

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	ORTIZANO		
FIRST NAME	CHARETTE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CASAS		
3. DATE OF BIRTH (mm/dd/yyyy)	05/23/1999	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	CEBU CITY	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	House/Block/Lot No. Street TUBURAN SUR, Subdivision/Village Barangay DANAO CITY CEBU City/Municipality Province
7. HEIGHT (m)	1.57	ZIP CODE	6004
8. WEIGHT (kg)	43		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	House/Block/Lot No. Street TUBURAN SUR, Subdivision/Village Barangay DANAO CITY CEBU City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6004
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	12-026117783-3		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	N/A	20. MOBILE NO.	(+63) 945 711 5702
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	CHARETTEORTIZANO1@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	ORTIZANO			
FIRST NAME	CHARLIE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BANATE			
25. MOTHER'S MAIDEN NAME	LAO			
SURNAME	CASAS			
FIRST NAME	JOCELYN			
MIDDLE NAME	LAO		(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	HOSANNA LEARNING CENTER	BASIC EDUCATION	2006	2012	ELEMENTARY	2012	N/A
SECONDARY	RAMON M. DURANO SR. FOUNDATION - SCIENCE, TECHNOLOGY, AND EDUCATION CENTER	BASIC EDUCATION	2012	2018	HIGH SCHOOL	2018	WITH HONOURS
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRICULTURE MAJOR IN PLANT BREEDING	2019	2023	UNDERGRADUATE	2023	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF SCIENCE IN HORTICULTURE	2023	PRESENT	GRADUATE STUDIES	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	OCTOBER 28, 2024
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[illegible]

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

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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		
Philippine Red Cross (PRC)	1/10/2019	1-20-2019	8.0	FIRST AIDER
University of San Carlos – Red Cross Youth Committee Head, Blood Letting Program	09-23-2018		4.0	First Aider and Fire & Earthquake Drill First Aid and Blood letting

(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			
Forum on Metabolic Engineering, Chronobiology, and Nanotech Application in Agriculture	03-21-24		4.0	technical	Visayas State University
Cost Effective Phenomics, Ecological Farming Management Institute (EcoFARMI) Training Hall, Visayas State University	05-24-23		4.0	technical	Visayas State University
Integrating Genomics and High-Throughput Phenotyping in Wheat Breeding at Intergrain Australia	05-17-23		4.0	technical	Visayas State University
Regional Crop Biotechnology Symposium	03-16-23		4.0	technical	Visayas State University
Workshop on Management of Bacterial Disease in Banana	03-20-2022		3.0	technical	Kuala Lumpur Virtual Workshop
Summer Practicum for Skills Development	7/03/2022	8/08/2022	8.0	technical	Visayas State University
Industry And Producer-Driven Sweetpotato Research Past Experience, Current Trends, Future Outlook	10/04/2023		3.0	technical	Visayas State University
Makapuno Embryo Culture Technology – National Coconut Research Center	9/08/2022	9/09/2022	8.0	technical	Visayas State University
Re-Eco Seminar: Statistical Tools for Plant Breeding Research	8/10/2022		8.0	technical	Visayas State University
Philippine Red Cross Cebu Chapter Standard First Aid and BLS-CPR with AED	9-23-2019		8.0	technical	University of San Carlos-Talamban Campus Cebu
Biology and Chemistry Laboratory Safety	03-29-2018		5.0	technical	University of San Carlos-Talamban Campus Cebu
School Disaster Risk Reduction Managemnt Training	10-15-2015		2.0	technical	Sto. Thomas College Danao City, Cebu




(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)
EXCELLENT MICROSOFT OFFICE SKILLS	N/A	N/A
STRONG ATTENTION TO DETAILS		
Able to Quickly Adapt to a Fast-Changing Environment		
Strong Communication Skills, both Oral and Written		
Has background of Statistical Tool for Agricultural Research		
PHOTOGRAPHY, VIDEO EDITING, PHOTO EDITING		
Strong Communication Skills, both Oral and Written		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	OCTOBER 28, 2024
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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 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> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>LUZ O. MORENO.M PhD.</td> <td>Visayas State Univeristy</td> <td>lomoreno@vsu.edu.ph</td> </tr> <tr> <td>BIENVENIDO D. ACABAL JR., PhD.</td> <td>Chief, Regional Crop Protection Center</td> <td>jun_acabal@yahoo.com</td> </tr> <tr> <td>JEDI JOY B. MAHILUM, MSc</td> <td>Visayas State Univeristy</td> <td>Jedi.mahilum@vsu.edu.ph</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	LUZ O. MORENO.M PhD.	Visayas State Univeristy	lomoreno@vsu.edu.ph	BIENVENIDO D. ACABAL JR., PhD.	Chief, Regional Crop Protection Center	jun_acabal@yahoo.com	JEDI JOY B. MAHILUM, MSc	Visayas State Univeristy	Jedi.mahilum@vsu.edu.ph		
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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>															
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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; width: 300px; height: 60px; margin: 10px auto;"></div> <div style="border: 1px solid black; width: 300px; height: 60px; margin: 10px auto; text-align: center;"> <p>Person Administering Oath</p> </div>															


 PHOTO

Right Thumbmark