

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	Lumacad		
FIRST NAME	Aniceta	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Moreno		
3. DATE OF BIRTH (mm/dd/yyyy)	04/05/1967	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	Baybay, Leyte	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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	680 MARTIN ALAJAS ST. House/Block/Lot No. Street Caridad Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.00	ZIP CODE	6521
8. WEIGHT (kg)	1.00		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	N/A	20. MOBILE NO.	093-559-3612
15. AGENCY EMPLOYEE NO.	V00304	21. E-MAIL ADDRESS (if any)	aniceta.lumacad@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	None		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	None	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	None			
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Lumacad			
FIRST NAME	Alejandro	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Avila			
25. MOTHER'S MAIDEN NAME	Antonia Leones Moreno			
SURNAME	Lumacad			
FIRST NAME	Antonia			
MIDDLE NAME	Moreno		(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	Duangan Elementary Community School	Elementary	1974	1980		1980	N/A
SECONDARY	Caridad Barangay High School	High School	1980	1984		1984	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	St. Peter's College of Ormoc	Bachelor of Science in Education (Major in AGRICULTURE ARTS)	2020	2021	18 Units	2021	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	Master of Science in Agronomy (Major in Agronomy)	2000		31 Units		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/14/2024
-----------	--	------	------------

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
	Licensed Agriculturist	79.33	07/06/2005	Cebu City	0002792	04/05/2024
	Licensed Professional Teacher	80.60	09/26/2021	Tacloban City	1888919	04/05/2025
	Career Service Professional	86.50	12/12/2003	Civil Service Regional Office 8	N/A	N/A
	NC II - Organic Agriculture Production		05/28/2019	Godoy Organic Land Diversification Farm	19083702011677	05/27/2024
	NC III – Agricultural Crops Production		08/10/2015	AGRICULTURAL TRAINING INSTITUTE, RTC 8	21083703007054	05/25/2026

(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		Administrative Officer II	Visayas State University	27,000.00	11-1	Permanent	Y
10/14/2022		Administrative Officer II	Visayas State University	25,439.00	11-1	Permanent	Y
10/14/2022		Administrative Officer II	Visayas State University	25,439.00	11-1	Permanent	Y
01/01/2022		Administrative Assistant II	Visayas State University	20,233.00	8-8	Permanent	Y
04/17/2021		Administrative Assistant II	Visayas State University	19,438.00	8-8	Permanent	Y
01/01/2021		Administrative Assistant II	Visayas State University	19,264.00	8-7	Permanent	Y
06/01/2020		Administrative Assistant II	Visayas State University	18,476.00	8-7	Permanent	Y
01/01/2020	05/31/2020	Administrative Assistant II	Visayas State University	18,476.00	8-7	Permanent	Y
01/01/2019		Laboratory Technician II	Visayas State University	17,688.00	8-7	Permanent	Y
01/01/2019		Administrative Assistant II	Visayas State University	17,688.00	8-7	Permanent	Y
04/17/2018	12/31/2018	Laboratory Technician II	Visayas State University	17,209.00	8-7	Permanent	Y
01/01/2018	04/16/2018	Laboratory Technician II	Visayas State University	17,051.00	8-6	Permanent	Y
01/01/2018		Laboratory Technician II	Visayas State University	16,739.00	8-4	Permanent	Y
01/01/2017	12/31/2017	Laboratory Technician II	Visayas State University	16,275.00	8-4	Permanent	Y
01/01/2016	12/31/2016	Laboratory Technician II	Visayas State University	15,823.00	8-4	Permanent	Y
04/17/2015	12/31/2015	Laboratory Technician II	Visayas State University	15,384.00	-	Permanent	Y
06/01/2012	04/16/2015	Laboratory Technician II	Visayas State University	15,232.00	-	Permanent	Y
04/17/2012	05/31/2012	Laboratory Technician II	Visayas State University	14,192.00	-	Permanent	Y
06/01/2011	04/16/2012	Laboratory Technician II	Visayas State University	14,011.00	-	Permanent	Y
06/24/2010	05/31/2011	Laboratory Technician II	Visayas State University	12,941.00	-	Permanent	Y
07/01/2009	06/23/2010	Laboratory Technician II	Visayas State University	11,871.00	-	Permanent	Y
04/17/2009	06/30/2009	Laboratory Technician II	Visayas State University	10,801.00	-	Permanent	Y
07/01/2008	04/16/2009	Laboratory Technician II	Visayas State University	10,538.00	-	Permanent	Y
07/01/2007	06/30/2008	Laboratory Technician II	Visayas State University	9,580.00	-	Permanent	Y
04/17/2006	06/30/2007	Laboratory Technician II	Leyte State University	8,709.00	-	Permanent	Y
03/16/2004	04/16/2006	Laboratory Technician I	Leyte State University	7,796.00	-	Permanent	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/14/2024
-----------	--	------	------------

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			
	Training Workshop on Preparing Manuscripts for Publication	08/31/2023	09/01/2023	16	Technical	Visayas State University Graduate Students' Society (VSUGSS) and Graduate School (GS)
	Working Towards Personal Effectiveness	08/22/2023	08/25/2023	32	Technical	Personnel Officers Association of the Philippines (POAP)
	Training Workshop on Preparing Manuscripts for Publication	03/29/2023	03/31/2023	24	Technical	vsu
	Workshop on the Assessment of Accomplishment and Target Settings of the Strategic Plan	06/10/2022	06/20/2022	8	Technical	OVPPRGAS, VSU
	Webinar on Navigating the digital shift: Instructional Materials to Support the University's Flexible learning	03/18/2021	03/18/2021	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Control your records before they control you	01/27/2021	01/27/2021	4	Technical	DOST-STII
	Operational Planning Workshop and Reframing of the Strategic plan	10/05/2020	10/07/2020	24	Technical	OVPPRGAS, VSU
	Training on Identification Proper and complete items Technical Specification and parameters and orientation of the purchase Request (PR) Module of the Supply Properties Procurement Management Information System (SPPMIS)	08/28/2020	08/28/2020	8	Technical	OVPPRGAS, VSU
	National Seminar-Workshop on 21st Century Teaching & Learning	08/17/2019	08/17/2019	8	Technical	Eastern Visayas Association of Private School
	Financial Literacy Seminar	07/19/2019	07/19/2019	2	Technical	Government Service Insurance System and VSU
	Seminar on the Revised Implementing Rules and Regulations of the Republic Act 9184	03/20/2019	03/22/2019	24	Technical	Government Procurement Policy Board and Visayas State University
	International Conference in Forest and Landscape Restoration: Making it Happen	02/25/2019	02/27/2019	24	Technical	Australian Center for International Agricultural Research (ACIAR)
	2nd National Conference of Chemical Laboratories	11/28/2018	11/29/2018	16	Technical	Integrated Chemist of the Philippines
	Seminar-Workshop on News/Feature Writing and Basic Photography	11/13/2018	11/14/2018	16	Technical	Alumni and Community Relations Office
	2nd Biennial Conference and General Assembly Asian Association of Agricultural Colleges and Universities (AAACU)	10/16/2018	10/18/2018	24	Technical	Asian Association of Agricultural Colleges and Universities (AAACU)
	Quality Assurance and Compliance	09/06/2018	09/07/2018	16	Technical	Philippine Alliance of Laboratory Equipment Users
	33rd Philippine Chemistry Congress	05/30/2018	06/01/2018	24	Technical	Integrated Chemist of the Philippines (ICP)
PLEASE SEE ATTACHMENT B						
(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		Personnel Officers Association of the Philippines		
				Philippine Association of Agriculturists, Inc.		
				Leyte State University – Administrative Personnel Association		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	01/14/2024	

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			
	Insights into the Latest Advancement on Research and Industrial Applications and Solutions for Agilent Spectroscopy & Chromatography	05/22/2018	05/22/2018	8	Technical	Agilent, DKSH Philippines, Inc. and MOLAVE Trading, Inc.
	Microbial-Induced Mobilization of Micronutrients in Soil for Increased Yield and Improved Nutritional Quality of Sweet potato & Purple Yam	03/20/2018	03/20/2018	2	Technical	Visayas State University
	Biogeochemistry, including Quantification of Ecosystem- Level Greenhouse fluxes	03/13/2018	03/15/2018	24	Technical	Visayas State University
	Outreach Program for the Sugar Industry (OPSI) Sugarcane Farm Management Training	02/20/2018	02/22/2018	24	Technical	Ormoc - HIDECO Mill District
	21. Hands-on Training on Soil Chemical Analyses	12/12/2017	12/15/2017	32	Technical	Sugar Regulatory Administration
	Training on Soil Chemical Analysis	12/04/2017	12/05/2017	16	Technical	Bureau of Soils and Water Management
	Statistical Analysis of Research Data	06/28/2017	06/30/2017	24	Technical	ACIAR Soil Project SMCN/2012/029 , VSU
	Forest Landscape Restoration: Concepts, Approaches and challenges	03/17/2017	03/17/2017	1	Technical	Visayas State University
	Chemical Safety in the Laboratory	10/10/2016	10/10/2016	1	Technical	Visayas State University
	Procurement Act Orientation	09/15/2016	09/15/2016	3	Technical	Visayas State University
	Workshop to Review and Improve Citizens' charter per Civil Service Commission Memorandum Circular No. 14 s. 2016	09/01/2016	09/01/2016	4	Technical	Visayas State University
	Three weeks of Learning, research and professional Conversations	08/04/2016	08/04/2016	8	Technical	Visayas State University
	Biochar Removes Pathogenic Bacteria n Wastewater	07/21/2016	07/21/2016	8	Technical	Visayas State University
	. Soil Fertility Assessment for improved crop Nutrient Management	06/22/2016	06/23/2016	16	Technical	Australian Center for International Agricultural Research
	The challenge of predicting Metal transfer through the soil-plant-animal continuum	11/05/2015	11/05/2015	1	Technical	Visayas State University; Australian Aid; Australian Center for International Agricultural Research ; Department of Science and Technology; The University of Queensland; World Agroforestry
	1st Regional Conference of the Society of Agricultural Educators Region VIII (SAE-RVIII)	09/25/2015	09/25/2015	8	Technical	Commission on Higher Education Regional Office VIII
	Evaluation of Soil Microbial Functions for Sustainable Agriculture	09/03/2015	09/03/2015	1	Technical	Visayas State University
	Evaluations and Utilization of Rice as Ruminant feeds	09/03/2015	09/03/2015	1	Technical	Visayas State University
	Anxiety and depression: An Awareness forum	04/29/2015	04/29/2015	4	Technical	Visayas State University
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	01/14/2024	

<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 checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div><div><div><input type="checkbox"/> YES<input checked="" 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 checked="" 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 checked="" type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: ACIAR PN 96/110 End 6-30-1999</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><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div><div><div><input type="checkbox"/> YES<input checked="" 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 checked="" 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 checked="" type="checkbox"/> NO</div><div>If YES, please specify: _____</div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div><div><input type="checkbox"/> YES<input checked="" 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>SUZETTE B. LINA</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>09199613922</td></tr><tr><td>DEEJAY M. LUMANAO</td><td>VISCA, BAYBAY CITY</td><td>09069246128</td></tr><tr><td>ANABELLA B. TULIN</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>09150727521</td></tr></table>			NAME	ADDRESS	TEL. NO.	SUZETTE B. LINA	VISCA, BAYBAY CITY, LEYTE	09199613922	DEEJAY M. LUMANAO	VISCA, BAYBAY CITY	09069246128	ANABELLA B. TULIN	VISCA, BAYBAY CITY, LEYTE	09150727521
NAME	ADDRESS	TEL. NO.												
SUZETTE B. LINA	VISCA, BAYBAY CITY, LEYTE	09199613922												
DEEJAY M. LUMANAO	VISCA, BAYBAY CITY	09069246128												
ANABELLA B. TULIN	VISCA, BAYBAY CITY, LEYTE	09150727521												
<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>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A</div><div><div>Signature (Sign inside the box) 01/14/2024 Date Accomplished</div><div>Right Thumbmark</div></div></div></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>														