

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	Sacmar		
FIRST NAME	Monica	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Ebal		
3. DATE OF BIRTH (mm/dd/yyyy)	08/26/1995	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Cebu City	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	House/Block/Lot No. Street Patag Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.52	ZIP CODE	6521
8. WEIGHT (kg)	55.00		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	
11. PAG-IBIG ID NO.	121329907515		
12. PHILHEALTH NO.	N/A		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	6311493260000	20. MOBILE NO.	919-790-2600
15. AGENCY EMPLOYEE NO.	VJO02140	21. E-MAIL ADDRESS (if any)	monica.sacmar@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	Diwa S. Plaza	07/28/2013
MIDDLE NAME	N/A		Habi S. PLaza	09/14/2016
OCCUPATION	N/A		Alab S. Israel	12/19/2020
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Noel			
FIRST NAME	Sacmar	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Dulfo			
25. MOTHER'S MAIDEN NAME	Sabina L. Ebal			
SURNAME	Ebal			
FIRST NAME	Sabina			
MIDDLE NAME	Lapinig		(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	Lahug Elementary School	Elementary	2001	2007		2007	N/A
SECONDARY	Lyceum of Cebu	High School	2011	2013		2013	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Agriculture (Major in Agricultural Extension)	2015	2023		2023	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/17/2024
-----------	--	------	------------

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			
	Attended the ISO 9001:2015 Awareness/Re-awareness Seminar	09/09/2024	09/09/2024	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Coffee Production	09/05/2024	09/05/2024	8	Technical	DA-Agricultural Training Institute
	Coffee Harvesting, Processing, and Grading	09/04/2024	09/04/2024	8	Technical	Department Of Science and Technology – Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development
	Dragon Fruit Processing: Wine and Vinegar Making	09/03/2024	09/03/2024	8	Technical	Department Of Science and Technology – Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development
	Cacao Primary Processing	09/02/2024	09/02/2024	5	Technical	Department Of Science and Technology – Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development
	Herd Management for Enhanced Reproduction and Breeding Efficiency in Water Buffalo	08/30/2024	08/30/2024	3	Technical	Department of Agriculture - Philippine Carabao Center National Headquarters and Gene Pool
	Seminar Workshop on 5S at the Workplace	07/30/2024	07/30/2024	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	CY 2024 RD In-House Review	07/08/2024	07/12/2024	40	Research	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Farmer and Fisherfolks Day 2024	04/27/2024	04/27/2024	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	2nd AbanTeknolohiya: Industry Fireside Chat	03/20/2024	03/20/2024	8	Research	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	2nd AbanTeknolohiya: Technology Pitch Day Competition	03/19/2024	03/19/2024	8	Research	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Research Writeshop	02/21/2024	02/21/2024	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Human Resource Information System Software Onboarding	12/06/2023	12/06/2023	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	"Unlocking Excellence: The 5S Resolution for Clerks and Heads at Visayas State University"	11/29/2023	11/29/2023	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	CY 2023 RD In-House Review	09/07/2023	09/08/2023	16	Research	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	CY 2023 In-House Review	09/07/2023	09/08/2023	16	Research	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	ISO 9001:2015 Awareness/ Re-awareness Webinar	08/29/2023	08/29/2023	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "

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		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/17/2024
-----------	--	------	------------

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 I have 3 children												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) <table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.									
NAME	ADDRESS	TEL. NO.												
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: TIN ID/License/Passport No.: 6311493260000 Date/Place of Issuance: 08/02/2023 / Ormoc City	Signature (Sign inside the box) 09/17/2024 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														