

# 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	Abit		
FIRST NAME	Ma. Gweneth	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Manapo		
3. DATE OF BIRTH (mm/dd/yyyy)	9/22/1993	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay City, 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	Divina's Boarding House Sampaguita St. House/Block/Lot No. Street Marcos Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.5	ZIP CODE	
8. WEIGHT (kg)	66		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Salvacion Subdivision/Village Barangay Dulag Leyte City/Municipality Province 6505
10. GSIS ID NO.		ZIP CODE	
11. PAG-IBIG ID NO.			
12. PHILHEALTH NO.			
13. SSS NO.		19. TELEPHONE NO.	N/A
14. TIN NO.	70-563-1382	20. MOBILE NO.	0954-458-0919
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	<a href="mailto:gwen.abit@vsu.edu.ph">gwen.abit@vsu.edu.ph</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	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	Abit			
FIRST NAME	Raul	NAME EXTENSION (JR., SR) SR		
MIDDLE NAME	Libanan			
25. MOTHER'S MAIDEN NAME				
SURNAME	Abit			
FIRST NAME	Bienvenida			
MIDDLE NAME	Manapo		(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 Elemeratry School		2000	2006		2006	
SECONDARY	Visayas State University Laboratory High School		2006	2010		2010	
COLLEGE	Visayas State University	Bachelor of Science in Agriculture major in Plant Breeding	2010	2014		2014	CAFAP
GRADUATE STUDIES	Visayas State University	Master of Science in Agronomy	2015	2016		2016	DOST-ASTHRDP
GRADUATE STUDIES	Oklahoma State University	Ph.D. in Crop Science	2021	2024		2024	Assistantship

(Continue on separate sheet if necessary)


SIGNATURE		DATE	09/17/2025
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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
	Licensure Examination for Agriculturist		6/25/2014	Cebu City	0020362	
	NCIII in Agricultural Crops Production		7/5/2015	ATI-RTC VIII		
	Driver's License		3/18/2025	Baybay City, Leyte	H12-16-001475	9/22/2034

**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	06/17/2025

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			
	Visayas State University- Alumni Community Relations Office, Baybay City	4/5/2015	4/10/2015	40hrs	Support VSU alumni staff in preparation for fun run	
	938 Kabalikat Civicom- Baybay Chapter, Baybay City	6/1/2016	12/18/2020	2hrs a day	Monitoring community safety, reporting accidents	
					and suspicious incidents, responding to emergency	
(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			
	Writing Papers for Peer-Reviewed Publication	1/14/2019	1/17/2019	32.0	Technical	Visayas Consortium for Agriculture, Aquatic and Natural Resources Program
	Short course training and workshop on food value chain	10/7/2019	10/11/2019	40.0	Technical	Association of Southeast Asian Nations
	National Cooperative Testing Retooling	5/29/2019	5/30/2019	16.0	Technical	Philippine rice research Institute
	2019 SUC-ACAP, Inc. Annual Convention	5/22/2019	5/24/2019	24.0	Technical	State Universities and Colleges-Association of Colleges of Agriculture in the Philippines, Inc.
	Quality Assurance and Compliance- Part 2	9/6/2018	9/9/2018	24.0	Technical	Philippine Alliance of Laboratory Equipment Users, Inc.
	6th National Congress and 2018 Philippine Agriculturists' Summit with the theme "Climate Change Adaptation and Disaster Risk Reduction: Role of Philippine Agriculturists"	7/22/2018	7/26/2018	40.0	Technical	Philippine Association of Agriculturists
	Ecological Research: Methods and data Analysis	7/6/2018	7/6/2018	8.0	Technical	Visayas State University
	Leadership seminar and values reorientation	2/24/2018	2/24/2018	8.0	Technical	Visayas State University-Credit Cooperative
	OPSI sugarcane farm management training	2/20/2018	2/22/2018	24.0	Technical	Sugar Regulatory Administration
	Echo seminar-workshop on the 1st association of education researchers and trainers (ASSERT) national convention on outcome-based education	2/7/2018	2/7/2018	8.0	Technical	Visayas State University
	Intellectual property foundation course	12/5/2017	12/6/2017	16.0	Technical	Visayas State University
	Seminar-Workshop on Innovative Teaching Strategies	9/14/2017	9/15/2017	16.0	Technical	Visayas State University
	Seed production and management training	7/7/2015	7/10/2015	40.0	Technical	Food and Agriculture Organization of the United Nations
	Skills development in animal production, slaughtering operation and cultural			240.0	Technical	Visayas State University
	Training on rice and rice-based technologies for areas affected by super-typhoon Yolanda.	5/20/2014	5/27/2014	64.0	Technical	Philippine rice research Institute
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)		MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	06/17/2025	

<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> <hr/> <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 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: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td><b>ALFREDO B. ESCASINAS, Ph.D.</b></td> <td><b>Brgy. Gabas, Baybay City, Leyte</b></td> <td><b>9162653437</b></td> </tr> <tr> <td><b>DILBERTO O. FERRAREN, Ph.D.</b></td> <td><b>VSU Campus, Baybay City, Leyte</b></td> <td><b>9266111455</b></td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	<b>ALFREDO B. ESCASINAS, Ph.D.</b>	<b>Brgy. Gabas, Baybay City, Leyte</b>	<b>9162653437</b>	<b>DILBERTO O. FERRAREN, Ph.D.</b>	<b>VSU Campus, Baybay City, Leyte</b>	<b>9266111455</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>H12-16-001475</b></td> </tr> <tr> <td>Date/Place of Issuance:</td> <td><b>04/28/25 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>H12-16-001475</b>	Date/Place of Issuance:	<b>04/28/25 Baybay City Leyte</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 80px; text-align: center; vertical-align: middle;"> </td> </tr> <tr> <td style="text-align: center;">Signature (Sign inside the box)</td> </tr> <tr> <td style="text-align: center;">Date Accomplished</td> </tr> </table>		Signature (Sign inside the box)	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> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 50px; text-align: center; vertical-align: middle;"> </td> </tr> <tr> <td style="text-align: center;">Person Administering Oath</td> </tr> </table>			Person Administering Oath											
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## 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 2017- Present
- Position: Instructor I
- Name of Office/Unit: Department of Agronomy
- Immediate Supervisor: Luz G. Asio, Ph.D.
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Developed modules AgSc13, Agro141
  - Revised lab guide of AgSc111
- Summary of Actual Duties
  - Teaching courses related to Agriculture (Agronomy), academic and thesis adviser or undergraduate students

- Duration: Spring Semesters 2021-2024 and Fall Semesters 2021-2023
- Position: Graduate Teaching Assistant
- Name of Office/Unit: Plant and Soil Science Department, Ferguson College of Agriculture
- Immediate Supervisor: Beatrix Haggard, Ph.D.
- Name of Agency/Organization and Location: Oklahoma State University, Stillwater Campus, Oklahoma, USA
- Summary of Actual Duties
  - Lab management: growing various crops and weeds in the greenhouse for educational purposes. Specimen preparation: preparing plant specimens for the plant collection and creating lab binders. Assessment and Grading: Recording and grading student quizzes, exams, and lab outputs. Student support: providing tutoring and academic guidance to students as needed. Lecture Coverage: Delivering lectures in the instructor's absence.

Duration: Summer 2021-2024; Fall 2024

Position: Graduate Research Assistant

- Name of Office/Unit: Plant and Soil Science Department, Ferguson College of Agriculture
- Immediate Supervisor: Josh Lofton, Ph.D.
- Name of Agency/Organization and Location: Oklahoma State University, Stillwater Campus, Oklahoma, USA
- Summary of Actual Duties
- Conducting and analyzing data for my dissertation. Assisting fellow graduate students with their projects and providing guidance as needed. Compiling and reporting recorded data to my supervisor, and preparing comprehensive reports.

- Duration: October 2014- March 2015
- Position: Agricultural Technician II
- Name of Office/Unit: Philippine Rice Research Institute
- Immediate Supervisor: Evelina Gergon, Ph.D.
- Name of Agency/Organization and Location: Philippine Rice Research Institute, Los Baños, Philippines

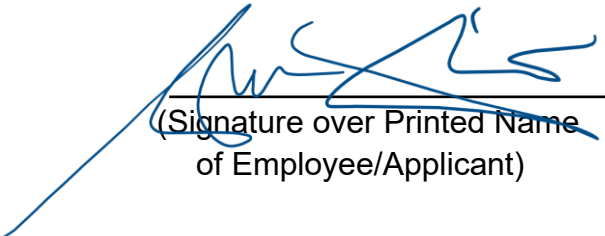
- Summary of Actual Duties

- Led capacity-building efforts for rice seed growers in Region VIII by conducting training sessions on inbred seed production and certification. Conducted field research on Green upper Rice (GRS) and Korean rice varieties under varying nutrient management schemes. Facilitated distribution of rice lines to farmers, organized knowledge-sharing forums, and collaborated with local agricultural officers and researchers to enhance rice production practices. Additionally, prepared project reports and designed training certificates.

- Duration: October 2014- March 2015
- Position: Technical Staff
- Name of Office/Unit: Agricultural Training Institute-Regional Training Center VIII
- Immediate Supervisor: Vilma Patindol, Ph.D.
- Name of Agency/Organization and Location:

- Summary of Actual Duties

- Assisted in delivering technical trainings and introducing new agricultural technologies to farmers and extension workers in Region VIII. Supported the implementation of demonstration farm activities and coordinated with resource persons to ensure smooth training operations. Fostered partnerships with stakeholders from academia, government, and industry. Also handled the design and layout of training materials, including tarpaulins, certificates, and ID cards.

  
(Signature over Printed Name  
of Employee/Applicant)

Date: June 17, 2025