

PERSONAL DATA SHEET

Print legibly Mark appropriate boxes ☐ with "I" and use separate sheet if necessary

1. CS ID No.

(to be filled y CSC)

I. PERSONAL INFORMATION

2 SURNAME	BALES		16 RESIDENTIAL ADDRESS	COCONUT VILLAGE VSU, Visca, BAYBAY CITY	
FIRST NAME	MILAGROS		ZIP CODE	6521-A	
MIDDLE NAME	CASILINILLO		17 TELEPHONE NO.	NONE	
3 NAME EXTENSION (eg Jr Sr)			18 PERMANENT ADDRESS	COCONUT VILLAGE VSU, Visca, BAYBAY CITY	
4 DATE OF BIRTH (mm/dd/yyyy)	11/27/1958		ZIP CODE	6521-A	
5 PLACE OF BIRTH	HILONGOS, LEYTE		19 TELEPHONE NO.	NONE	
6 SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		20 E-MAIL ADDRESS (if any)	mila_bales@yahoo.com	
7 CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Widowed <input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Annulled <input type="checkbox"/> Others, specify _____		21 CELL PHONE NO (if any)	09495082487/09334934129	
8 CITIZENSHIP	FILIPINO		22 AGENCY EMPLOYEE NO	V000075	
9 HEIGHT (m)	2.5M		23 TIN	104-766-788	
10 WEIGHT (kg)	58 kg				
11 BLOOD TYPE	O				
12 GSIS ID NO	58112702804				
13 PAG-IBIG ID NO	1700-0024-1803				
14 PHILHEALTH NO	1300-0014-4046				
15 SSS NO	06-2050253-5				

II. FAMILY BACKGROUND

24 SPOUSES' SURNAME	BALES	25. NAME OF CHILDREN (Write full name and list all)	Date of Birth (mm/dd/yyyy)
FIRST NAME	RICARDO	CARMILE JOANNA BALES-ARCED	10 27/1984
MIDDLE NAME	PADON	ALVIN ERICK C. BALES	08 109/1988
OCCUPATION	Govt. Worker (Retired)		
EMPLOYER/BUS NAME	Formerly connected w/PCA		
BUSINESS ADDRESS	NA		
TELEPHONE NO	NA		
(Continue on separate sheet if necessary)			
26 FATHER'S SURNAME	CASINILLO (Deceased)		
FIRST NAME	FELIPE		
MIDDLE NAME	ZARCO		
27 MOTHER'S MAIDEN NAME			
SURNAME	MANGMANG (Deceased)		
FIRST NAME	POMPOSA		
MIDDLE NAME	DOLLIZON		
(Continue on separate sheet if necessary)			

III. EDUCATIONAL BACKGROUND

28 LEVEL	NAME OF SCHOOL (Write in full)	DEGREE/ COURSE (Write in full)	YEAR GRADUATED (if graduated)	HIGHEST GRADE/ LEVEL/ UNITS EARNED (if not graduated)	INCLUSIVE DATES OF ATTENDANCE		SCHOLARSHIP ACADEMIC/ HONORS RECEIVED
					From	To	
ELEMENTARY	HILONGOS CENTRAL SCHOOL	Elementary Diploma	1972		1966	1972	Salutatorian
SECONDARY	HILONGOS NATIONAL VOCATIONAL HIGH SCHOOL	High School Diploma	1976		1972	1976	Salutatorian
VOCATIONAL/ TRADE COURSE							
COLLEGE	VISAYAS STATE COLLEGE OF AGRICULTURE (VISCA)	BSABE	1980	COLLEGE DIPLOMA	1976	1980	VisCA Scholar
GRADUATE STUDIES	VisCA	MS Ag Extn.	1995	MS Graduate	1990	1995	VisCA Fellowship Prog.
	VSU	PHD Ag Ed	2010	PHD Graduate	2000	2010	VSU Fellowship Prog.

(Continue on separate sheet if necessary)

IV. CIVIL SERVICE ELIGIBILITY

29 CAREER SERVICE/RA 1080 (BOARD/BAR) UNDER SPECIAL LAWS/CES/CSEE	RATING	DATE OF EXAMINATION/ CONFERMENT	PLACE OF EXAMINATION/ CONFERMENT	LICENSE (if applicable)	
				NUMBER	DATE OF RELEASE
Career Professional Civil Service Exam	74%	Dec 7, 1980	Tacloban City		

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE (Include private employment. Start from your current work)

30 INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full)	DEPARTMENT/AGENCY OFFICE/COMPANY (Write in full)	MONTHLY SALARY	SALARY GRADE & STEP INCREMENT (Format "00-0")	STATUS OF APPOINT- MENT	GOVT SERVICE (Yes/No)
From	To						
06/01/2012	Present	Asso. Professor III	DCOE, VSA	839.94		Permanent	Yes
06/01/2011	05/31/2012	Asso. Professor III	DCOE, VSA	35,685		Permanent	Yes
06/24/2010	05/31/2011	Asso. Professor III	DCOE, VSA	31,443		Permanent	Yes
07/01/2009	06/23/2010	Asso. Professor III	OUPRE, VSA	27,200		Permanent	Yes
02/10/2009	06/30/2009	Asso. Professor III	OUPRE, VSA	22,397	SG 21-1	Permanent	Yes
07/01/2008	01/31/2009	Asso. Professor III	OUPRE, VSA	22,397	SG 21-1	Temporary	Yes
07/01/2007	06/30/2008	Asso. Professor III	OUPRE, VSA	26,961	SG 21-1	T	Yes
12/01/2005	06/30/2007	Asso. Professor III	OUPRE, VSA	18,510	SG 21-1	T	Yes
12/01/2004	11/30/2005	Asso. Professor II	LeYTE State University	17,799	SG 20-1	T	Yes
07/01/2001	11/30/2001	Asst. Professor IV	U.SCA	15,814	SG-18	T	Yes
01/01/2000	06/30/2001	Asst. Professor IV	U.SCA	15,087	SG-18	T	Yes
12/01/1997	12/31/1999	Asst. Professor IV	U.SCA	13,715	SG-18	T	Yes
11/01/1997	11/30/1997	Asst. Professor I	U.SCA	9,626	SG-15	T	Yes
01/01/1997	10/31/1997	Asst. Professor I	U.SCA	7,737	SG-15	T	Yes
01/10/1996	12/31/1996	Asst. Professor I	U.SCA	6,118	SG-15	T	Yes
11/01/1995	12/31/1995	Asst. Professor I	U.SCA	5,791	SG-15	T	Yes
01/01/1995	10/31/1995	Instructor III	U.SCA	4,791	SG-14	T	Yes
08/19/1994	12/31/1994	Instructor III	U.SCA	4,538	SG-14	T	Yes
01/01/1994	02/18/1994	Instructor II	U.SCA	3,838	SG-13	T	Yes
07/01/1989	12/31/1989	Instructor II	U.SCA	2,149.17	SG-13	T	Yes
01/01/1989	06/30/1989	Instructor II	U.SCA	1,972.25	SG-13	T	Yes
01/01/1988	12/31/1988	Se. Res. Spec. I	U.SCA	1,715-		T	Yes
03/01/1987	12/31/1987	Se. Res. Spec. I	U.SCA	1,553		T	Yes
07/01/1986	02/28/1987	Se. Res. Spec. I	U.SCA	1,531.15		T	Yes
01/01/1986	06/30/1986	Se. Res. Spec. I	U.SCA	1,048.94		T	Yes
01/01/1985	12/31/1985	Res. Assistant	U.SCA	1,153-		CO	Yes
05/01/1984	12/31/1984	Res. Assistant	U.SCA	1,046.90		CO	Yes
06/01/1983	04/30/1984	Res. Assistant	U.SCA	953.00		CO	Yes
04/01/1983	05/31/1983	Res. Assistant	U.SCA	28.47/day		C	Yes
03/01/1982	03/31/1983	Res. Assistant	U.SCA	853-		CO	Yes
08/01/1981	02/28/1982	Res. Assistant	U.SCA	816.70		CO	Yes
06/01/1981	07/31/1981	Res. Assistant	U.SCA	24.73/day		C	Yes
03/01/1981	05/31/1981	Res. Assistant	U.SCA	816.60		CO	Yes
08/01/1980	02/28/1981	Res. Assistant	U.SCA	742.70		CO	Yes
04/01/1980	07/31/1980	Res. Aide	U.SCA	594.90		CO	Yes
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Seminar on Computer Maintenance, Security and Appreciation of Open Source Application	March 18, 2009	8 hrs	OVPRE, VSU	OVPRE, VSU
Training-Workshop on Institutional Accreditation of VSU by AACCUP	Jan 22-23, 2009	16 hrs	VSU	FARMI, VSU
20 th Regional Research and Development/Extension (RDE) Symposium	June 17-18, 2008	16 hrs	VICARP-RRDEN	Baybayon ni Agalon Beach Resort, Albuera, Leyte
Training Course on Impact Assessment of Anti-Poverty Programs: Focus on Technology and Capacity Development	March 24-28, 2008	40 hrs	SEARCA	SEARCA, Los Baños, Laguna
Regional Training Seminar for Financial Literacy for Trainers	February 12-14, 2008	24 hrs	NAPC, DOF-NCC, ADB	MacArthur Park Beach Resort, Candahug, Palo, Leyte
Consultative Meeting on the Implementing Rules and Regulations (IRR) for the Accreditation of Private ESPs and the Provision of Extension Grants	December 17, 2007	8 hrs	ATI Central Office	Golden Valley, Pelaez St., Cebu City
Training on Project Monitoring and Evaluation for the National Extension System of Agriculture and Fisheries	Sept 24 – October 05, 2007	88 hrs	DA-ATI & JICA	Antipolo City
19 th Regional RDE Symposium	May 24-25, 2007	16 hrs	VICARP & RRDEN	LSU
Training-Workshop on Online Learning and Teaching	July 11, 2006	8 hrs	LSU- Graduate School & DCST	LSU
Training-Workshop on Project Proposal Preparation and Resource Generation	June 5-9, 2006	40 hrs	ATI-NTC, BAR, ICRISAT	ATI-NTC, LSU
Training on the Use of Technology Assessment Protocol	May 16-19, 2006	32 hrs	PCARRD	PCARRD, Los Baños, Laguna
Training on Continuous Improvement and Innovation (CI&I)	November 23-25, 2005	24 hrs	ODREx-LSU & ACIAR	ODREx, LSU
Seminar on How to Start a Profitable Business in Landscaping	July 8-9, 2005	16 hrs	LSU & LACAP	LSU
Workshop on Regionalizing and Strengthening the Major Final Outputs for Extension Support, Education and Training Services (MFO-ESETS)	April 14-15, 2005	16 hrs	ATI NTC & DA Region 8	ATI-NTC, LSU
Planning Workshop on the Institutionalization of Continuous Improvement and Innovation Process	October 19, 2004	8 hrs	LSU & ACIAR	CCE, LSU
Convergence Planning Workshop for the Municipality of Capoocan	October 8-9, 2003	16 hrs	LGU of Capoocan, Leyte	Capoocan, Leyte
15 th Regional Symposium on R & D Highlights	August 19, 2003	8 hrs	VICARP & RRDEN	LSU
Participatory Planning-Workshop on DYAC Broadcast Reprogramming	April 9, 2003	8 hrs	DYAC & ODREx	LSU
Training-Workshop on Desktop Publishing for Extension Communicators	November 13-15, 2002	24 hrs	ODREx-LSU	ODREx, LSU
GREAT-RP 2(Global Readiness Through Empowerment of the Agri-Fishery Trainor-Resource Person) Facilitation Skills Workshop	November 19-23, 2001	40 hrs	ATI-NTC, PEATA	ATI-NTC
Values Orientation Wokshop	October 18-20, 1999	24 hrs	CSC-RO8, LSU	ViSCA

VII. TRAINING PROGRAMS

32. Title of Activity	Inclusive Dates	No. of Hours	Sponsor(s)	Venue
4 th National Conference of the Consortium of Development Communication Educators and Practitioners in the Philippines with the theme "Communicating Risk"	October 27-28, 2014	16	VSU/CDCEPP	VSU, Visca, Baybay
Seminar-Workshop on Table of Specification	August 20, 2014	4	DCDE, VSU	VSU, Visca, Baybay City
1 st National Training on Extension Services: Strengthening the Role of SUC Extension in Achieving Inclusive Growth	August 13-15, 2014	24	DAP, CHED, SUC Extension Managers Network, Inc.	Aklan State U.
National Conference on Development Initiatives in the Philippine Marginal Uplands	Oct 22-24, 2013	24	CHED-PHerNet and VSU	VSU
Training Workshop on Online Learning Mgt for LAM Courses Using MOODLE Training Design	May 2-3, 2013	16 hrs	Open University, VSU	DCST
Energy Efficiency and Conservation Seminar	March 13, 2013	8	Dept. of Energy	VSU
Writing and Reviewing Research Papers for Peer Reviewed Publications	Oct. 1-5, 2012	80	OVPRE, Graduate School, Annals of Tropical Research, VSU Open University	OVPRE Training Hall
Gender and Financial Literacy Trainers' Training	November 15-18, 2011	32	National Anti-Poverty Commission, Phil Commission on Women, CIDA	RACSO's Woodland Resort, Guimbal, Iloilo
National Research Seminar Workshop on "Research Challenges in Various NSTP Components and Extension Services: Fostering Social Responsibility Among Stakeholders"	July 13-15, 2011	24 hrs	Association of Behavioral Scientists, Teachers, Researchers and Community Trainers	Hotel Supreme, Baguio City
Enhanced Trainers Methodology 1 Plus Course	Jan. 19-24, 2011	48 hrs	TESDA Leyte Province	OVPRE, VSU
TM Plus Preparatory Course	Jan 17-18, 2011	16 hrs	TESDA, Leyte Province	OVPRE, VSU
Workshop on "Pagbabago Tungo sa Matuwid na Daan: Building More Responsive and Dynamic Agriculture and Fishery Extension in the Country 2011 and Bayond	Dec. 1-3, 2010	24 hrs	ATI-Central Office (CO)	Crown Regency Hotel, Cebu City
Symposium-Workshop on Global Competitiveness of Agriculture and Fishery Extension (AFE) Services	Oct 26-27, 2010	16 hrs	ATI-CO	DA-ITCAF Conference Hall, Diliman, QC
Climate Change Cum-Agriculture and Fisheries Extension Network (AFEN) Strategic Planning Workshop	April 5-6, 2010	16 hrs	ATI-RTC	ATI-RTC, VSU
SP Learning Workshop on Managing Process to Enhance Program Effectiveness	December 9-10, 2009	16 hrs	PhilR ootcrops	PhilRoocrops, VSU
3 rd National Symposium on Agriculture, Fishery, Forestry and National Resources Extension	Oct. 13-14, 2009	16 hrs	Philippine Extension Network, Inc.	Heritage Hotel, Manila

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC/NON-GOVERNMENT/PEOPLE/VOLUNTARY ORGANIZATIONS

31. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION/ NATURE OF WORK
	From	To		
VSU Credit Cooperative	04, 12006	09, 12012	4 hrs/mo	Committee on Education
Holy Spirit Parish Pastoral Team	05, 1999	Present	6 hrs/mo	Pastoral formation, commission on education
Couples for Christ	11 12, 1992	Present	6 hrs/mo	Unit leader, spiritual activities
VSU FA	07 11, 2014	Present	2 hrs/mo	Guidance Committee
VSU Alumni Asso	05, 12014	Present	3 hrs/yr	Board of Directors
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VII. TRAINING PROGRAMS (Start from the most recent training)

32. TITLE OF SEMINAR/CONFERENCE WORKSHOP/SHORT COURSES (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	CONDUCTED/ SPONSORED BY (Write in full)
	From	To		
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VIII. OTHER INFORMATION

33. SPECIAL SKILLS/HOBBIES:	34. NON-ACADEMIC DISTINCTIONS/ RECOGNITION (Write in full)	35. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Training Mgt & Facilitation	NONE	VSU Faculty Association
Flower Arrangement & Landscaping		Philippine Extension Network, Inc
Ornamental & vegetable gardening		State Universities & Colleges Extension Managers Network, Inc
Cooking		Consolidation of Development (CENAP) Educators & Technicians in the Philippines (COTEP, Inc)

(Continue on separate sheet if necessary)

<p>36 Are you related by consanguinity or affinity to any of the following:</p> <p>a. Within the third degree (for NATIONAL GOVERNMENT Employees): appointing authority, recommending authority, chief of office/bureau/department or person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed?</p> <p>b. Within the fourth degree (for LOCAL GOVERNMENT Employees): appointing authority or recommending authority where you are appointed?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>_____</p> <p>_____</p>
<p>37 a. Have you ever been formally charged?</p> <p>b. Have you ever been guilty of any administrative offense?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>_____</p> <p>_____</p>
<p>38 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>_____</p> <p>_____</p>
<p>39 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, AWOL or phased out, 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>_____</p> <p>_____</p>
<p>40 Have you ever been a candidate in a national or local election (except Barangay election)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>_____</p> <p>_____</p>
<p>41 Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and © 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 differently abled?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, pls. specify: _____</p> <p>_____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, pls. specify: _____</p> <p>_____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, pls. specify: _____</p> <p>_____</p>

42 REFERENCES (Person not related by consanguinity or affinity to applicant/ appointee)		
NAME	ADDRESS	TEL. NO.
ANTONIA CECILIA Y. SANDOVAL	Bay. N. Macabale, Baybay City	
OTHELIO B. CAPUNO	USA, Visca, Baybay City	

43 I declare under oath that this Personnel Data Sheet has been accomplished by me, and is

a true, correct and complete statement pursuant to the provisions of pertinent laws,
rules and regulations of the Republic of the Philippines

I also authorize the agency head/ authorized representative to verify/ validate the contents stated herein.
I trust that this information shall remain confidential.



<p style="text-align: center; font-weight: bold;">27072569</p> <p style="text-align: center;">COMMUNITY TAX CERTIFICATE NO.</p> <hr/> <p style="text-align: center; font-weight: bold;">Baybay City</p> <p style="text-align: center;">ISSUED AT</p> <hr/> <p style="text-align: center; font-weight: bold;">01/06/2015</p> <p style="text-align: center;">ISSUED ON (mm/dd/yy)</p>	<p style="text-align: center; font-size: 1.2em;">McBale</p> <p style="text-align: center;">SIGNATURE (Sign inside the box)</p> <hr/> <p style="text-align: center; font-weight: bold;">Dec 22, 2014</p> <p style="text-align: center;">DATE ACCOMPLISHED</p>	<p style="text-align: center;">RIGHT THUMBMARK</p>
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