3.00	Technical	ATI-RTC8, VSU
	Training Workshop on Basic Bioinformatics	7/1/2022	7/3/2019	24.00	Technical	ATI-RTC8, VSU
	Training Workshop on Simple Statistical Analysis and Data Presentation in Research Study	11/17/2021	11/18/2021	16.00	Technical	Visiting Professor Dr. Sergio M. Abit Jr
	Presentation and Evaluation of Extension PPA'S and On-going Extension PPA'S	11/5/2021	11/5/2021	8.00	Technical	Visiting Professor Dr. Sergio M. Abit Jr
	Seminar-Workshop on "crafting Extension PPA's base on Harmonized Gender and Development Guidelines and approved quality procedures"	11/4/2021	11/4/2021	8.00	Technical	Conducted by Bureau of Fire collaboration with University of Students
	Writeshop for the Completion of Journal Articles	10/26/2021	10/29/2021	24.00	Technical	ATI-RTC8

(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)
	Reading, listening to Christian music, collecting inspirational message, playing basketball and volleyball, and playing some musical instrument		2012 - 2018 • Assistant Adviser - Ilang-ilang Ladies Dormitory., VSU, Visca, Baybay City, Leyte. September 2011- October 31, 2012. Keeper of Service Award for 5 years of unwavering service and dedicated service as Dormitory Adviser		• Visayas State University- Alumni Association • College of Agriculture-Student Supreme Council (CA-SSC) • Student Union of Agronomy and Soil Science Major (SUASSM) • Alliance of Freshmen and Sophomore Agriculture Students (AFSAS) • Ambassador for Christ (AC) Visayas State University, Baybay City, Leyte • Southern Leyteños Visayas State University, Visca, Baybay City, • Tambis National High School- Alumni Association

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 10, 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)?

☐ YES ☒ NO
☐ YES ☒ NO
If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense?
b. Have you been criminally charged before any court?

☐ YES ☒ NO
If YES, give details: _____
☐ 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)?
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: _____
☐ 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?
b. Are you a person with disability?
c. Are you a solo parent?

☐ YES ☒ NO
If YES, please specify: _____
☐ YES ☒ NO
If YES, please specify ID No: _____
☐ YES ☒ NO
If YES, please specify ID No: _____

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

NAME	ADDRESS	TEL. NO.
Dr. BEATRIZ C. JADINA	Department of Agronomy and Soil Science -College of Agriculture	09174204416/ (053)-563-7652
Dr. TERESITA M. GOLEZ	Consolacion National High School Salvacion, Sogod, Southern Leyte	0905-824-0683
Ms. ANGELITA L. PARADERO	Department of Business and Management	9655196511



PHOTO

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.

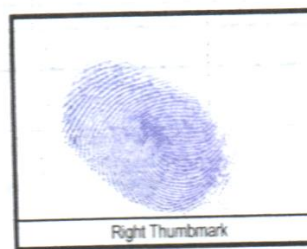
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID:

ID/License/Passport No.: 0033656

Date/Place of Issuance: 12/09/2019

Signature (Sign inside the box)
January 10, 2024
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this

10 JAN 2024

affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. ERVIN J. C. SABARRE, CPA
PUBLIC ATTORNEY I
(PURSUANT TO R.A. 9406)

Person Administering Oath