

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 () ☐ 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	SALES		
FIRST NAME	MARITES		NAME EXTENSION (JR., SR)
MIDDLE NAME	AYAGAN		
3. DATE OF BIRTH (mm/dd/yyyy)	1/19/1973	16. CITIZENSHIP	<input type="checkbox"/> Filipino <input checked="" type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input checked="" type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Talisay, Negros Occidental	If holder of dual citizenship, please indicate the details.	
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)	148	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	63		Subdivision/Village Barangay
9. BLOOD TYPE	O+		City/Municipality Province
10. GSIS ID NO.			
11. PAG-IBIG ID NO.			
12. PHILHEALTH NO.		18. PERMANENT ADDRESS	Candadam House/Block/Lot No. Street Mirambel Subdivision/Village Barangay Baybay Leyte City/Municipality Province 6521
13. SSS NO.		19. TELEPHONE NO.	
14. TIN NO.		20. MOBILE NO.	
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	marites.sales1@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)	
MIDDLE NAME			
OCCUPATION			
EMPLOYER/BUSINESS NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			
24. FATHER'S SURNAME	SALES		
FIRST NAME	NENITO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BUENCUCHILLO		
25. MOTHER'S MAIDEN NAME			
SURNAME	AYAGAN		
FIRST NAME	TERESITA		
MIDDLE NAME	MIRANO	(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	ViSCA Foundation Elementary School	Nursery, Kindergarten, Grades 1- 6	6/1/1977	3/1/1985		1985	First Honors
SECONDARY	Experimental Rural High School	First to Fourth Year High School	6/1/1985	4/1/1989		1989	First Honors
VOCATIONAL / TRADE COURSE							
COLLEGE	Visayas State College of Agrciulture	BS Food Technology	6/1/1989	4/1/1993		1993	Cum laude
GRADUATE STUDIES	Hokkaido University (MS), University of Arkansas (PhD)	MS in Agricultural Chemistry, PhD in Cell and Molecular Biology	1997, 2004	2001, 2009		2001, 2009	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	November 17, 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
Driver's License	Class C	9/5/2023	Athens, Georgia, USA		1/19/2032

(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						
7/3/2023	Date	Physical Science Technician	US Department of Agriculture-Agricultural ResearchService			Permanent	Y
5/11/2009	2/1/2023	Program Associate	University of Arkansas-Fayetteville			Permanent	N
8/18/2004	5/10/2009	Senior Graduate Research Assistant	University of Arkansas-Fayetteville			Contractual	N
10/1/2001	7/1/2004	Media Production Specialist	Visayas State University			Permanent	Y
7/1/1999	8/31/2001	Graduate Research Assistant	Hokkaido University			Scholarship	N
6/1/1994	6/30/1999	Media Production Specialist	Visayas State University			Permanent	Y
9/1/1993	5/31/1994	Quality Control Technician	San Miguel Corporation			Permanent	N
6/1/1993	8/31/1993	Research Assistant	Department of Science & Technology Regional Office No. 8			Internship	Y
*Month and year accurate, but not days							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	17 November 2025
-----------	---	------	------------------

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full) <i>*Note: Dates are estimates</i>	INCLUSIVE DATES* (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	Focolare Movement	6/1/1997	Date		Volunteer	
	PanAmerican Society for Pigment Cell Research	9/1/2019	9/1/2022		Member	
	American Association of Immunologists	9/1/2015	9/1/2022		Member	
	American Society for Animal Science	5/1/2009	9/1/2017		Member	
	Gamma Sigma Delta Honor Society for Agriculture	8/1/2007	9/1/2017		Member	
	American Phytopathological Society	8/1/2011	2/1/2014		Member	
	American Society for Plant Biology	8/1/2007	5/1/2012		Member, Planting Science Mentor	
(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			
	Working with the IACUC: Lab Animal Research Training for Investigators, Staff and Students	4/18/2025	4/18/2025	4.0	Technical	Collaborative Institutional Training Initiative
	Working with Poultry in the Laboratory	4/16/2025	4/16/2025	4.0	Technical	American Association for Laboratory Animal Science Foundation
	Basic Biosafety Training for Investigators, Staff and Students Handling Biohazards	2/7/2025	2/7/2025	4.0	Technical	Collaborative Institutional Training Initiative
	Grants 101 Module5: Uniform Guidance - Risk Management and Simple Audit	12/13/2024	12/13/2024	4.0	Managerial	US Department of Agriculture
	Grants 101 Module 4: Uniform Guidance - Cost Principles	12/10/2024	12/10/2024	4.0	Managerial	US Department of Agriculture
	Grants 101 Module 3: Uniform Guidance - Administrative Requirements	11/14/2024	11/14/2024	4.0	Managerial	US Department of Agriculture
	Grants 101 Module 2: Federal Financial Assistance	11/4/2024	11/4/2024	4.0	Managerial	US Department of Agriculture
	Grants 101 Module 1: Laws, Regularions and Guidance	11/4/2024	11/4/2024	4.0	Technical	US Department of Agriculture
	Scientific Integrity Policy Awareness Training	7/8/2024	7/8/2024	4.0	Technical	US Department of Agriculture
(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)	
	Cooking				Focolare Movement	
	Choral singing				Polyphonics, University of Arkansas Master Chorale	
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	17 November 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

35. a. Have you ever been found guilty of any administrative offense?
b. Have you been criminally charged before any court?

☐ YES☒ NO

☐ YES☒ NO

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

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:
Resignation to pursue graduate studies or new position

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

39. Have you acquired the status of an immigrant or permanent resident of another country?

☒ YES☐ NO

If YES, give details (country):
USA

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)

NAME	ADDRESS	TEL. NO.
Marciana Galambao	VSU, Baybay, Leyte	
Rosa Ophelia Velarde	VSU, Baybay, Leyte	
Ma. Aurora Teresita Tabada	VSU, Baybay, 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.

Government issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance
Government issued ID: Passport
ID/License/Passport No.: 681888590
Date/Place of Issuance: 8/27/2022 / US Department of State

Signature (Sign inside the box)
17 November 2025
Date Accomplished

ID picture taken within the last 6 months
4.5 cm. X 3.5 cm
(passport size)

Computer generated or photocopied picture is not acceptable

PHOTO

Right Thumbmark

SUBSCRIBED AND SWORN to before me this , affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4