

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	Sugano				
FIRST NAME	Sarah Jean			NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Cabanillas				
3. DATE OF BIRTH (mm/dd/yyyy)	11/28/1992	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	Ticad, Bantayan, Cebu	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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS			
7. HEIGHT (m)	1.46	ZIP CODE	House/Block/Lot No. Street		
8. WEIGHT (kg)	54.00		Subdivision/Village Barangay		
9. BLOOD TYPE	O		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.	V01212		City/Municipality Province		
19. TELEPHONE NO.	N/A	20. MOBILE NO.	9755668948		
21. E-MAIL ADDRESS (if any)	sarah.sugano@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	Sugano			
FIRST NAME	Rolando	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Pait			
25. MOTHER'S MAIDEN NAME	Marilyn Marfa Cabanillas			
SURNAME	Sugano			
FIRST NAME	Marilyn			
MIDDLE NAME	Cabanillas		(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	Bantayan Central Elem. School	Elementary	2001	2005	None	2005	
SECONDARY	Bantayan Central Elem. School	High School	2005	2009		2009	
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Biotechnology	2009	2013		2013	Cum Laude
GRADUATE STUDIES	University of the Philippines Los Baños	Master of Science in Molecular Biology and Biotechnology	2017	2020	Graduate	2020	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/21/2022
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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		
	Lakas Angkan Ministry Incorporation (LAMI) Upper Guadalupe, Baybay City, Leyte	06/22/2010	PRESENT	1	Bible Study Leader

(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			
	Biotechnology for Green Recovery Session 1: Biotechnology in Achieving a Resilient and Progressive Food System	11/21/2021	11/21/2021	4	Technical	DA-Biotech
	Seminar/Lecture on Intellectual Property Awareness and Commercialization of Technologies	11/04/2021	11/04/2021	5	Technical	OVPREI- Office of the Director for Innovation and TBI VSU
	Fiber Optic Network Technology	10/16/2021	10/23/2021	12	Technical	Philippine Society for Cell Biology
	Genomics and Agriculture: Tool Set of Agricultural Genomics	10/01/2021	10/01/2021	5	Research	Philippine Genome Center- Mindanao
	Vaccine Types and their Effectiveness	09/29/2021	09/29/2021	4	Technical	Philippine Normal University
	Attaining Work-Life Flexibility	09/01/2021	09/01/2021	4	Instruction	Commission on Higher Education
	Food Safety in the Food Science Industry	08/27/2021	08/27/2021	4	Technical	DOST
	SIBOL 2021: Technologies for the New Normal	08/26/2021	08/26/2021	4	Technical	DOST
	Webinar on Shelf-life Analysis for Micro-Scale Food Processors	08/18/2021	08/18/2021	5	Technical	DOST
	Webinar on Shelf-life Analysis for Micro-Scale Food Processors	08/16/2021	08/16/2021	4	Research	DOST-Quezon
	The 6th International Conference of Indonesian Society for Lactic Acid Bacteria and Gut Microbiota	08/13/2021	08/13/2021	8	Research	Philippine Society of Lactic Acid Bacteria
	Syllabi-Making Workshop	07/21/2021	07/30/2021	10	Instruction	Department of Biotechnology
	Attaining Work-Life Flexibility	07/21/2021	07/23/2021	9	Technical	Department of Biotechnology
	Good Laboratory Practices and Quality Assurance in Food Analysis: Webinar	06/18/2021	06/18/2021	4	Technical	VISAYAS STATE UNIVERSITY
	Laboratory Animal Training for Biomedical Research Virtual Lectures	04/12/2021	05/03/2021	12	Research	UNIVERSITY OF THE PHILIPPINES DILIMAN
	WEBINAR ON IS COVID VACCINE RIGHT FOR YOU?	02/23/2021	02/23/2021	4	Technical	Visayas State University
	WEBINAR ON 'UNVEIL THE IMMUNE RESPONSE TO CANCER AND INFECTIOUS DISEASE WITH POWERFUL IMMUNOASSAYS	02/10/2021	02/10/2021	4	Technical	Labroots, Your Science Network

PLEASE SEE ATTACHMENT A

(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		Finalist-Best RDE Poster		Philippine Society for Cell Biology

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/21/2022
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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 checked="" type="checkbox"/>YES<input type="checkbox"/>NO</div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div></div> <div>If YES, give details: _____</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 checked="" 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 checked="" 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 checked="" 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><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details: _____</div></div><div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</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<input checked="" 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><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, please specify: _____</div></div><div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, please specify ID No _____</div></div><div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</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><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>Ma. Theresa P. Loreto</td><td>VisCA, Baybay City, Leyte</td><td>09194191951</td></tr><tr><td>Edgardo Tulin</td><td>VisCA, Baybay City, Leyte</td><td>09173108081</td></tr><tr><td></td><td></td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	Ma. Theresa P. Loreto	VisCA, Baybay City, Leyte	09194191951	Edgardo Tulin	VisCA, Baybay City, Leyte	09173108081			
NAME	ADDRESS	TEL. NO.												
Ma. Theresa P. Loreto	VisCA, Baybay City, Leyte	09194191951												
Edgardo Tulin	VisCA, Baybay City, Leyte	09173108081												
<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></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>02/21/2022</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><div>Person Administering Oath</div></div>														