

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	Sumaria			
FIRST NAME	Ma. Grace	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Curay			
3. DATE OF BIRTH (mm/dd/yyyy)	08/09/1993	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	N/A N/A N/A N/A BAYBAY City/Municipality	
7. HEIGHT (m)	1.64	ZIP CODE	6521	
8. WEIGHT (kg)	60.00			
9. BLOOD TYPE	N/A		18. PERMANENT ADDRESS	N/A N/A N/A N/A BAYBAY City/Municipality
10. GSIS ID NO.	2005056942		ZIP CODE	6521
11. PAG-IBIG ID NO.	917082576782			
12. PHILHEALTH NO.	120254758839			
13. SSS NO.	3454296289	19. TELEPHONE NO.	N/A	
14. TIN NO.	477051276000	20. MOBILE NO.	909-390-5057	
15. AGENCY EMPLOYEE NO.	V00921	21. E-MAIL ADDRESS (if any)	grace.sumaria@vsu.edu.ph	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	SUMARIA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	RAYMOND	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	GUMBA			
OCCUPATION	UNEMPLOYED			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	NONE			
24. FATHER'S SURNAME	CURAY			
FIRST NAME	RICARDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	GULTIA			
25. MOTHER'S MAIDEN NAME	BLESS BUYO MOQUIRING			
SURNAME	MOQUIRING			
FIRST NAME	BLESS			
MIDDLE NAME	BUYO		(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	Alicia Central Elementary School	Elementary	2001	2007		2007	N/A
SECONDARY	Ubay National Science High School	High School	2007	2010		2010	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Agricultural Engineering	2010	2015		2015	N/A
GRADUATE STUDIES	University of the Philippines	Master of Science in Environmental Engineering	2017	2020		2020	CHED
PLEASE SEE ATTACHMENT A							
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		01/08/2025		

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	Universiti Putra Malaysia	PhD in Agricultural Waste Engineering	2024		On -going		
(Continue on separate sheet if necessary)								
SIGNATURE				DATE		01/08/2025		

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
	Agricultural Engineer	73.67	08/25/2015	Metro Manila	0008067	08/09/2023

(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	PRESENT	Instructor III	Visayas State University	35,434.00	14-1	Permanent	Y
01/01/2024	04/21/2024	Instructor I	Visayas State University	31,568.00	12-4	Permanent	Y
01/01/2023		Instructor I	Visayas State University	30,028.00	12-4	Permanent	Y
06/03/2022		Instructor I	Visayas State University	28,471.00	12-4	Permanent	Y
01/16/2022		Instructor I	Visayas State University	28,471.00	12-4	Permanent	Y
01/01/2022		Instructor I	Visayas State University	28,180.00	12-3	Temporary	Y
01/01/2022		Instructor I	Visayas State University	27,608.00	12-1	Temporary	Y
08/01/2021	07/31/2022	Instructor I	Visayas State University	26,052.00	12-1	Temporary	Y
01/01/2021		Instructor I	Visayas State University	26,052.00	12-1	Temporary	Y
07/30/2020	07/31/2021	Instructor I	Visayas State University	24,495.00	12-1	Temporary	Y
07/30/2020	07/31/2021	Instructor I	Visayas State University	24,495.00	12-1	Temporary	Y
01/01/2020	07/29/2020	Instructor I	Visayas State University	24,495.00	12-1	Temporary	Y
08/01/2019	12/31/2019	Instructor I	Visayas State University	22,938.00	12-1	Temporary	Y
01/01/2019	07/31/2019	Instructor I	Visayas State University	22,938.00	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
08/16/2016	12/31/2016	Instructor I	Visayas State University	20,651.00	12-1	Temporary	Y

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SIGNATURE		DATE	01/08/2025
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VI. VOLUNTARY WORK OR INVOLEMENT 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			
	Workshop on Anaerobic Digestion: Biomass to Renewable Energy Processes	12/16/2024	12/17/2024	16	Technical	Faculti Kejuruteraan, Universiti Putra Malaysia
	TIPS FOR GRADUATE STUDIES AND TECHNICAL WRITING” BY PROF. DR. JAY JIAYANG CHENG FROM NORTH CAROLINA STATE UNIVERSITY, USA	12/13/2024	12/13/2024	4	Research	Fakulti Kejuruteraan, Universiti Putra Malaysia
	Bioresource Recovery from Wastewater with Growing Lemnaceae for the Production of Biofuels and Animal Feed	12/13/2024	12/13/2024	4	Research	Faculty of Engineering, Universiti Putra Malaysia (UPM)
	Workshop on Response Surface Methodology (RSM)	11/25/2024	11/25/2024	8	Technical	Malaysian and Society of Agricultural and Food Engineers (MSAE)
	Bibliometric Basic: From Data to Publication	11/05/2024	11/06/2024	16	Technical	Universiti Putra Malaysia
	Advanced Literature Search	11/04/2024	11/04/2024	4	Research	Universiti Putra Malaysia Perpustakaan Sultan Abdul Samad
	Academic Writing Series1: How to Write a High-Impact Research Paper	10/29/2024	10/29/2024	4	Research	Universiti Putra Malaysia Chulalongkorn University
	'Authorship Workshop - Harnessing data and Artificial Intelligence for agricultural research: a deep dive into CABI's resources and tools'	10/15/2024	10/15/2024	4	Research	Universiti Putra Malaysia and CABI
	Organizing the seminar on "Advancing Local Water Governance for Peace"	03/22/2024	03/22/2024	4	Technical	Visayas State University
	Participated in the 2024 Research Proposal Writing	03/11/2024	03/12/2024	16	Research	Visayas State University
	Participated in the 2024 Research Writeshop	02/21/2024	02/21/2024	8	Research	Visayas State University
	Participated in the Women's and Gender Studies Association of the Philippines Annual International Conference 2023 with the theme "Feminist Strategies for Gender Equitable, Inclusive, and Sustainable Global Features: Challenges, Responses, Possibilities"	11/22/2023	11/24/2023	24	Managerial	Women's and Gender Studies Association of the Philippines
	Workshop on the Development of Road Map in Support to Manpower Complement Enforcement Activities	10/18/2023	10/20/2023	24	Technical	Department of Agriculture-Bureau of Agricultural and Fisheries Engineering (DA-BAFE)
	Participated in the 6th International Conference on Agricultural and Food Engineering (CAFEI2023)	08/16/2023	08/17/2023	16	Technical	Universiti Putra Malaysia
	Regional Intellectual Property Master Class Series (IPMC)	05/09/2023	05/25/2023	48	Technical	Visayas Consortium for Agriculture, Aquatic and Natural Resources Program (VICARP) through the Regional Agri-Aqua Innovation System Enhancement (RAISE) Program
	Organizing the webinar on "Exploring Initiatives in Solving Water and Sanitation Crisis"	03/22/2023	03/22/2023	3	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	2023 National Agricultural and Fisheries Mechanization Summit Cum 2022 National Agricultural and Fisheries Machinery Assemblers, Manufacturers, Importers, Distributors and Dealers Accreditation and Classification (NAMDAC) Year-end Performance Review	03/08/2023	03/09/2023	16	Technical	Department of Agriculture - Philippine Council for Agriculture and Fisheries

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)
	PROFICIENCY IN MICROSOFT OFFICE APPLICATIONS		2020 Publication Award		Philippine Society of Agricultural Engineers
	PROFICIENCY IN AutoCAD and C++ programming language		Awarded as Top five percent (5%) of all incumbent officials and employees of VSU who got Outstanding Rating in CY 2021		

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SIGNATURE		DATE	01/08/2025
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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			
	Nationwide Consultation on the ABE Table of Specifications (TOS) and Updates of the ABE Profession	03/02/2023	03/03/2023	12	Instruction	University of the Philippines Los Banos and Professional Regulation Commission
	participated in the "Mandatory Orientation and Reorientation of Academic Advisers, Department Enrollment Focal Persons, 2nd Semester A.Y. 2022-2023"	02/10/2023	02/10/2023	4	Instruction	Visayas State University
	PSABE 8 Regional Convention with the theme "Empowered Agricultural and Biosystems Engineers: Effective Catalysts for Countryside Development and National Food Security"	02/02/2023	02/03/2023	16	Technical	VSU Department of Agricultural and Biosystems Engineering and PSABE-8
	Participated in the 6th Philippine Solid & Hazardous Waste Management Conference in conjunction with the 3rd International Conference on Circular Economy-based Waste Management	12/02/2022	12/03/2022	16	Technical	Department of Environmental and Natural Resources
	3 days Extension Training-Workshop on Developing Extension Project Proposal	11/23/2022	11/25/2022	24	Research	Office of the Vice President for Research, Extension and Innovation
	34th Joint ViCARP and RRDEN Regional Research, Development and Extension Symposium	11/17/2022	11/18/2022	16	Research	Visayas Consortium for Agriculture, Aquatic and Natural Resources Program (ViCARP)
	Participated in the VSU Faculty Onboarding with the theme "Padayon sa Panaghiusa, VSU" 1st Semester A.Y. 2022-2023	09/05/2022	09/27/2022	24	Instruction	Visayas State University
	Mandatory Orientation and Reorientation of Academic Advisers, Department Enrollment Focal Persons, and College Hotline Agents	08/25/2022	08/25/2022	4	Instruction	Visayas State University
	Supplemental Licensure Examination for Agricultural and Biosystems Engineer Review	06/17/2022	06/17/2022	8	Instruction	Visayas State University - URS
	Participated in the VSU Faculty Onboarding with the theme "Padayon VSU"	02/07/2022	02/08/2022	16	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Participated in the 5th Philippine Solid & Hazardous Waste Management Conference in conjunction with the 2nd International Conference on Circular Economy-based Waste Management	12/02/2021	12/03/2021	16	Technical	Department f Environmental and Natural Resources
	Participated in the "Training Program For State Universities And Colleges: Testing and Evaluation Of Agricultural Machinery"	04/30/2021	05/28/2021	15	Technical	Agricultural Machinery Testing and Evaluation Center
	Poster Presenter during the Water Security and Climate Change (WSCC) Digital Conference 2021	03/01/2021	03/04/2021	40	Technical	TH Koln, Faculty of Spatial Development and Infrastructure Systems & Vietnam Academy for Water Resources
	Attended the ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	3	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Completed the "Online Trainor's Training on Software-Aided Feasibility Study Preparation And Evaluation For Agricultural and Fisheries Facilities and Mechanization Projects"	09/21/2020	09/28/2020	64	Technical	Department of Agriculture Bureau of Agricultural and Fisheries Engineering
	Participated in the "Webinar on Introduction to Copyright and Fair Use for Educators"	08/28/2020	08/28/2020	3	Instruction	VSU Office of the Director for Innovation
	Paper Presenter during the 6th International Conference on Multidisciplinary Research (6ICMR) to her paper entitled "Performance Evaluation of a Solar Dryer "	02/06/2020	02/08/2020	2	Technical	La Consolacion College Bacolod (LCCB)
	Paper Presenter during the 6th International Conference on Multidisciplinary Research (6ICMR) to her paper entitled "Comparative Characterization of Charcoal Produced By Different Pyrolyzing Techniques"	02/06/2020	02/08/2020	2	Technical	La Consolacion College Bacolod (LCCB)
	Participated in the 6th International Conference on Multidisciplinary Research (6ICMR)	02/06/2020	02/08/2020	24	Technical	La Consolacion College Bacolod (LCCB)
	Participated in the 2nd Development of Location Specific CAMDT Workshop	08/14/2017	08/15/2017	16	Technical	University of the Philippines Los Banos
	Workshop in Preparation for Level III Phase 2 AACUP Accreditation	06/20/2017	06/21/2017	16	Instruction	Visayas State University-QAC
	Participated in the "Development of Location Specific CAMDT Workshop"	04/24/2017	04/25/2017	16	Technical	University of the Philippines Los Banos
	Participated in the 28th Philippine Agricultural Week", 14th International Agricultural Engineering Conference Exhibition", and "67th PSAE Annual National Convention"	04/23/2017	04/29/2017	56	Technical	Philippine Society of Agricultural Engineers
	Resource person on "Climate Information Services (CIS) Provisioning in Agriculture Sector" Regional Training for Visayas	12/12/2016	12/14/2016	24	Technical	University of the Philippines Los Banos
	Participated in the National Trainers' Training for a component of AMIA 2 on "Climate Information Services (CIS) Provisioning in Agriculture Sector"	11/28/2016	12/02/2016	42	Technical	University of the Philippines Los Banos
	Seminar on Research Ethics and Techniques in Scientific Writing	10/26/2016	10/26/2016	4	Technical	Visayas State University
	Agricultural Engineering Seminar and Exhibit with a theme "State-of-the-Art Agricultural Engineering Technologies Knowledge Acquisition and Application"	10/26/2016	10/26/2016	4	Technical	Philippine Society of Agricultural Engineers (PSAE-VSU)
	13th International Agricultural Engineering Conference and Exhibition", "60th PSAE Annual National Convention", and " 27th Philippine Agricultural	04/24/2016	04/30/2016	56	Technical	Philippine Society of Agricultural Engineers
(Continue on separate sheet if necessary)						
SIGNATURE					DATE	01/08/2025

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>Roberto C. Guarte</td><td>Visca, Baybay City, Leyte</td><td>09173108078</td></tr><tr><td>Arthur I. Tambong</td><td>Visca, Baybay City, Leyte</td><td>09211951438</td></tr><tr><td>Daniel Leslie S. Tan</td><td>Visca, Baybay City, Leyte</td><td>09328685396</td></tr></table>			NAME	ADDRESS	TEL. NO.	Roberto C. Guarte	Visca, Baybay City, Leyte	09173108078	Arthur I. Tambong	Visca, Baybay City, Leyte	09211951438	Daniel Leslie S. Tan	Visca, Baybay City, Leyte	09328685396
NAME	ADDRESS	TEL. NO.												
Roberto C. Guarte	Visca, Baybay City, Leyte	09173108078												
Arthur I. Tambong	Visca, Baybay City, Leyte	09211951438												
Daniel Leslie S. Tan	Visca, Baybay City, Leyte	09328685396												
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.) <i>PLEASE INDICATE ID Number and Date of Issuance</i> Government Issued ID: VSU ID ID/License/Passport No.: V00921 Date/Place of Issuance: 08/16/2016 / Visca, Baybay City, Leyte	Signature (Sign inside the box) 01/08/2025 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														