

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	Gonzaga		
FIRST NAME	Zenaida	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	C.		
3. DATE OF BIRTH (mm/dd/yyyy)	03/27/1965	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	☐ Male ☒ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.42	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	65.00		Subdivision/Village Marcos
9. BLOOD TYPE	A-		BAYBAY LEYTE
10. GSIS ID NO.	N/A		City/Municipality Province
11. PAG-IBIG ID NO.	N/A		6521
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 Marcos
15. AGENCY EMPLOYEE NO.	V00249		BAYBAY LEYTE
			City/Municipality Province
			6521
		19. TELEPHONE NO.	(1
		20. MOBILE NO.	917-632-0387
		21. E-MAIL ADDRESS (if any)	zenaida.gonzaga@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	GONZAGA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JOSE	NAME EXTENSION (JR., SR)	ZENNIA JEAN C. GONZAGA	09/22/1990
MIDDLE NAME	LITOB		ZENINA JOAN C. GONZAGA	10/19/2006
OCCUPATION	FARMING			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	CUEVAS			
FIRST NAME	MELENCIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MAPILIT			
25. MOTHER'S MAIDEN NAME	MANTUA			
SURNAME	MANTUA			
FIRST NAME	REGADALA			
MIDDLE NAME	DOMINGO		(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	Hipusngo Elementary School	Elementary	1972	1978		1978	N/A
SECONDARY	Visayas State University Laboratory High School	High School	1978	1982		1982	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Agriculture	1982	1986		1986	N/A
GRADUATE STUDIES	Visayas State University	Master of Science in Horticulture	1988	1997		1997	N/A
PLEASE SEE ATTACHMENT A							
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		08/11/2025		

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	2001	2005		2005	
(Continue on separate sheet if necessary)								
SIGNATURE				DATE		08/11/2025		

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
	PD907: Honor Graduate Eligibility		N/A	N/A	20872 N/A
	Agriculturist		N/A	N/A	1117 03/27/2025
	Professional Board Examination for Teachers (PBET)	76.00	05/29/1994	Tacloban City, Leyte	942121438 N/A

(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						
01/01/2025		Professor VI	Visayas State University	203,200.00	30-1	Permanent	Y
09/18/2024		Professor VI	Visayas State University	196,199.00	30-1	Permanent	Y
01/01/2024		Professor VI	Visayas State University	173,962.00	29-1	Permanent	Y
01/01/2023		Professor VI	Visayas State University	167,432.00	29-1	Permanent	Y
09/15/2022		Professor VI	Visayas State University	164,332.00	29-1	Permanent	Y
07/01/2022		Professor V	Visayas State University	157,689.00	28-6	Permanent	Y
01/01/2022		Professor V	Visayas State University	155,155.00	28-5	Permanent	Y
01/01/2022		Professor V	Visayas State University	147,378.00	28-3	Permanent	Y
01/01/2021		Professor V	Visayas State University	152,228.00	28-5	Permanent	Y
01/01/2021		Professor V	Visayas State University	147,378.00	28-3	Permanent	Y
01/01/2020		Professor V	Visayas State University	144,544.00	28-3	Permanent	Y
01/01/2020		Professor V	Visayas State University	139,939.00	28-1	Permanent	Y
07/01/2019	12/31/2019	Professor V	Visayas State University	137,195.00	28-1	Permanent	Y
01/01/2019		Professor IV	Visayas State University	125,407.00	27-3	Permanent	Y
01/01/2019	12/31/2019	Professor IV	Visayas State University	121,411.00	27-1	Permanent	Y
01/01/2018	12/31/2018	Professor IV	Visayas State University	102,910.00	27-1	Permanent	Y
08/01/2017	12/31/2017	Professor IV	Visayas State University	87,229.00	27-1	Permanent	Y
01/01/2017	07/31/2017	Associate Professor V	Visayas State University	58,310.00	23-1	Permanent	Y
01/01/2016	12/31/2016	Associate Professor V	Visayas State University	51,826.00	23-1	Permanent	Y
01/01/2015	12/31/2015	Associate Professor V	Visayas State University	46,064.00	-	Permanent	Y
10/28/2014	12/31/2014	Associate Professor IV	Visayas State University	43,121.00	-	Permanent	Y
06/01/2012	10/27/2014	Associate Professor IV	Visayas State University	42,652.00	-	Permanent	Y
10/28/2011	05/31/2012	Associate Professor IV	Visayas State University	37,812.00	-	Permanent	Y
06/01/2011	10/27/2011	Assistant Professor IV	Visayas State University	28,684.00	-	Permanent	Y
06/24/2010	05/31/2011	Assistant Professor IV	Visayas State University	25,671.00	-	Permanent	Y
07/01/2009	06/23/2010	Assistant Professor IV	Visayas State University	22,659.00	-	Permanent	Y

PLEASE SEE ATTACHMENT B

(Continue on separate sheet if necessary)

SIGNATURE		DATE	08/11/2025
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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)

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			
	NSTEP Visayas Seminar Series: Webinar on Writing a High-Quality Research Proposal	07/09/2025	07/09/2025	4	Research	Department of Science and Technology (DOST), National Research Council of the Philippines (NRCP) and NRCP Science and Technology Experts Pool (NSTEP) Visayas
	Extension Annual In-house Review	06/30/2025	07/04/2025	1	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Training of Trainers (TOT) on GAP-Anchored Lowland Vegetable Production	03/31/2025	04/04/2025	8	Technical	ATI-RTC 8
	Multilocation Trial of Allium Species (Onion and Garlic) for yield Optimization and Varietal Adaptation under Two Cultivation Systems in Region VIII during R4DE Proposal review	12/12/2024	12/13/2024	2	Research	Department of Agriculture-Regional office 8 (DA-RFO8) and Agriculture and Fisheries resources, Research and Extension for Development Network (AFRREDN)
	Level 2 Annual RDE Cluster 3 Review entitled" Developing Vegetable Value Chains to Meet Evolving Market Expectations in the Philippines"	10/16/2024	10/17/2024	2	Research	Visayas State university (VSU) and Visayas Consortium for Agriculture, Aquatic and Resources Program (ViCARP)
	2024 National PhilGAP Summit: Pagkaing Sapat at Ligas Responsibilidad ng Lahat Para sa Bagong Pilipinas	10/09/2024	10/09/2024	8	Technical	Baybay City LGU and Bureau of Plant Industry (BPI)
	2nd National PHILGAP Summit	11/12/2023	11/13/2023	1	Research	Koronadal City LGU
	"ACIAR-GAP Project: its Journey to PhilGAP certification in Visayas and Mindanao during the PhilGAP Symposium entitled " Sa PhilGAP Wagi Ka, Ang Makabagong Gawi sa Pagsasaka"	10/04/2023	10/05/2023	2	Research	Department of Agriculture (DA) and Bureau of Plant Industry (BPI)
	Training Workshop on Curriculum and Instruction Review of All Graduate Programs	08/31/2023	09/01/2023	16	Instruction	Graduate School Office of Visayas State University (VSU)
	CY 2023 RD In-house Review	05/08/2023	05/12/2023	1	Research	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Persistence of Human Pathogens on Leafy Vegetables after Irrigation with Contaminated Water	10/12/2022	10/12/2022	2	Technical	Applied Horticultural Research (AHR Australia), Australian Center for International Agricultural Research (ACIAR) and Visayas State University (VSU)
	Preparing and Outcome-Based Education Course Syllabus for Graduate Degree Courses	06/08/2022	06/08/2022	8	Instruction	Office of the Dean of Graduate School and Visayas State University
	Training of Trainers on Good Agricultural Practices (GAP) on Vegetables Production	03/28/2022	04/01/2022	10	Technical	ACIAR-GAP, VSU and Ormoc LGU
	Mandatory Orientation and Reorientation of Academic Advisers, Department Enrollment Focal Persons, and College Hotline Agents	03/19/2021	03/19/2021	4	Instruction	"(Via Zoom) Visayas State University, Visca Baybay City, Leyte"
	Webinar on Navigating on the Digital Shift: Instructional Materials to Support the University's Flexible Learning	03/18/2021	03/18/2021	4	Instruction	"(Via Zoom) Visayas State University, Visca Baybay City, Leyte"
	Climate Smart Technologies for Vegetable Production	03/09/2021	03/09/2021	2	Technical	ACIAR-GAP Project, VSU
	Seminar on Proper Pesticide Handling and Storage	12/04/2020	12/04/2020	4	Technical	ACIAR and VSU

PLEASE SEE ATTACHMENT C

(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		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	08/11/2025
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Attachment C.1

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			
	Briefing Session on Development Entrepreneurships for ACIAR Researchers and Partners	12/02/2020	12/02/2020	4	Technical	Australian Centre for International Agricultural Research (ACIAR)
	ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	4	Technical	"(Via Zoom) Visayas State University, Visca Baybay City, Leyte"
	Webinar on Table of Specification and Test Item Analysis	11/12/2020	11/12/2020	4	Instruction	"(Via Zoom) Visayas State University, Visca Baybay City, Leyte"
	Online Launch and Live Discussion of ACIAR's Stage 2 Report on COVID-19 and food systems in the Indo Pacific: An assessment of vulnerabilities, impacts and opportunities for action	11/10/2020	11/10/2020	2	Technical	ACIAR
	Graduate Seminar Series	11/04/2020	11/06/2020	12	Instruction	Graduate School, Visayas State University
	Faculty Onboarding Training	08/10/2020	08/12/2020	24	Instruction	Visayas State University
	Webinar-Workshop on Mentoring the Administrators-Mentors: A Sustainable Approach to Go Live on LMS	07/08/2020	07/09/2020	8	Instruction	SLSU and VSU
	Training Workshop on MOODLE Learning Management System for Visayas State University E-learning Environment (VSUEE)	06/24/2020	06/26/2020	16	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Community Managed Disaster Risk Reduction Seminar for Barangay Officials and Farmers Leaders	10/22/2019	10/24/2019	6	Technical	ACIAR-GAP Project, VSU
	Training of Trainers on Good Agricultural Practices on Vegetable Production	09/23/2019	09/27/2019	40	Technical	ACIAR and Department of Horticulture
	4-Day Bootcamp Agriculture And Food Technologies	07/16/2019	07/19/2019	4	Technical	Visayas State University
	International Conference on Nature Studies and Innovations for the Environment (ICoNSIE-1016) and PSSN's 19th Annual Scientific Conference	07/02/2019	07/06/2019	24	Technical	Philippine Society for the Study of Nature (PSSN) and Palawan State University
	2nd Regional Conference of the Society of Agricultural Educators in Region 8, Inc.	06/21/2019	06/21/2019	8	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Agriculture And Food Technology Business Incubator Bootcamp	01/23/2019	01/25/2019	3	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	AAACU 2ND Biennial Conference	10/16/2018	10/18/2018	24	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Training on Climate Resiliency	09/27/2018	09/28/2018	2	Technical	Agricultural Training Institute
	Training on Certification Process on Good Agricultural Practices (GAP) to increase crop Production and Food Safety	09/24/2018	09/26/2018	20	Technical	Ormoc City LGU and ATI-RTC 8
	National Vegetable Congress	08/22/2018	08/24/2018	24	Technical	Davao City LGU
	Growing Vegetable in Containers	07/05/2018	07/05/2018	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Vegetable Production under protective structural Des	05/09/2018	05/09/2018	2	Technical	ACIAR and Department of Horticulture
	Refresher course for Facilitators on Climate Smart Farm Business School (CSFS) on Vegetable Production	05/07/2018	05/11/2018	6	Technical	Agricultural Training Institute (ATI) - RTC 8
	USAID-STRIDE Innovation Workshop	04/20/2018	04/20/2018	8	Technical	Ormoc City LGU
	How to conduct an investigatory project for the Grade 6 pupils	03/26/2018	03/26/2018	2	Technical	Visca Foundation Elementary School
	Backyard gardening and nursery management	02/17/2018	02/17/2018	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Climate-Smart High-Value Vegetable Production Technologies Training	09/20/2017	09/20/2017	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Climate-Smart High-Value Vegetable Production Technologies Training	09/04/2017	09/06/2017	6	Technical	Department of Horticulture and Visayas State University
	Climate-Smart High-Value Vegetable Production Technologies Training in Camote, Dulag	09/04/2017	09/06/2017	24	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Good Agricultural Practices (GAP) on Vegetable Production	07/04/2017	07/06/2017	6	Technical	Department of Horticulture and Visayas State University
	Training of Trainers on Climate Smart – Farm Business (ToT on CS-FBS)	06/19/2017	06/19/2017	2	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Climate-Smart High-Value Vegetable Production Technologies Training	05/29/2017	05/31/2017	6	Technical	Department of Horticulture and Visayas State University
	Vegetable ICM manual writeshop	10/03/2016	10/07/2016	40	Technical	ACIAR
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	08/11/2025	

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)?		☐YES☒NO ☐YES☒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?		☐YES☒NO If YES, give details: _____ ☐YES☒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?		☐YES☒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?		☐YES☒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?		☐YES☒NO If YES, give details: _____ ☐YES☒NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?		☐YES☒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?		☐YES☒NO If YES, please specify: _____ ☐YES☒NO If YES, please specify ID No _____ ☐YES☒NO If YES, please specify ID No _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) <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.												
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.		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 PHOTO Right Thumbmark												
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i> Government Issued ID: PRC ID/License/Passport No.: 0001117 Date/Place of Issuance: 11/30/-0001 / Tacloban City, Leyte	Signature (Sign inside the box) 08/11/2025 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														