

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	Benitez		
FIRST NAME	Marilou	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Mante		
3. DATE OF BIRTH (mm/dd/yyyy)	02/18/1970	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	Calinan, Davao City	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.61	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	79.55		Subdivision/Village Barangay
9. BLOOD TYPE	B-		City/Municipality Province
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A	18. PERMANENT ADDRESS	
13. SSS NO.	N/A	ZIP CODE	House/Block/Lot No. Street
14. TIN NO.	N/A		Subdivision/Village Barangay
15. AGENCY EMPLOYEE NO.	V00101		City/Municipality Province
		19. TELEPHONE NO.	(1
		20. MOBILE NO.	1
		21. E-MAIL ADDRESS (if any)	marilou.benitez@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Benitez		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Catalino	NAME EXTENSION (JR., SR) Jr.	Karla Mae M. Benitez	07/28/1997
MIDDLE NAME	Monterola		Jon Karlou M. Benitez	09/19/1998
OCCUPATION	Self- Employed		Karmel M. Benitez	07/29/2002
EMPLOYER/BUSINESS NAME			Christian M. Benitez	11/21/2005
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Mante			
FIRST NAME	Nemesio	NAME EXTENSION (JR., SR) Sr.		
MIDDLE NAME	Sipi			
25. MOTHER'S MAIDEN NAME	Amizola			
SURNAME	Mante			
FIRST NAME	Myrna			
MIDDLE NAME	Abarquez		(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	Baybay South Central School	Elementary	1977	1984		1984	N/A
SECONDARY	Baybay National High School	High School	1984	1988		1988	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Agriculture	1988	1992		1992	N/A
GRADUATE STUDIES	King Mongkut's University of Technology Thonburi	Master of Science in Postharvest Technology	2002	2004		2004	N/A
PLEASE SEE ATTACHMENT A							
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		04/30/2024		

Attachment A

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			
	GRADUATE STUDIES	University of the Philippines at Los Baños	Doctor of Philosophy in Horticulture	2008	2011		2011	
(Continue on separate sheet if necessary)								
SIGNATURE				DATE		04/30/2024		

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
	Agriculturist		N/A	N/A	OO14717	02/18/2025

(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	GOV'T SERVICE (Y/ N)
From	To						
01/01/2023		Professor III	Visayas State University	116,040.00	26-1	Permanent	Y
10/28/2022		Professor III	Visayas State University	113,891.00	26-1	Permanent	Y
01/01/2022		Associate Professor V	Visayas State University	78,455.00	23-1	Permanent	Y
01/01/2021		Associate Professor V	Visayas State University	76,907.00	23-1	Permanent	Y
01/01/2020		Associate Professor V	Visayas State University	75,359.00	23-1	Permanent	Y
07/01/2019	12/31/2019	Associate Professor V	Visayas State University	73,811.00	23-1	Permanent	Y
01/01/2019		Associate Professor II	Visayas State University	54,577.00	20-5	Permanent	Y
01/01/2019		Associate Professor II	Visayas State University	52,838.00	20-3	Permanent	Y
01/01/2018	12/31/2018	Associate Professor II	Visayas State University	48,457.00	20-3	Permanent	Y
01/01/2017		Assistant Professor II	Visayas State University	30,044.00	16-1	Permanent	Y
01/01/2017	12/31/2017	Associate Professor II	Visayas State University	44,440.00	20-3	Permanent	Y
01/01/2016	12/31/2016	Assistant Professor II	Visayas State University	28,417.00	16-1	Permanent	Y
01/01/2015	12/31/2015	Assistant Professor II	Visayas State University	26,878.00	-	Permanent	Y
02/17/2014	12/31/2014	Assistant Professor I	Visayas State University	24,887.00	-	Permanent	Y
06/01/2012	02/16/2014	Assistant Professor I	Visayas State University	24,887.00	-	Temporary	Y
10/28/2011	05/31/2012	Assistant Professor I	Visayas State University	22,688.00	-	Temporary	Y
06/01/2011	10/27/2011	Instructor II	Visayas State University	19,658.00	-	Temporary	Y
06/24/2010	05/31/2011	Instructor II	Visayas State University	17,880.00	-	Temporary	Y
10/01/2009	06/23/2010	Instructor II	Visayas State University	16,101.00	-	Temporary	Y
07/01/2009	09/30/2009	Instructor I	Visayas State University	15,119.00	-	Temporary	Y
07/01/2008	06/30/2009	Instructor I	Visayas State University	13,512.00	-	Temporary	Y
07/01/2007	07/31/2007	Instructor I	Visayas State University	12,284.00	-	Contractual	Y
01/08/2007	06/30/2008	Instructor I	Visayas State University	12,284.00	-	Temporary	Y
06/01/2006	06/30/2007	Instructor I	Leyte State University	11,167.00	-	Contractual	Y
11/02/2005	05/31/2006	Instructor I	Leyte State University	11,167.00	-	Contractual	Y
11/01/1997	06/30/1998	Science Research Assistant	Visayas College of Agriculture	806.70	-	Contractual	Y

PLEASE SEE ATTACHMENT B

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/30/2024
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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		
	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)

[illegible]

(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)
N/A	N/A	Visayas State University Faculty Association

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/30/2024
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<div>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><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>35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?</div>		<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: _____</div><div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div></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>		<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: _____</div></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>		<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: _____</div></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><div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: _____</div></div><div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: _____</div></div></div>												
<div>39. Have you acquired the status of an immigrant or permanent resident of another country?</div>		<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details (country): _____</div></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><div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, please specify: _____</div></div><div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div><div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div></div>												
<div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></table>			NAME	ADDRESS	TEL. NO.									
NAME	ADDRESS	TEL. NO.												
<div>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>		<div><div><div>ID picture taken within the last 6 months 3.5 cm x 4.5 cm (passport size) With full and handwritten name tag and signature over printed name Computer generated or photocopied picture is not acceptable</div><div>PHOTO</div></div><div><div> </div><div>Right Thumbmark</div></div></div>												
<div><div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i></div><div>Government Issued ID: N/A</div><div>ID/License/Passport No.: N/A</div><div>Date/Place of Issuance: N/A</div></div>	<div><div> </div><div>Signature (Sign inside the box)</div><div>04/30/2024</div><div>Date Accomplished</div></div>													
<div>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</div> <div><div> </div><div>Person Administering Oath</div></div>														