

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 () 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	ARCE		
FIRST NAME	LISA	NAME EXTENSION (JR., SR) NA	
MIDDLE NAME	ITGANO		
3. DATE OF BIRTH (mm/dd/yyyy)	07/08/1994	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	HILONGOS 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:		
7. HBGHT (m)	1.51	17. RESIDENTIAL ADDRESS	187 N/A House/Block/Lot No. Street N/A ALEJOS Subdivision/Village Barangay BATO LEYTE City/Municipality Province 6525
8. WEIGHT (kg)	45	ZIP CODE	
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	187 N/A House/Block/Lot No. Street N/A ALEJOS Subdivision/Village Barangay BATO LEYTE City/Municipality Province 6525
10. GSIS ID NO.	2004720689	ZIP CODE	
11. PAG-IBIG ID NO.	121152463688		
12. PHILHEALTH NO.	13-000118671-0		
13. SSS NO.	N/A	19. TELEPHONE NO.	(053) 568-0078
14. TIN NO.	478-839-541	20. MOBILE NO.	+639273967451
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	isa.arce@yahoo.com/lisa.arce@vsu.edu.ph

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			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ARCE			
FIRST NAME	ARIEL	NAME EXTENSION (JR., SR)		
MIDDLE NAME	RAGAS			
25. MOTHER'S MAIDEN NAME				
SURNAME	ITGANO			
FIRST NAME	ESTRELLA VIRGILIA			
MIDDLE NAME	TOONG			

(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	BATO CENTRAL SCHOOL	PRIMARY EDUCATION	2001	2007	N/A	2007	SALUTATORIAN
SECONDARY	BATO NATIONAL HIGH SCHOOL	HIGH SCHOOL	2007	2011	N/A	2011	VALEDICTORIAN
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BS in AGRICULTURE	2011	2015	N/A	2015	MAGNA CUM LAUDE
GRADUATE STUDIES	WAGENINGEN UNIVERSITY AND RESEARCH	MASTERS IN PLANT SCIENCE	2016	2018	N/A	2018	NFP


(Continue on separate sheet if necessary)

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[illegible]

V. WORK EXPERIENCE



[illegible]

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01/02/2020

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		N/A	N/A	N/A	N/A	
(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			
	31st JOINT VICARP-RRDEN RDE SYMPOSIUM AND 1ST REGIONAL PHILARM CONVENTION	11/26/2019	11/27/2019	16.0	TECHNICAL	VICARP-RRDEN; PHILIPPINE ASSOCIATION OF RESEARCH MANAGERS
	REGIONAL CONGRESS 'ROOT AND TUBER CROPS FOR FOOD SECURITY AND CLIMATE CHANGE RESILIENCE IN ASIA'	10/17/2019	10/18/2019	16.0	TECHNICAL	INTERNATIONAL POTATO CENTER; DOST-PCAARRD
	28th ANNUAL PHILIPPINE BIODIVERSITY SYMPOSIUM	08/13/2019	08/16/2019	32.0	TECHNICAL	BIODIVERSITY CONSERVATION SOCIETY OF THE PHILIPPINES
	SUC-ACAP CONFERENCE AND GENERAL ASSEMBLY	05/22/2019	05/24/2019	24.0	TECHNICAL	STATE UNIVERSITIES AND COLLEGES-ASSOCIATION IN THE PHILIPPINES INC.
	TRAINING WORKSHOP ON WRITING AND PRESENTING PROPOSAL TOWARDS BUILDING SCIENCE CULTURE	05/09/2019	05/10/2019	16.0	TECHNICAL	NATIONAL ACADEMY OF SCIENCE AND TECHNOLOGY; DEPT. OF SCIENCE AND TECH.
	TRAINING COURSE ON RESEARCH AND DEVELOPMENT (R&D) PROJECT IMPLEMENTATION MANAGEMENT	04/10/2019	04/12/2019	24.0	MANAGERIAL	DEPT. OF SCIENCE AND TECHNOLOGY; VICARP; VISAYAS STATE UNIVERSITY
	SYMPOSIUM ON THE ADVANCES OF CASSAVA AND OTHER ROOTCROP RESEARCHES AND WORKSHOP ON IDENTIFICATION OF POSSIBLE RESEARCH AREAS AND TECHNOLOGIES FOR TRAINING	03/20/2019	03/21/2019	16.0	TECHNICAL	PHILROOTCROPS; DEPT. OF AGRICULTURE-BUREAU OF AGRICULTURAL RESEARCH
	ASIA REGIONAL TRAINING WORKSHOP ON CONSERVATION AND SUSTAINABLE USE OF PLANT GENETIC RESOURCES FOR FOOD AND AGRICULTURE AND FARMER'S RIGHTS	03/05/2019	03/08/2019	32.0	TECHNICAL	FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS; ITPGRFA; ITALIAN AGENCY FOR DEVELOPMENT CORPORATION; DEPT. OF AGRICULTURE-BUREAU OF PLANT INDUSTRY
	30th JOINT VICARP-RRDEN RDE SYMPOSIUM	11/21/2018	11/23/2018	24.0	TECHNICAL	VICARP-RRDEN
	WORKSHOP ON PARTICIPATORY ASSESSMENT OF THE GAINS, CHALLENGES AND OPPORTUNITIES IN PILOTING EFFECTIVE MODELS OF ISARD	11/19/2018	11/20/2018	16.0	TECHNICAL	THE SOUTHEAST ASIAN REGIONAL CENTER FOR GRADUATE STUDY AND RESEARCH IN AGRIC.
	AAACU 22nd BIENNIAL CONFERENCE AND GENERAL ASSEMBLY	10/16/2018	10/18/2018	24.0	TECHNICAL	ASIAN ASSOCIATION OF AGRICULTURAL COLLEGES AND UNIVERSITIES
	1ST VISAYAS WIDE CASSAVA CONGRESS	09/26/2018	09/27/2018	16.0	TECHNICAL	DEPT. OF AGRICULTURE; AGRICULTURAL TRAINING INSTITUTE; VSU; PRCRT C
	1ST LEYTE CASSAVA CONGRESS	09/25/2018	09/25/2018	8.0	TECHNICAL	COMMUNITY ASSISTANCE AND RELIEF EVERYWHERE (CARE)
	TRAINING COURSE ON RESEARCH AND DEVELOPMENT (R&D) PROJECT IMPLEMENTATION MANAGEMENT	09/04/2018	09/07/2018	32.0	TECHNICAL	DOST; VICARP; PHILIPPINE ASSOCIATION OF RESEARCH MANAGERS; VSU
	EPS GRADUATE PROGRAMME (MSC TALENT)- PROPOSAL WRITING	05/14/2018	07/02/2018	59.0	TECHNICAL	EXPERIMENTAL PLANT SCIENCES GRADUATE SCHOOL
	EXPERIMENTAL PLANT SCIENCES MEETING 2018	04/09/2018	04/10/2018	16.0	TECHNICAL	NETHERLANDS ORGANIZATION FOR SCIENTIFIC RESEARCH
	NATIONAL WORKSHOP ON INVASIVE PESTS AND DISEASE OF CASSAVA	03/14/2016	03/17/2016	24.0	TECHNICAL	INTERNATIONAL CENTER FOR TROPICAL AGRICULTURE ; VISAYAS STATE UNIVERSITY
	2ND NATIONAL ORGANIC AGRICULTURE SCIENTIFIC CONFERENCE	02/16/2016	02/20/2016	32.0	TECHNICAL	ORGANIC AGRICULTURE SOCIETY OF THE PHILIPPINES
	1ST SYMPOSIUM OF THE PHILIPPINE SOCIETY OF BIOCHEMISTRY AND MOLECULAR BIOLOGY RESEARCH	01/15/2016	01/15/2016	3.0	TECHNICAL	PHILIPPINE SOCIETY OF BIOCHEMISTRY AND MOLECULAR BIOLOGY
	27TH JOINT VICARP AND RRDEN REGIONAL RESEARCH DEVELOPMENT AND EXTENSION SYMPOSIUM	12/03/2015	12/04/2015	16.0	TECHNICAL	VICARP-RRDEN
	1ST REGIONAL ANNUAL CONFERENCE ON CLIMATE CHANGE RESEARCH, DEVELOPMENT AND EXTENSION	10/14/2015	10/16/2015	16.0	TECHNICAL	REGIONAL CLIMATE CHANGE RESEARCH AND DEVELOPMENT CENTER
(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)		
	DANCING	MOST OUTSTANDING STUDENT OF THE YEAR (2015)		PHILIPPINE ASSOCIATION OF RESEARCH MANAGERS		
	READING					
	TRAVELING					
(Continue on separate sheet if necessary)						
SIGNATURE		DATE		CS FORM 212 (Revised 2017), Page 3 of 4		

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><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></div>												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?		<div><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></div> <div>Date Filed: <div></div>Status of Case/s: <div></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> If YES, give details: <div></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> If YES, give details: <div></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><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></div> <div>If YES, give details:<div></div></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> If YES, give details (country): <div></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><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><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, please specify: <div></div> <div>If YES, please specify ID No: <div></div></div> <div>If YES, please specify ID No: <div></div></div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)														
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>ERLINDA A. VASQUEZ</td><td>VSU, BAYBAY CITY LEYTE</td><td>(053) 563-7229</td></tr><tr><td>DILBERTO O. FERRAREN</td><td>VSU, BAYBAY CITY LEYTE</td><td>(053) 563-7229</td></tr><tr><td></td><td></td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	ERLINDA A. VASQUEZ	VSU, BAYBAY CITY LEYTE	(053) 563-7229	DILBERTO O. FERRAREN	VSU, BAYBAY CITY LEYTE	(053) 563-7229			
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ERLINDA A. VASQUEZ	VSU, BAYBAY CITY LEYTE	(053) 563-7229												
DILBERTO O. FERRAREN	VSU, BAYBAY CITY LEYTE	(053) 563-7229												
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> <div>Government Issued ID: PASSPORT</div> <div>ID/License/Passport No.: EC5299802</div> <div>Date/Place of Issuance: DFA TACLOBAN</div>	<div></div> <div>Signature (Sign inside the box)</div> <div>01-02-2020</div> <div>Date Accomplished</div>	<div> LISA JARCE</div> <div> Right Thumbmark</div>												
SUBSCRIBED AND SWORN to before me this 03 FEB 2020, affiant exhibiting his/her validly issued government ID as indicated above.														
<div>ATTY. RYSAN C. GUINOCOR</div> <div>VSU LEGAL OFFICER</div> <div>Administering Oath</div>														

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

- Duration: June 1, 2015 - present
- Position: Instructor I
- Name of Office/Unit: Philippine Root Crop Research and Training Center
- Immediate Supervisor: Erlinda A. Vasquez
- Name of Agency/Organization and Location: Visayas State University, Baybay Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
 - Handle and teach courses in Plant Breeding and Genetics
 - Responsible for the planning and management of cassava breeding studies.


LISA I. ARCE

(Signature over Printed Name
of Employee/Applicant)

Date: 01/02/2020