

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	Quiñones		
	FIRST NAME	Cecille Marie	NAME EXTENSION (JR., SR) N/A
	MIDDLE NAME	Oquias	
3. DATE OF BIRTH (mm/dd/yyyy)	02/12/1987	16. CITIZENSHIP If holder of dual citizenship, please indicate the details.	<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		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 ZIP CODE	Visca
			House/Block/Lot No. Street
	Coconut Village Pangasungan		
	Subdivision/Village Barangay		
	BAYBAY LEYTE		
	City/Municipality Province		
	6521		
7. HEIGHT (m)	1.50	18. PERMANENT ADDRESS ZIP CODE	
8. WEIGHT (kg)	45.00		House/Block/Lot No. Street
9. BLOOD TYPE	O		
10. GSIS ID NO.	N/A		Subdivision/Village Barangay
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A		City/Municipality Province
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	N/A	20. MOBILE NO.	1
15. AGENCY EMPLOYEE NO.	V00866	21. E-MAIL ADDRESS (if any)	cecillemarie.quinones@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)		
	FIRST NAME	NA			NAME EXTENSION (JR., SR)	N/A
	MIDDLE NAME	NA				
OCCUPATION	NA					
EMPLOYER/BUSINESS NAME	NA					
BUSINESS ADDRESS	NA					
TELEPHONE NO.	NA					
24. FATHER'S SURNAME	Quiñones					
	FIRST NAME	Cesar			NAME EXTENSION (JR., SR)	
	MIDDLE NAME	Pulido				
25. MOTHER'S MAIDEN NAME	Bastasa					
	SURNAME	Quiñones				
	FIRST NAME	Lilia				
	MIDDLE NAME	Oquias		(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	Visca Foundation Elementary School	Elementary	1993	2000		2000	N/A
SECONDARY	Visayas State University Laboratory High School	High School	2000	2004		2004	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	LEYTE STATE UNIVERSITY	Bachelor of Science in Agriculture (Major in Soil Science)	2004	2008		2008	Cum Laude
GRADUATE STUDIES	University of Goettingen	Master of Science in Soil Science	2009	2011		2011	N/A

PLEASE SEE ATTACHMENT A
(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/17/2023
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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		Visayas State University	Master of Science in Soil Science	2012	2014		2014	
		University of Goettingen, Germany	Doctor of Philosophy in Agriculture (Major in Tropical and Subtropical Soil Science)	2017	2023		2023	
(Continue on separate sheet if necessary)								
SIGNATURE				DATE		07/17/2023		

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	Tacloban City	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						
02/01/2023	12/31/2023	Assistant Professor II	Visayas State University	39,672.00	16-1	Permanent	Y
01/01/2023		Assistant Professor I	Visayas State University	36,619.00	15-1	Permanent	Y
01/01/2022	12/31/2022	Assistant Professor I	Visayas State University	35,097.00	15-1	Permanent	Y
01/01/2021	12/31/2021	Assistant Professor I	Visayas State University	33,575.00	15-1	Permanent	Y
01/01/2020		Assistant Professor I	Visayas State University	32,053.00	15-1	Permanent	Y
07/01/2019		Assistant Professor I	Visayas State University	30,531.00	15-1	Permanent	Y
01/01/2019	12/31/2019	Instructor III	Visayas State University	28,447.00	14-3	Temporary	Y
01/01/2018	12/31/2018	Instructor III	Visayas State University	27,122.00	14-3	Temporary	Y
01/01/2017		Instructor I	Visayas State University	25,290.00	14-1	Temporary	Y
01/01/2017	12/31/2017	Instructor III	Visayas State University	25,290.00	14-1	Temporary	Y
01/01/2017		Instructor III	Visayas State University	25,859.00	14-3	Temporary	Y
11/01/2016	12/31/2016	Instructor I	Visayas State University	20,651.00	12-1	Temporary	Y
01/01/2016	10/31/2016	Instructor I	Visayas State University	20,651.00	12-1	Temporary	Y
11/01/2015	12/31/2015	Instructor I	Visayas State University	19,940.00	-	Temporary	Y
12/01/2014	10/31/2015	Instructor I	Visayas State University	19,940.00	-	Temporary	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/17/2023
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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

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/17/2023
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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 type="checkbox"/> NO</div><div><input type="checkbox"/> YES<input 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><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: Date Filed: _____ Status of Case/s: _____</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><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>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><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><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, please specify ID No _____</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> Government Issued ID: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A</div></div>			<div><div></div><div>Signature (Sign inside the box) 07/17/2023 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>																	