

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	Oclarit		
FIRST NAME	Elvira	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Lopez		
3. DATE OF BIRTH (mm/dd/yyyy)	11/29/1959	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	Maasin, Southern 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 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)	3.00	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	1.00		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.	V00368		City/Municipality Province
19. TELEPHONE NO.			(1
20. MOBILE NO.			1
21. E-MAIL ADDRESS (if any)			elvira.oclarit@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Oclarit		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Nicasio	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	Ablen			
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Lopez			
FIRST NAME	Leonardo	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Esperas			
25. MOTHER'S MAIDEN NAME	Teresita Mercado Acompanado			
SURNAME	Lopez			
FIRST NAME	Teresita			
MIDDLE NAME	Acompanado		(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	Butuan Central Elementary School	Elementary	1965	1971		1971	N/A
SECONDARY	Saint Joseph College	High School	1971	1975		1975	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Agriculture	1975	1980		1980	N/A
GRADUATE STUDIES	Visayas State University	Master of Science in Plant Pathology	1982	1998		1998	N/A
PLEASE SEE ATTACHMENT A							
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		11/20/2024		

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 Plant Pathology	2005	2013		2013	
(Continue on separate sheet if necessary)								
SIGNATURE				DATE		11/20/2024		

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	
	N/A		N/A	N/A	N/A	N/A	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						
	04/22/2024		Associate Professor V	Visayas State University	83,659.00	23-1	Permanent	Y
	01/01/2024	04/21/2024	Associate Professor III	Visayas State University	67,005.00	21-1	Permanent	Y
	01/01/2023		Associate Professor III	Visayas State University	63,997.00	21-1	Permanent	Y
	09/15/2022		Associate Professor III	Visayas State University	62,449.00	21-1	Permanent	Y
	07/01/2022		Associate Professor II	Visayas State University	56,633.00	20-2	Permanent	Y
	01/01/2022		Associate Professor II	Visayas State University	55,799.00	20-1	Permanent	Y
	01/01/2021		Associate Professor II	Visayas State University	54,251.00	20-1	Permanent	Y
	01/01/2020		Associate Professor II	Visayas State University	52,703.00	20-1	Permanent	Y
	07/01/2019	12/31/2019	Associate Professor II	Visayas State University	51,155.00	20-1	Permanent	Y
	01/01/2019		Assistant Professor IV	Visayas State University	40,637.00	18-1	Permanent	Y
	01/01/2018	12/31/2018	Assistant Professor IV	Visayas State University	38,085.00	18-1	Permanent	Y
	01/01/2017	12/31/2017	Assistant Professor IV	Visayas State University	35,693.00	18-1	Permanent	Y
	01/01/2017		Assistant Professor III	Visayas State University	32,747.00	17-1	Permanent	Y
	01/01/2016	12/31/2016	Assistant Professor III	Visayas State University	30,831.00	17-1	Permanent	Y
	01/01/2015	12/31/2015	Assistant Professor III	Visayas State University	29,028.00	-	Permanent	Y
	10/28/2014	12/31/2014	Assistant Professor II	Visayas State University	27,174.00	-	Permanent	Y
	06/01/2012	10/27/2014	Assistant Professor II	Visayas State University	26,878.00	-	Permanent	Y
	10/28/2011	05/31/2012	Assistant Professor II	Visayas State University	24,423.00	-	Permanent	Y
	06/01/2011	10/27/2011	Assistant Professor I	Visayas State University	22,994.00	-	Permanent	Y
	06/24/2010	05/31/2011	Assistant Professor I	Visayas State University	20,827.00	-	Permanent	Y
	07/01/2009	06/23/2010	Assistant Professor I	Visayas State University	18,661.00	-	Permanent	Y
	02/01/2009	06/30/2009	Assistant Professor I	Visayas State University	16,093.00	-	Permanent	Y
	07/01/2008	01/31/2009	Assistant Professor I	Visayas State University	16,093.00	-	Temporary	Y
	07/01/2007	06/30/2008	Assistant Professor I	Visayas State University	14,630.00	-	Temporary	Y
	12/01/2005	06/30/2007	Assistant Professor I	Leyte State University	13,300.00	-	Temporary	Y
	11/01/2002	11/30/2005	Instructor I	Leyte State University	11,167.00	-	Temporary	Y
PLEASE SEE ATTACHMENT B								
(Continue on separate sheet if necessary)								
SIGNATURE				DATE	11/20/2024			

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						
	07/01/2001	10/31/2002	Instructor I	Visayas College of Agriculture	11,167.00	-	Temporary	Y
	01/01/2000	06/30/2001	Instructor I	Visayas College of Agriculture	10,635.00	-	Temporary	Y
	11/01/1999	12/31/1999	Instructor I	Visayas College of Agriculture	9,668.00	-	Temporary	Y
	01/01/1991	06/30/1991	Science Research Assistant	Visayas College of Agriculture	132.59	-	Casual	Y
	07/01/1989	12/31/1990	Science Research Assistant	Visayas College of Agriculture	291.70	-	Contractual	Y
	01/01/1988	06/30/1989	Research Assistant VI	Visayas College of Agriculture	157.14	-	Contractual	Y
	07/01/1987	12/31/1987	Research Assistant VI	Visayas College of Agriculture	142.86	-	Contractual	Y
	03/01/1987	06/30/1987	Research Assistant	Visayas College of Agriculture	116.65	-	Contractual	Y
	07/01/1986	02/28/1987	Research Assistant	Visayas College of Agriculture	101.43	-	Contractual	Y
	01/01/1986	06/30/1986	Research Assistant	Visayas College of Agriculture	92.22	-	Contractual	Y
	01/16/1985	12/31/1985	Research Assistant	Visayas College of Agriculture	92.22	-	Contractual	Y
	03/01/1982	12/31/1982	Research Assistant	Visayas College of Agriculture	1,006.00	-		Y
	03/01/1981	02/28/1982	Research Assistant	Visayas College of Agriculture	71.87	-	Contractual	Y
	01/16/1981	02/28/1981	Research Assistant	Visayas College of Agriculture	65.33	-	Contractual	Y
	09/01/1980	01/15/1981	Research Aide	Visayas College of Agriculture	49.50	-	Contractual	Y
	02/01/1980	07/15/1980	Research Aide	Visayas College of Agriculture	49.50	-	Contractual	Y
(Continue on separate sheet if necessary)								
SIGNATURE				DATE	11/20/2024			

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)

[illegible]

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	11/20/2024
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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,</div> <div>a. within the third degree?</div> <div>b. within the fourth degree (for Local Government Unit - Career Employees)?</div>		<div><div><input type="checkbox"/> YES</div><div><input type="checkbox"/> NO</div></div> <div><div><input type="checkbox"/> YES</div><div><input type="checkbox"/> NO</div></div> <div>If YES, give details:</div> <div></div>												
<div>35. a. Have you ever been found guilty of any administrative offense?</div> <div>b. Have you been criminally charged before any court?</div>		<div><div><input type="checkbox"/> YES</div><div><input type="checkbox"/> NO</div></div> <div>If YES, give details:</div> <div></div> <div><div><input type="checkbox"/> YES</div><div><input type="checkbox"/> NO</div></div> <div>If YES, give details:</div> <div>Date Filed: <div></div></div> <div>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</div><div><input type="checkbox"/> NO</div></div> <div>If YES, give details:</div> <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</div><div><input type="checkbox"/> NO</div></div> <div>If YES, give details:</div> <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)?</div> <div>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</div><div><input type="checkbox"/> NO</div></div> <div>If YES, give details:</div> <div></div> <div><div><input type="checkbox"/> YES</div><div><input type="checkbox"/> NO</div></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</div><div><input type="checkbox"/> NO</div></div> <div>If YES, give details (country):</div> <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:</div> <div>a. Are you a member of any indigenous group?</div> <div>b. Are you a person with disability?</div> <div>c. Are you a solo parent?</div>		<div><div><input type="checkbox"/> YES</div><div><input type="checkbox"/> NO</div></div> <div>If YES, please specify:</div> <div><div><input type="checkbox"/> YES</div><div><input type="checkbox"/> NO</div></div> <div>If YES, please specify ID No</div> <div><div><input type="checkbox"/> YES</div><div><input type="checkbox"/> NO</div></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><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></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>ID picture taken within the last 6 months 3.5 cm x 4.5 cm (passport size)</div><div>With full and handwritten name tag and signature over printed name</div><div>Computer generated or photocopied picture is not acceptable</div><div>PHOTO</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: <div>N/A</div></div><div>ID/License/Passport No.: <div>N/A</div></div><div>Date/Place of Issuance: <div>N/A</div></div></div>	<div><div>Signature (Sign inside the box)</div><div>11/20/2024</div><div>Date Accomplished</div></div>	<div><div>Right Thumbmark</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>														