

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	BALIÑA		
FIRST NAME	FATIMA	NAME EXTENSION (JR., SR) WA	
MIDDLE NAME	TOLIBAS		
3. DATE OF BIRTH (mm/dd/yyyy)	7/12/1957	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	BURAUEN, 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	106 WARNER House/Block/Lot No. Street VSU Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.5	ZIP CODE	6521-A
8. WEIGHT (kg)	63	18. PERMANENT ADDRESS	None LA PURISSIMA ST. House/Block/Lot No. Street NA NA Subdivision/Village Barangay BURAUEN LEYTE City/Municipality Province
9. BLOOD TYPE	O	ZIP CODE	6516
10. GSIS ID NO.	CM-3886284	19. TELEPHONE NO.	NONE
11. PAG-IBIG ID NO.	170000241848	20. MOBILE NO.	09558631963
12. PHILHEALTH NO.	130000144089	21. E-MAIL ADDRESS (if any)	fatima_balina62@yahoo.com
13. SSS NO.	NONE		
14. TIN NO.	116623090		
15. AGENCY EMPLOYEE NO.	V000078		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NA	NAME EXTENSION (JR., SR) NA	NA	NA
MIDDLE NAME	NA			
OCCUPATION	NA			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	Visca, VSU, BAYABAY CITY, LEYTE			
TELEPHONE NO.	None			
24. FATHER'S SURNAME	BALIÑA			
FIRST NAME	FORTUNATO	NAME EXTENSION (JR., SR) NA		
MIDDLE NAME	CELERIO			
25. MOTHER'S MAIDEN NAME	AGUILLON			
SURNAME	BALIÑA			
FIRST NAME	CIRILA			
MIDDLE NAME	TOLIBAS			

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	BURACAN ELEMENTARY SCHOOL	ELEMENTARY	6/1/1963	4/1/1969	NA	1969	SALUTATORI AN
SECONDARY	BURAUEN PROVINCIAL HIGH SCHOOL	SECONDARY	6/1/1969	4/1/1978	NA	1978	DESERVING
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	VISAYAS STATE COLLEGE OF AGRICULTURE	BACHELOR OF SCIENCE IN AGRICULTURAL EDUCATION	6/1/1978	4/1/1982	NA	1982	COCOFED
GRADUATE STUDIES	VISAYAS STATE COLLEGE OF AGRICULTURE	MASTER OF SCIENCE IN AGRICULTURAL EDUCATION	6/1/1989	4/1/1999	NA	1989	NONE

(Continue on separate sheet if necessary)

SIGNATURE	Fatima T. Baliña	DATE	11/05/19
-----------	------------------	------	----------



#### 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
CAREER SERVICE SUB PROFESSIONAL EXAMINATION	79.5	12/6/1981	TACLOBAN CITY	NA	NA
PROFESSIONAL BOARD EXAM FOR TEACHERS	76.6	12/8/1982	TACLOBAN CITY	NA	NA

(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	GOVT SERVICE (Y/ N)
From	To						
1/1/2017	Present	Associate Professor I	Visayas State University	39,151.00	SG 19	Permanent	Yes
1/1/2017		Assistant Professor IV	Visayas State University	36,111.00	SG 18	Permanent	Yes
1/1/2016	12/31/2016	Assistant Professor IV	Visayas State University	33,831.00	SG 18	Permanent	Yes
10/1/2015	12/31/2015	Assistant Professor IV	Visayas State University	31,696.00	SG 18	Permanent	Yes
2/17/2014	9/30/2015	Assistant Professor IV	Visayas State University	31,351.00	SG 18	Permanent	Yes
6/1/2012	2/16/2014	Assistant Professor IV	Visayas State University	31,351.00	SG 18	Temporary	Yes
10/28/2011	5/31/2012	Assistant Professor IV	Visayas State University	28,305.00	SG 18	Temporary	Yes
6/1/2011	10/27/2011	Instructor I	Visayas State University	18,333.00	SG 12	Temporary	Yes
10/29/2010	5/31/2011	Instructor I	Visayas State University	16,726.00	SG 12	Temporary	Yes
6/24/2010	10/28/2010	Instructor I	Visayas State University	16,726.00	SG 12	Contractual	Yes
1/7/2009	6/23/2010	Instructor I	Visayas State University	15,119.00	SG 12	Contractual	Yes
4/1/2009	6/23/2010	Instructor I	DCDE, Visayas State University	13,512.00	SG 12	Contractual	Yes
7/1/2008	3/31/2009	Science Research Assistant	Visayas State University	11,275.00		Contractual	Yes
7/1/2007	6/30/2008	Science Research Assistant	Leyte State University	10,250.00		Contractual	Yes
1/1/2004	6/30/2007	Science Research Assistant	Leyte State University	9,318.00		Contractual	Yes
1/1/2003	12/31/2003	Science Research Assistant	Leyte State University	9,318.00		Contractual	Yes
1/1/2002	12/31/2002	Science Research Assistant	Visayas State College of Agriculture	9,318.00		Contractual	Yes
7/1/2001	12/31/2001	Science Research Assistant	Visayas State College of Agriculture	9,318.00		Contractual	Yes
1/1/2000	6/30/2001	Science Research Assistant	Visayas State College of Agriculture	8,874.00		Contractual	Yes
1/1/1999	12/31/1999	Science Research Assistant	Visayas State College of Agriculture	9,680.00		Contractual	Yes
1/1/1998	12/31/1998	Science Research Assistant	Visayas State College of Agriculture	9,680.00		Contractual	Yes
11/1/1991	12/31/1997	Science Research Assistant	Visayas State College of Agriculture	9,680.00		Contractual	Yes
1/1/1997	10/31/1997	Science Research Assistant	Visayas State College of Agriculture	8,274.00		Contractual	Yes
1/1/1996	12/31/1996	Science Research Assistant	Visayas State College of Agriculture	6,866.40		Contractual	Yes
1/1/1995	12/31/1995	Science Research Assistant	Visayas State College of Agriculture	5,660.40		Contractual	Yes
1/1/1994	12/31/1994	Science Research Assistant	Visayas State College of Agriculture	4,460.40		Contractual	Yes
1/1/1993	12/31/1993	Science Research Assistant	Visayas State College of Agriculture	3,500.40		Contractual	Yes
1/1/1992	12/31/1992	Science Research Assistant	Visayas State College of Agriculture	3,500.40		Contractual	Yes
1/1/1991	12/31/1991	Science Research Assistant	Visayas State College of Agriculture	2,782.50		Casual	Yes
7/1/1989	12/31/1990	Science Research Assistant	Visayas State College of Agriculture	3,500.00		Contractual	Yes
1/1/1988	6/30/1989	Research Assistant V	Visayas State College of Agriculture	1,795.00		Contractual	Yes
7/1/1987	12/31/1987	Research Assistant	Visayas State College of Agriculture	1,632.15		Contractual	Yes
3/1/1987	6/30/1987	Research Assistant	Visayas State College of Agriculture	1,380.65		Contractual	Yes
7/1/1986	2/28/1987	Research Assistant	Visayas State College of Agriculture	1,200.55		Contractual	Yes
1/1/1985	6/30/1986	Research Assistant	Visayas State College of Agriculture	1,081.40		Contractual	Yes
5/1/1984	12/31/1984	Research Assistant	Visayas State College of Agriculture	992.20		Contractual	Yes
1/1/1984	4/30/1984	Research Assistant	Visayas State College of Agriculture	902.00		Contractual	Yes
8/16/1983	12/31/1983	Research Assistant	Visayas State College of Agriculture	853.00		Contractual	Yes
7/1/1983	8/15/1983	Research Assistant	Visayas State College of Agriculture	597.00		Casual	Yes
1/1/1983	6/30/1983	Research Assistant	Visayas State College of Agriculture	853.00		Contractual	Yes
9/13/1982	12/31/1982	Research Assistant	Visayas State College of Agriculture	742.00		Contractual	Yes
6/14/1982	8/31/1982	Research Aide	Visayas State College of Agriculture	426.90		Casual	Yes

(Continue on separate sheet if necessary)

SIGNATURE	<i>Fatima T. Borlina</i>	DATE	11/5/2019
-----------	--------------------------	------	-----------



[illegible]

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

[illegible]

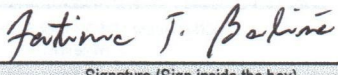
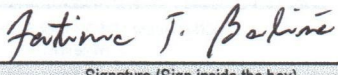
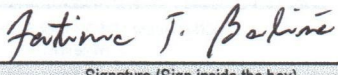






VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Teaching		None		VSU Faculty Association
					Philippine Assoc. Of Graduate Education

(Continue on separate sheet if necessary)

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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ Date Filed: _____ Status of Case/s: _____												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details (country): _____												
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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>FELICIANO G. SINON</td><td>NARC, VSU, VISCA BAYBAY, LEYTE</td><td>563 7598</td></tr><tr><td>FLORA MIA Y. DUATIN</td><td>NARC, VSU, VISCA BAYBAY, LEYTE</td><td>563 7598</td></tr><tr><td></td><td></td><td></td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	FELICIANO G. SINON	NARC, VSU, VISCA BAYBAY, LEYTE	563 7598	FLORA MIA Y. DUATIN	NARC, VSU, VISCA BAYBAY, LEYTE	563 7598			
NAME	ADDRESS	TEL. NO.											
FELICIANO G. SINON	NARC, VSU, VISCA BAYBAY, LEYTE	563 7598											
FLORA MIA Y. DUATIN	NARC, VSU, VISCA BAYBAY, LEYTE	563 7598											
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.													
<table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: VSU: V000078</td></tr><tr><td>ID/License/Passport No.: NONE</td></tr><tr><td>Date/Place of Issuance: 2013/BAYBAY CITY, LEYTE</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: VSU: V000078	ID/License/Passport No.: NONE	Date/Place of Issuance: 2013/BAYBAY CITY, LEYTE	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>11/5/2019</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	11/5/2019	Date Accomplished				
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance													
Government Issued ID: VSU: V000078													
ID/License/Passport No.: NONE													
Date/Place of Issuance: 2013/BAYBAY CITY, LEYTE													
													
Signature (Sign inside the box)													
11/5/2019													
Date Accomplished													
	<table><tr><td></td></tr><tr><td>Right Thumbmark</td></tr></table>		Right Thumbmark										
													
Right Thumbmark													
SUBSCRIBED AND SWORN to before me this <u>16 DEC 2019</u> , affiant exhibiting his/her validly issued government ID as indicated above:													
<table><tr><td></td></tr><tr><td>ATTY. RYSAN C. GUINOCOR</td></tr><tr><td>VSU LEGAL OFFICER</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYSAN C. GUINOCOR	VSU LEGAL OFFICER	Person Administering Oath								
													
ATTY. RYSAN C. GUINOCOR													
VSU LEGAL OFFICER													
Person Administering Oath													



## 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: January 1, 2017 – present
- Position: Associate Professor I - present
- Name of Office/Unit: Department of Agricultural Education and Extension
- Immediate Supervisor: Dr. Henry Y. Goltiano
- Name of Agency/Organization and Location: DAEEEx, VSU
- **List of Accomplishments and Contributions (if any)**
  - Performed instruction, research and extension functions.
  - Attended international training and conferences
  - Performed various tasks as OJT coordinator of the department
  - Submitted research and extension project proposals for funding
  - Conducted approved research and extension projects and submitted required accomplishment reports.
  - Performed other assigned tasks needed for AACUP accreditation and ISO certification
- **Summary of Actual Duties**
  - Responsible for performing instruction, research and extension functions
  - Submitted research and extension project proposals for funding, conducts approved research and extension projects and submitted required accomplishment reports.
  - Conducted other functions as required by the immediate supervisor

- Duration: October 28, 2011 – December 31, 2016
- Position: Assistant Professor IV
- Name of Office/Unit: Department of Agricultural Education and Extension
- Immediate Supervisor: Dr. Antonia Cecilia Y. Sandoval
- Name of Agency/Organization and Location: DAEE, VSU
- **List of Accomplishments and Contributions (if any)**
  - Performed instruction, research and extension functions.
  - Attended international training and conferences
  - Performed various tasks as OJT coordinator of the department
  - Conducted approved research and extension projects and submitted required accomplishment reports.
- **Summary of Actual Duties**
  - Responsible for performing instruction, research and extension functions
  - Conducted other functions as required by the immediate supervisor

- Duration: March 1, 2009 – October 27, 2011
- Position: Instructor I



- Name of Office/Unit: Department of Community Development Education
- Immediate Supervisor: Dr. Antonia Cecilia Y. Sandoval
- Name of Agency/Organization and Location: DCDE, VSU
- **List of Accomplishments and Contributions (if any)**
  - Conducting classes and extension functions
  - Performing other assigned task in the office e.g. preparing documents for AACUP evaluation
- **Summary of Actual Duties**
  - Responsible for performing instruction, research and extension functions
  - Responsible for students consultation in the department.

- Duration: July 1, 1989 – March 31, 2009
- Position: Science Research Assistant
- Name of Office/Unit: FARMI, VSU
- Immediate Supervisor: Dr. Ly Tung, Dr. Alcober, Dr. Garcia
- Name of Agency/Organization and Location: FARMI, VSU
- **List of Accomplishments and Contributions (if any)**
  - Preparing and arranging travel orders, trainings and programs
- **Summary of Actual Duties**
  - Responsible for preparations of all necessary documents.
  - Submitted accomplishment reports
  - Conducted other functions

- Duration: September 13, 1982 – June 30, 1989
- Position: Research Assistant
- Name of Office/Unit: Dept. Ag. Educ & Extn, FSDP-EV
- Immediate Supervisor: Dr. V. Quiton, Dr. D.L. Alcober
- Name of Agency/Organization and Location: ViSca
- **List of Accomplishments and Contributions (if any)**
  - Preparing and arranging travel orders, trainings and programs
- **Summary of Actual Duties**
  - Responsible for preparations of all necessary documents.
  - Submitted accomplishment reports
  - Conducted other functions

FATIMA T. BALIÑA

*Fatima T. Baliña*  
FATIMA T. BALIÑA

(Signature over Printed Name  
of Employee/Applicant)

Date: 11/19/19