

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	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:		
4. PLACE OF BIRTH	Ticad, Bantayan, Cebu	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	Warner Zone 1 House/Block/Lot No. Street Guadalupe (Utod) Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521		
7. HEIGHT (m)	1.46	18. PERMANENT ADDRESS	Warner House/Block/Lot No. Street Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521		
8. WEIGHT (kg)	52.00				
9. BLOOD TYPE	O				
10. GSIS ID NO.	N/A				
11. PAG-IBIG ID NO.	N/A				
12. PHILHEALTH NO.	N/A	ZIP CODE	6521		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A		
14. TIN NO.	N/A	20. MOBILE NO.	975-566-8948		
15. AGENCY EMPLOYEE NO.	V01212	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	N/A
SECONDARY	Bantayan Central Elem. School	High School	2005	2009		2009	N/A
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	N/A

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	09/05/2025

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		
	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			
	Webinar Series: My Cell Biography	09/24/2022	09/24/2022	4	Technical	Philippine Society for Cell Biology
	2022 International Food Value Chain Webinar and Workshop	09/12/2022	09/16/2022	24	Technical	Visayas State University; Department of Agriculture
	46TH Annual Conference of the Malaysian Society for Biochemistry and Molecular Biology	08/24/2022	08/26/2022	48	Research	Malaysian Society for Biochemistry and Molecular Biology
	Typhoon Awareness & Calamity Readiness	06/29/2022	06/29/2022	3	Technical	Department of Meteorology
	Women: Where are You and Where Do you want to be?" Women as Biomedical and Biotechnology Innovators	03/31/2022	03/31/2022	3	Technical	Department of Science and Technology- National Academy of Science and Technology
	Main Conference Day 1 DOST- PCHRD 40th Anniversary Celebration	03/17/2022	03/17/2022	3	Technical	Department of Science and Technology
	Pre-conference of the DOST- PCHRD's	03/16/2022	03/16/2022	3	Technical	Department of Science and Technology Philippine Council for Health Research and Development
	Forum: Women Inspiring Women	03/07/2022	03/07/2022	3	Technical	GENDER RESOURCE CENTER
	24th Anniversary Virtual Conference of the National Institutes of Health	03/02/2022	03/02/2022	3	Technical	National Institutes of Health University of the Philippines Los Banos
	GMP and HACCP in the Food Industry	02/22/2022	02/22/2022	4	Technical	Glenwood Technologies
	VSU Faculty Onboarding "Welcome Academic Year 2021-2022"	02/07/2022	02/08/2022	24	Instruction	Visayas State University
	Trends in Soft Matter Research and Its Applications	02/04/2022	02/04/2022	3	Technical	Department of Physics, College of Arts and Sciences
	Attaining Work-Life Flexibility	01/18/2022	01/18/2022	4	Technical	Department of Science and Technology
	1st CRADLE Symposium: Science Kusina-Innovative Breakthroughs in Food Teachnology, Health and Nutrition	01/18/2022	01/18/2022	2	Technical	DOST Science for Change Program
	FORUM: How I Became a Neuroscientist: Challenges and Opportunities for Aspiring Filipino Neuroscientist	01/13/2022	01/13/2022	4	Technical	DOST -8
	Lecture: Neuroscience of Pain: Role of the Peripheral Nervous System and the Discovery of a Novel Analgesic	01/12/2022	01/12/2022	4	Technical	DOST-8
	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

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)
	Critical Thinking		Finalist-Best RDE Poster		Philippine Society for Cell Biology
	Event Organizer				
	Driving two/four wheels vehicles				
	Basic MS Visual Basic Application				
	Ability to format and manipulate reports, data, spreadsheets and graphics packages(i.e MS Office) an				
	Can work either individually or in a team				

PLEASE SEE ATTACHMENT B

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/05/2025
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Attachment A.1

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			
	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
	Online Training:Sample Preparation for Proximate Analysis of Food & Biological Sample Preparation for Scanning Electron Microscopy (SEM)	10/21/2021	10/21/2021	8	Technical	BIOTECH-University of the Philippines Los Banos
	Fiber Optic Network Technology	10/16/2021	10/23/2021	15	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
	Attaining Work-Life Flexibility	07/21/2021	07/23/2021	9	Technical	Department of Biotechnology
	Syllabi-Making Workshop	07/21/2021	07/30/2021	10	Instruction	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
	LICENSURE EXAMINATION FOR TEACHERS (LET) REVIEW	12/01/2020	12/05/2020	12	Research	PHILIPPINE SOCIETY OF BIOCHEMISTRY AND MOLECULAR BIOLOGY
	VIRTUAL 16TH BIOTECHNOLOGY WEEK: KEEPING YOUR FOOD FRESH AND SAFE	11/25/2020	11/25/2020	5	Technical	DEPARTMENT OF SCIENCE AND TECHNOLOGY
	ONLINE COURSE FIRST STEP KOREAN COURSE CERTIFICATE	11/01/2020	12/05/2020	255	Instruction	DOST Coursera
	BIOSAFETY EDUCATION AND AWARENESS AGAINST COVID-19	04/14/2020	05/14/2020	90	Technical	NATIONAL TRAINING CENTER FOR BIOSAFETY AND BIOSECURITY, UP MANILA
	CRISPR CAS9:Principles, Application, & Related Issues Seminar	02/27/2019	02/27/2019	4	Research	University of the Philippines Los Banos
	Seminar on Ethics in Research and Publication	06/04/2014	06/04/2014	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Job Seeking Seminar	03/14/2013	03/14/2013	5	Technical	DOPAC, VSU
	Tissue Culture Training	10/20/2010	10/29/2010	80	Technical	National Abaca Research Center, Visayas State University
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	09/05/2025	

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>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												
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: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A	Signature (Sign inside the box) 09/05/2025 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														