

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	Tambis		
FIRST NAME	Maria Louella	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Cuarteros		
3. DATE OF BIRTH (mm/dd/yyyy)	03/12/1983	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Jagna, Bohol	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	33 Kilbourne House/Block/Lot No. Street Visayas State University Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	2.50	ZIP CODE	6521
8. WEIGHT (kg)	80.00		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	33 Kilbourne House/Block/Lot No. Street Visayas State University Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A	19. TELEPHONE NO.	N/A
13. SSS NO.	N/A	20. MOBILE NO.	927-701-1023
14. TIN NO.	N/A	21. E-MAIL ADDRESS (if any)	ml.tambis@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00871		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Tambis		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Marlon	NAME EXTENSION (JR., SR)	Maria Louise C. Tambis	05/05/2012
MIDDLE NAME	Magalona		Louie Mhar C. Tambis	08/14/2015
OCCUPATION	Associate Professor II		Miguel Luis C. Tambis	11/04/2022
EMPLOYER/BUSINESS NAME	PhilRootcrops-Visayas State University			
BUSINESS ADDRESS	VSU, Baybay City, Leyte			
TELEPHONE NO.	09397209796			
24. FATHER'S SURNAME	Cuarteros			
FIRST NAME	Nemesio	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Minguito			
25. MOTHER'S MAIDEN NAME	Lucena Iyog Batoy			
SURNAME	Cuarteros			
FIRST NAME	Lucena			
MIDDLE NAME	Batoy		(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	Jagna Central Elementary School	Elementary	1990	1996		1996	N/A
SECONDARY	Central Visayan Institute	High School	1996	2000		2000	Salutatorian
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Development Communication	2000	2004		2004	Cum Laude
GRADUATE STUDIES	Visayas State University	Master of Management in Business	2013	2018		2018	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/15/2025
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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
	Civil service Eligibility by virtue of PD 907,as amended		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						
01/01/2025		Instructor II	Visayas State University	34,421.00	13-1	Permanent	Y
04/22/2024		Instructor II	Visayas State University	32,870.00	13-1	Permanent	Y
01/01/2024	04/21/2024	Instructor I	Visayas State University	31,277.00	12-3	Permanent	Y
01/01/2023		Instructor I	Visayas State University	29,737.00	12-3	Temporary	Y
01/01/2022		Instructor I	Visayas State University	28,180.00	12-3	Temporary	Y
08/19/2021		Instructor I	Visayas State University	26,624.00	12-3	Temporary	Y
08/19/2021		Instructor I	Visayas State University	26,624.00	12-3	Temporary	Y
01/01/2021		Instructor I	Visayas State University	26,336.00	12-2	Temporary	Y
01/01/2021		Instructor I	Visayas State University	26,336.00	12-2	Temporary	Y
01/01/2020		Instructor I	Visayas State University	24,779.00	12-2	Temporary	Y
08/01/2019	12/31/2019	Instructor I	Visayas State University	23,222.00	12-2	Temporary	Y
01/01/2019	07/31/2019	Instructor I	Visayas State University	23,222.00	12-2	Temporary	Y
08/19/2018	12/31/2018	Instructor I	Visayas State University	22,149.00	12-1	Temporary	Y
08/01/2018	08/18/2018	Instructor I	Visayas State University	22,149.00	12-1	Temporary	Y
08/01/2018	07/31/2019	Instructor I	Visayas State University	22,149.00	12-1	Temporary	Y
01/01/2018	07/31/2018	Instructor I	Visayas State University	22,149.00	12-1	Temporary	Y
08/01/2017	12/31/2017	Instructor I	Visayas State University	21,387.00	12-1	Temporary	Y
01/01/2017	07/31/2017	Instructor I	Visayas State University	21,387.00	12-1	Temporary	Y
10/01/2016	12/31/2016	Instructor I	Visayas State University	20,651.00	12-1	Temporary	Y
01/01/2016	09/30/2016	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
03/16/2015	10/31/2015	Instructor I	Visayas State University	19,940.00	-	Temporary	Y
01/01/2011	02/28/2011	Administrative Officer III	Local Government Unit – Makati	25,259.00	-	Permanent	Y
01/01/2010	12/31/2010	Administrative Officer III	Local Government Unit – Makati	22,214.00	-	Permanent	Y
08/03/2009	12/31/2009	Administrative Officer III	Local Government Unit – Makati	19,167.92	-	Permanent	Y
07/01/2009	08/02/2009	Community Affairs Officer II	Local Government Unit – Makati	696.68	-	Casual	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/15/2025
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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						
	01/05/2009	06/30/2009	Community Affairs Officer II	Local Government Unit – Makati	696.68	-	Casual	Y
	07/01/2008	12/31/2008	Community Affairs Officer II	Local Government Unit – Makati	696.68	-	Casual	Y
	01/02/2008	06/30/2008	Community Affairs Officer II	Local Government Unit – Makati	633.36	-	Casual	Y
	07/01/2007	12/31/2007	Community Affairs Officer II	Local Government Unit – Makati	633.36	-	Casual	Y
	01/02/2007	06/30/2007	Community Affairs Officer II	Local Government Unit – Makati	575.77	-	Casual	Y
	07/03/2006	12/31/2006	Community Affairs Officer II	Local Government Unit – Makati	575.77	-	Casual	Y
	01/02/2006	06/30/2006	Community Affairs Officer II	Local Government Unit – Makati	575.77	-	Casual	Y
	01/01/2005	12/31/2005	Administrative Officer II	Visayas State University	478.86	-	Casual	Y
	07/16/2004	12/31/2004	Administrative Officer II	Visayas State University	478.86	-	Casual	Y
(Continue on separate sheet if necessary)								
SIGNATURE			DATE		09/15/2025			

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			
	Technology Transfer Protocol Development Mentorship Series	12/06/2023	12/07/2023	16	Technical	IPOPHL, DOST-PCAARRD and Cavite State University
	Regional Intellectual Property Master Class Series	05/09/2023	05/25/2023	48	Technical	RAISE (Regional Agri-Aqua Innovation System Enhancement) Eastern Visayas
	Regional IP and Product Commercialization Seminar-Workshop	12/01/2022	12/02/2022	16	Technical	Samar State University thru RAISE Program
	Copyright Awareness Seminar	08/03/2022	08/03/2023	8	Technical	The Intellectual Property Office of the Philippines
	Identification of Business Opportunities and Feasibility Study Preparation for IGP Managers	07/18/2022	07/20/2022	16	Technical	VSU-IGP Committee
	Intellectual Property (IP) Policy Development Mentorship Series	08/31/2021	09/01/2021	16	Technical	IPOPHL, DOST-PCAARRD and Cavite State University
	Faculty Training on Technopreneuership Teaching	04/26/2021	05/14/2021	48	Instruction	AusAid , PhilDev and UNDP
	Intellectual Property (IP) Audit	09/09/2020	09/09/2020	8	Technical	Intellectual Property Office of the Philippines
	Webinar on Introduction to Copyright and Fair use for Educators	08/28/2020	08/28/2020	4	Technical	IPOPHL & VSU
	Webinar Series on Innovation, Intellectual Property and Technology Commercialization: Topic 2: CREATING SPINOFFS FROM UNIVERSITY INNOVATIONS	07/29/2020	07/30/2020	16	Technical	PCIEERD & in partnership with:Caraga State University,De La Salle University,Mapua University,University of the Philippines Diliman, University of the Philippines Los Baños & Alliance of Technology Transfer Professionals of the Philippines (ATOP)
	Webinar Series on Innovation, Intellectual Property and Technology Commercialization: Topic 1: Fundamentals of Innovation, Intellectual Property and Technology Commercialization	06/25/2020	06/26/2020	16	Technical	PCIEERD & in partnership with:Caraga State University,De La Salle University,Mapua University,University of the Philippines Diliman,University of the Philippines Los Baños & Alliance of Technology Transfer Professionals of the Philippines (ATOP)

(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)
	- Basic computer literacy skills - Time Management skills - Positive and can work independently		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/15/2025
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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>Maria Juliet C. Ceniza</td><td>VSU, Baybay City, Leyte</td><td></td></tr><tr><td>Alan B. Loreto</td><td>Philrootcrops, VSU, Baybay City, Leyte</td><td></td></tr><tr><td>Feliciano G. Sinon</td><td>Kilbourne St. VSU, Visca, Baybay City, Leyte</td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	Maria Juliet C. Ceniza	VSU, Baybay City, Leyte		Alan B. Loreto	Philrootcrops, VSU, Baybay City, Leyte		Feliciano G. Sinon	Kilbourne St. VSU, Visca, Baybay City, Leyte	
NAME	ADDRESS	TEL. NO.												
Maria Juliet C. Ceniza	VSU, Baybay City, Leyte													
Alan B. Loreto	Philrootcrops, VSU, Baybay City, Leyte													
Feliciano G. Sinon	Kilbourne St. VSU, Visca, Baybay City, Leyte													
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.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: VSU ID ID/License/Passport No.: V00871 Date/Place of Issuance: 06/05/2015 / VSU, Baybay City, Leyte	Signature (Sign inside the box) 09/15/2025 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														