

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.

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	ABIT			
FIRST NAME	MA BEATRICE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MANACPO			
3. DATE OF BIRTH (mm/dd/yyyy)	02/25/1995	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	
4. PLACE OF BIRTH	WESTERN LEYTE PROVINCIAL HOSPITAL BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Philippines	
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		
7. HEIGHT (m)	1.54	ZIP CODE	House/Block/Lot No. Street ZONE 2 BRGY. SALVACION Subdivision/Village Barangay DULAG LEYTE City/Municipality Province	
8. WEIGHT (kg)	68		6505	
9. BLOOD TYPE	A+		18. PERMANENT ADDRESS	House/Block/Lot No. Street ZONE 2 BRGY. SALVACION Subdivision/Village Barangay DULAG LEYTE City/Municipality Province
10. GSIS ID NO.	N/A			6505
11. PAG-IBIG ID NO.	121155087795			N/A
12. PHILHEALTH NO.	13-250360453-5	0925 835 0772/0961-886-5265		
13. SSS NO.	34-5402679-2	19. TELEPHONE NO.	N/A	
14. TIN NO.	323-436-014-00000	20. MOBILE NO.	0925 835 0772/0961-886-5265	
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	abit.mabeatrice.jd@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		NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	ABIT			
FIRST NAME	RAUL			
MIDDLE NAME	LIBANAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	MANACPO			
FIRST NAME	BIENVENIDA			
MIDDLE NAME	RELLESIBA		(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	VISCA FOUNDATION ELEMENTARY SCHOOL		2001	2007		2007	WITH HONORS
SECONDARY	VISAYAS STATE UNIVERSITY - LABORATORY HIGH SCHOOL		2007	2011		2011	WITH HONORS
VOCATIONAL / TRADE COURSE							
COLLEGE	VISAYAS STATE UNIVERSITY - MAIN CAMPUS	BACHELOR OF SCIENCE IN STATISTICS	2011	2015		2015	
GRADUATE STUDIES	DR. VICENTE ORESTES ROMUALDEZ EDUCATIONAL FOUNDATION, INC.	JURIS DOCTOR	2019	2023		2023	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	2/17/2025	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		
BAR EXAMINATION	77.5	1/24/2025	SMX CONVENTION CENTER, PASAY CITY	95043			
CSE – PROFESSIONAL LEVEL	85.7	03/12/2017	RAMON MAGSAYSAY HIGH SCHOOL, EDSA, QUEZON CITY				
DRIVER'S LICENSE		11/19/2018	BAYBAY CITY, LEYTE	H12-18-003480			
(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
1/22/2024	6/30/2024	ADMINISTRATIVE STAFF	SUPPLY OFFICE, VISAYAS STATE UNIVERSITY - TOLOSA	10,854.00		JO	Y
6/01/2021	12/31/2022	ADMINISTRATIVE STAFF	PLANNING AND INFRASTRUCTURE MANAGEMENT OFFICE, VISAYAS STATE UNIVERSITY - TOLOSA	9,954.00		JO	Y
2/01/2018	7/31/2019	REGIONAL TECHNICAL STAFF (COCONUT DEVELOPMENT OFFICER)	TECHNICAL UNIT, PHILIPPINE COCONUT AUTHORITY – REGION VIII	24,100.00		COS	Y
9/04/2017	1/31/2018			18,500.00		COS	Y
3/23/2017	9/01/2017	ASSISTANT CONSULTANT – DEPARTMENT HEAD	BUSINESS INTELLIGENCE AND ANALYTICS DEPARTMENT, PREVISION, SENCOR, INC.	23,000.00		REGULAR	N
1/23/2016	3/22/2017	ASSISTANT CONSULTANT – UNIT HEAD		19,000.00		REGULAR	N
9/22/2015	1/22/2016	STATISTICIAN		17,000.00		ON PROBATION	N
(Continue on separate sheet if necessary)							
SIGNATURE				DATE	2/17/2025		CS FORM 212 (Revised 2017), Page 2 of 4

**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				

**(Continue on separate sheet if necessary)**

## VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]







**(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		RANK 5, NATIONWIDE TRAINING ON COCONUT AGRO-TECHNOLOGIES, PCA PROGRAMS AND PROJECTS AND PROJECT MONITORING AND EVALUATION FOR COCONUT DEVELOPMENT OFFICERS, FOURTH BATCH, 2019		N/A	
WRITING					
DRIVING		PANELIST, PAPER PRESENTATION OF POLITICAL SCIENCE STUDENTS IV OF THE UNIVERSITY OF THE PHILIPPINES - VISAYAS TACLOBAN COLLEGE, 2018			

**(Continue on separate sheet if necessary)**

<b>SIGNATURE</b>		<b>DATE</b>	<b>2/17/2025</b>	CS FORM 212 (Revised 2017), Page 3 of 4
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>35. a. Have you ever been found guilty of any administrative offense?</p>    <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">Status of Case/s: _____</p>														
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>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?</p>	<p><input checked="" type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Resignation from previous employment _____</p>														
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p>   <p>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?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>														
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>														
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td><b>Ms. Gaylieza F. Delos Santos</b></td> <td><b>Visayas State University - Tolosa Campus</b></td> <td><b>09452807844</b></td> </tr> <tr> <td><b>Dr. Norberto E. Milla</b></td> <td><b>Visayas State University, Visca, Baybay, Leyte</b></td> <td><b>09358590890</b></td> </tr> <tr> <td><b>Ms. Roselyn C. Hundangan</b></td> <td><b>LEYTE NORMAL UNIVERSITY, TACLOBAN CITY, LEYTE</b></td> <td><b>09302127317</b></td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	<b>Ms. Gaylieza F. Delos Santos</b>	<b>Visayas State University - Tolosa Campus</b>	<b>09452807844</b>	<b>Dr. Norberto E. Milla</b>	<b>Visayas State University, Visca, Baybay, Leyte</b>	<b>09358590890</b>	<b>Ms. Roselyn C. Hundangan</b>	<b>LEYTE NORMAL UNIVERSITY, TACLOBAN CITY, LEYTE</b>	<b>09302127317</b>		
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<p>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.</p>															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td><b>Driver's License</b></td> </tr> <tr> <td>ID/License/Passport No.:</td> <td><b>H12-18-003480</b></td> </tr> <tr> <td>Date/Place of Issuance:</td> <td><b>11/19/2018/Baybay City, Leyte</b></td> </tr> </table>	Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)		PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	<b>Driver's License</b>	ID/License/Passport No.:	<b>H12-18-003480</b>	Date/Place of Issuance:	<b>11/19/2018/Baybay City, Leyte</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; height: 100px;">  </td> </tr> <tr> <td style="text-align: center;">Signature (Sign inside the box)</td> </tr> <tr> <td style="text-align: center;">2/17/2025</td> </tr> <tr> <td style="text-align: center;">Date Accomplished</td> </tr> </table>		Signature (Sign inside the box)	2/17/2025	Date Accomplished
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<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"></div> <p style="text-align: center; margin-top: 5px;">Person Administering Oath</p>															

## 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: January 22, 2024 – June 30, 2024
- Position: Administrative Aide I
- Name of Office/Unit: Supply Office
- Immediate Supervisor: Ms. Gaylieza F. Delos Santos
- Name of Agency/Organization and Location: Visayas State University – Tolosa, Tolosa, Leyte
- List of Accomplishments and Contributions (if any)
  - Conducted inventory of supplies and equipment
  - Updated report on physical count of plant, property, and equipment
- Summary of Actual Duties
  - Responsible for facilitating the receipt and distribution of supplies and equipment; aiding in the inventory of properties; organizing and filing reports and related documents.

- Duration: May 8, 2023 – May 12, 2023
- Position: Student Extern under Clinical Legal Education Program
- Name of Office/Unit: Regional Prosecution Office
- Immediate Supervisor: Prosecutor Myra H. Latonio
- Name of Agency/Organization and Location: Department of Justice, National Prosecution Service, Regional Prosecution Office VIII
- List of Accomplishments and Contributions (if any)
  - Drafted a Judicial Complaint Affidavit
  - Drafted sample Resolution
- Summary of Actual Duties
  - Drafted sample legal documents and performed other tasks assigned by the immediate supervisor.

- Duration: June 1, 2021 – December 31, 2022
- Position: Administrative Aide I
- Name of Office/Unit: Planning and Infrastructure Management Office
- Immediate Supervisor: Mr. Arnel G. Agrava
- Name of Agency/Organization and Location: Visayas State University – Tolosa, Tolosa, Leyte
- List of Accomplishments and Contributions (if any)
  - Submitted proposals for University infrastructure projects;
  - Communicated with representatives from foreign partners and facilitated their site visit
  - Assisted in the conduct of Strategic Planning Workshop
- Summary of Actual Duties
  - Responsible in consolidating OPCR and IPCR from different colleges and departments; drafting and submitting proposals for infrastructure projects; monitoring and tracking progress in infrastructure projects.

- Duration: September 4, 2017 – July 31, 2019
- Position: Coconut Development Officer
- Name of Office/Unit: Regional Office – Technical Unit
- Immediate Supervisor: Ms. Minerva O. Langco
- Name of Agency/Organization and Location: Philippine Coconut Authority RO-VIII, Palo, Leyte
- List of Accomplishments and Contributions (if any)
  - Monitored KEDP Farmers Associations that generate their own income;
  - Implemented and monitored KEDP Farmers Associations with intercrops;
  - Facilitated the operationalization of cocohubs in Region VIII
- Summary of Actual Duties
  - Responsible in planning, implementing, monitoring, and evaluating region – wide coconut industry's development programs, projects, and activities; providing technical assistance and services to farmers; conducting information dissemination campaigns; coordinating with local agencies and other government instrumentalities in the organization of farmers association; monitoring the development of activities related to the coconut industry in Region VIII.

  
 MA. BEATRICE M. ABIT

Date: 02/17/2025





**VISAYAS**  
STATE UNIVERSITY  
TOLOSA

## HUMAN RESOURCES MANAGEMENT OFFICE

### CERTIFICATION

**THIS IS TO CERTIFY** that **MS. MA. BEATRICE M. ABIT** is a Job Order Employee of the Visayas State University-Tolosa Campus, for the period stated below:


Inclusive Dates

office

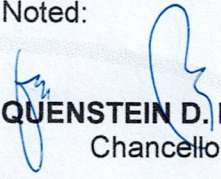
June 1, 2021 - December 31, 2022  
January 22, 2024 - June 30, 2024

- Planning Office  
- Supply Office

Issued this 19th day of September, 2024 at Visayas State University- Tolosa, Tolosa Leyte upon request of Ms. Abit for employment purposes.

  
**JONNA G. CREER**  
Administrative Officer IV

Noted:

  
**QUENSTEIN D. LAUZON**  
Chancellor

Paid under OR No.: 2011548  
Date Paid : 09/19/2024  
Amount Paid : P 60.00

**HUMAN RESOURCES MANAGEMENT OFFICE**

Visayas State University Tolosa  
Brgy. Tanghas, Tolosa, Leyte  
Telefax: +63 53 565 0600 loc 605  
Email: tolosa.hrmo@vsu.edu.ph  
Website: www.vsu.edu.ph





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
PHILIPPINE COCONUT AUTHORITY  
Region VIII (Eastern Visayas)  
Government Center, Baras, Palo, Leyte, Philippines  
Tel. Nos.: (053) 323-9460  
[pca8rm@yahoo.com.ph](mailto:pca8rm@yahoo.com.ph)

December 06, 2021

## CERTIFICATION

### TO WHOM IT MAY CONCERN:

This is to certify that per record of this office, the services of **Ms. Ma Beatrice M. Abit** was procured by this Authority under Contract of Service with no employer-employee relationship from September 04, 2017 to July 31, 2019. She was assigned in the Regional Office as a Coconut Development Officer performing the following functions:

1. Plans, implements, monitors and evaluates municipality- wide coconut industry's development programs, projects and activities;
2. Provides technical assistance and services to coconut farmers, farm workers and farmer's organizations/ cooperatives on modern scientific farm management practices in the areas of food and non- food uses of coconut and palm oil, their products and by- products and on the organization of farmers' cooperatives, marketing associations and cottage industries;
3. Conduct's information dissemination campaign activities to update and upgrade the knowledge of the coconut farmers and farm workers and farmers' organization and cooperatives on coconut production and management systems and on coconut and other oil crop product processing, utilization, storage, packaging and marketing;
4. Coordinates with the local agencies and other instrumentalities of the government in the organization of farmers association, cooperatives, marketing associations and cottages industries;
5. Provides technical recommendations and advisory services on matters pertaining to farm management;
6. Monitors the development activities related to the coconut industry in the areas of coverage;
7. Attend trainings, meetings, conferences, and other similar assemblies in coordination with other line agencies and local government units in relation to the coconut industry development;
8. Submits regularly field observations reports, project accomplishment reports and other documentation as may be required by the immediate supervisor and Management;
9. Inspects, monitors, and evaluates the delivery and distribution of agricultural inputs as to the quantity, quality and kind raised/ planted and/ or received at the field level;
10. Witnesses, accounts and verifies delivery of fertilizers at the provincial and/ or municipal drop-off (DOPs);
11. Submits inspection and monitoring reports and other documents as maybe required; and

*"A food-secure Philippines with prosperous farmers and fisherfolk"*







REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF AGRICULTURE**  
**PHILIPPINE COCONUT AUTHORITY**  
Region VIII (Eastern Visayas)  
Government Center, Baras, Palo, Leyte, Philippines  
Tel. Nos.: (053) 323-9460  
[pca8rm@yahoo.com.ph](mailto:pca8rm@yahoo.com.ph)

12. Performs other related functions as may be required from time to time.

This certification is being issued for whatever legal purpose it may serve.

**ELNA Y. BERINO**  
Administrative Officer V



## CERTIFICATION

This is to certify that **Ms. MA. BEATRICE M. ABIT** has been employed with SENCOR Inc. from September 22, 2015 to September 1, 2017 as Assistant Consultant.

This certification is being issued upon her request for whatever legal purpose it may serve.

Done in the City of Makati this 1<sup>st</sup> day of September 2017.



**LYNN M. VALIENTES**  
HRA Manager