

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	Velarde		
FIRST NAME	Rosa Ophelia	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Dedal		
3. DATE OF BIRTH (mm/dd/yyyy)	01/16/1959	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	Inopacan, 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)	1.55	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	60.00		Subdivision/Village Barangay
9. BLOOD TYPE	A-		City/Municipality Province
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	N/A	18. PERMANENT ADDRESS	
12. PHILHEALTH NO.	N/A	ZIP CODE	House/Block/Lot No. Street
13. SSS NO.	N/A		Subdivision/Village Barangay
14. TIN NO.	N/A		City/Municipality Province
15. AGENCY EMPLOYEE NO.	V00538		
19. TELEPHONE NO.	N/A	20. MOBILE NO.	N/A
21. E-MAIL ADDRESS (if any)	rosa.velarde@vsu.edu.ph		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	N/A			
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	N/A			
25. MOTHER'S MAIDEN NAME	N/A			
SURNAME	N/A			
FIRST NAME	N/A			
MIDDLE NAME	N/A		(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	Inopacan Central Elementary School	Elementary	1965	1971		1971	N/A
SECONDARY	Inopacan Institute High School	High School	1971	1975		1975	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Agriculture	1975	1979		1979	N/A
GRADUATE STUDIES	University of the Philippines at Los Baños	Master of Management	1986	1989		1989	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/03/2024
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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						
01/17/2024		Associate Professor I	Visayas State University	54,386.00	19-5	Permanent	Y
01/01/2023		Associate Professor I	Visayas State University	54,386.00	19-5	Permanent	Y
01/01/2021		Associate Professor I	Visayas State University	50,566.00	19-4	Permanent	Y
01/01/2021		Associate Professor I	Visayas State University	51,342.00	19-5	Permanent	Y
01/01/2020		Associate Professor I	Visayas State University	49,044.00	19-4	Permanent	Y
01/01/2019		Associate Professor I	Visayas State University	47,522.00	19-4	Permanent	Y
01/01/2018	12/31/2018	Associate Professor I	Visayas State University	44,020.00	19-4	Permanent	Y
01/01/2017	12/31/2017	Associate Professor I	Visayas State University	40,776.00	19-4	Permanent	Y
01/01/2016	12/31/2016	Associate Professor I	Visayas State University	37,771.00	19-4	Permanent	Y
12/01/2014	12/31/2015	Associate Professor I	Visayas State University	34,988.00	-	Permanent	Y
06/01/2012	11/30/2014	Associate Professor I	Visayas State University	34,608.00	-	Permanent	Y
12/01/2011	05/31/2012	Associate Professor I	Visayas State University	31,292.00	-	Permanent	Y
06/01/2011	11/30/2011	Associate Professor I	Visayas State University	30,880.00	-	Permanent	Y
06/24/2010	05/31/2011	Associate Professor I	Visayas State University	27,528.00	-	Permanent	Y
07/01/2009	06/23/2010	Associate Professor I	Visayas State University	24,177.00	-	Permanent	Y
12/01/2008	06/30/2009	Associate Professor I	Visayas State University	20,825.00	-	Permanent	Y
07/01/2008	11/30/2008	Associate Professor I	Visayas State University	20,318.00	-	Permanent	Y
07/01/2007	06/30/2008	Associate Professor I	Visayas State University	18,471.00	-	Permanent	Y
12/01/2005	06/30/2007	Associate Professor I	Leyte State University	16,792.00	-	Permanent	Y
12/01/2003	11/30/2005	Assistant Professor IV	Leyte State University	16,643.00	-	Permanent	Y
09/03/2001	06/30/2001	Assistant Professor IV	Visayas College of Agriculture	15,464.00	-	Permanent	Y
07/01/2001	11/30/2003	Assistant Professor IV	Visayas College of Agriculture	16,237.00	-	Permanent	Y
12/01/2000	08/03/2001	Assistant Professor IV	Visayas College of Agriculture	15,464.00	-	Temporary	Y
01/01/2000	11/30/2000	Assistant Professor IV	Visayas College of Agriculture	15,087.00	-	Temporary	Y
01/01/1998	12/31/1999	Assistant Professor IV	Visayas College of Agriculture	13,715.00	-	Temporary	Y
12/01/1997	12/31/1997	Assistant Professor IV	Visayas College of Agriculture	13,715.00	-	Temporary	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/03/2024
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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						
	11/01/1997	11/30/1997	Assistant Professor III	Visayas College of Agriculture	12,938.00	-	Temporary	Y
	01/01/1997	10/31/1997	Assistant Professor III	Visayas College of Agriculture	10,825.00	-	Temporary	Y
	01/01/1996	12/31/1996	Assistant Professor III	Visayas College of Agriculture	8,712.00	-	Temporary	Y
	01/01/1995	12/31/1995	Assistant Professor III	Visayas College of Agriculture	6,901.00	-	Temporary	Y
	08/19/1994	12/31/1994	Assistant Professor III	Visayas College of Agriculture	5,901.00	-	Temporary	Y
	01/01/1994	08/18/1994	Instructor II	Visayas College of Agriculture	4,538.00	-	Temporary	Y
	07/01/1989	12/31/1993	Instructor II	Visayas College of Agriculture	3,838.00	-	Temporary	Y
	01/01/1989	06/30/1989	Instructor II	Visayas College of Agriculture	2,519.00	-	Temporary	Y
	01/01/1988	12/31/1988	Science Research Specialist I	Visayas College of Agriculture	2,395.92	-	Temporary	Y
	03/01/1987	12/31/1987	Science Research Specialist I	Visayas College of Agriculture	2,178.10	-	Temporary	Y
	07/01/1986	02/28/1987	Science Research Specialist I	Visayas College of Agriculture	1,894.00	-	Temporary	Y
	01/01/1985	06/30/1986	Science Research Specialist I	Visayas College of Agriculture	1,715.00	-	Temporary	Y
	05/01/1984	12/31/1984	Science Research Specialist I	Visayas College of Agriculture	1,553.00	-	Temporary	Y
	01/01/1984	04/30/1984	Science Research Specialist I	Visayas College of Agriculture	1,405.00	-	Temporary	Y
	06/11/1982	12/31/1983	Science Research Specialist I	Visayas College of Agriculture	1,211.00	-	Temporary	Y
	01/01/1982	06/10/1982	Instructor	Visayas College of Agriculture	1,211.00	-	Temporary	Y
	03/01/1981	12/31/1981	Research Assistant	Visayas College of Agriculture	1,043.00	-	Temporary	Y
	10/01/1980	02/28/1981	Research Assistant	Visayas College of Agriculture	944.00	-	Temporary	Y
	05/01/1979	09/30/1980	Research Assistant	Visayas College of Agriculture	898.00	-	Temporary	Y
	04/16/1979	04/30/1979	Research Assistant	Visayas College of Agriculture	735.00	-	Temporary	Y
(Continue on separate sheet if necessary)								
SIGNATURE				DATE	10/03/2024			

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

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	10/03/2024
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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<input type="checkbox"/> NO</div><div><input type="checkbox"/> YES<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<input type="checkbox"/> NO</div><div>If YES, give details:</div><div></div></div> <div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details:</div><div>Date Filed: <div></div></div><div>Status of Case/s: <div></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></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></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<input type="checkbox"/> NO</div><div>If YES, give details:</div><div></div></div> <div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details:</div><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></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<input type="checkbox"/> NO</div><div>If YES, please specify:</div><div></div></div> <div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, please specify ID No</div><div></div></div> <div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, please specify ID No</div><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><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><div>PHOTO</div><div></div><div>Right Thumbmark</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>10/03/2024</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>Person Administering Oath</div>														