



# AREA IX

## LABORATORIES

### A7. EVIDENCE OF TRAINING CONDUCTED ON THE PROPER USE OF LABORATORIES



**A.7. Evidence of training conducted on the proper use of laboratories**



documentation:



We were taught on how to put out a fire using a fire extinguisher, a hose from the fire truck and water from a faucet.







Fire drill activities



## 1.7.1. - Natural science laboratory

	UNIVERSITY OF SOUTHERN MINDANAO	
	<b>FACULTY PERSONAL DATA SHEET</b>	

NAME: ELMA G. SEPELAGIO			
CIVIL STATUS: Married			
GENDER: Female			
HOME ADDRESS: USM Compound, Kabacan, Cotabato			
CONTACT NO: 09289613871			
TELEPHONE NO: 64-5722385			
COLLEGE: College of Arts and Sciences			
DEPARTMENT: Department of Biological Sciences			
HIGHEST RELEVANT ACADEMIC DEGREE: Master of Applied Science			
SPECIALIZATION: Microbiology			
INSTITUTION: James Cook University of North Queensland Australia			
YEAR OBTAINED: 2003			
<b>A. EMPLOYMENT / SERVICE RECORD</b>			
	AGENCY	DESIGNATION	INCLUSIVE DATES
	USM	Asst Prof IV	Nov 2011 to present
	USM	Asst Prof III	Sept 2003 – Nov2011
	USM	Asst Prof II	June 2003-Sept 2003
	USM	Instructor II	August 1999-June 2003
	USM	Instructor I	July 1994 – August 1999
<b>B. OTHER WORK EXPERIENCE / DESIGNATION</b>			
	AGENCY	DESIGNATION	INCLUSIVE DATES
<b>C. CIVIL SERVICE ELIGIBILITIES(Include Board Examinations/ TESDA National Certificate)</b>			
	EXAMINATION TAKEN	DATE AND PLACE	RATING
	Philippine Medical Technologist Board Examination	March 1993, Manila	76.2 %
<b>D. SCHOLARSHIP / FELLOWSHIP GRANTS ENJOYED</b>			
	SCHOLARSHIP / GRANT	GRANTING AGENCY	LEVEL (Int'l, Nat'l, Reg'l, Local)
	Master of Applied Science Program	Australian Agency for International Development (AusAID)	International
			2001-2003
<b>E. RECOGNITION / AWARDS RECEIVED</b>			
	SCHOLARSHIP / GRANT	GRANTING AGENCY	LEVEL (Int'l, Nat'l, Reg'l, Local)
<b>F. ACTIVE MEMBERSHIP IN SCIENTIFIC / PROFESSIONAL / HONOR SOCIETY</b>			
	NAME OF ORGANIZATION/HONOR SOCIETY	DATE OF MEMBERSHIP	POSITION
	Phiippine Association of Medical Technologists	1996 to present	Member

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UNIVERSITY OF SOUTHERN MINDANAO

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**FACULTY PERSONAL DATA SHEET**

(PAMET)		
Philippine Society for Microbiology	1998 to present	Member
Philippine Society for Animal Science	2010 to present	Member
<b>G. TECHNICAL COMPETENCE (Consultant, Panelist / Evaluator, Accreditor, Reviewer, etc)</b>		
NAME OF ACTIVITY	SPONSORING / CONCERNED AGENCY	INCLUSIVE DATES

<b>H. LECTURES DELIVERED (use additional sheet if needed)</b>		
TITLE OF PAPER	NAME OF ACTIVITY	DATE AND PLACE

<b>I. INSTRUCTIONAL MATERIALS DEVELOPED</b>	
TITLE	DATE DEVELOPED
Laboratory Manual in Microbial Identification Techniques	2013

<b>J. BOOKS / RELEVANT ARTICLES / CREATIVE WORKS / RESEARCH ARTICLES PUBLISHED (use additional sheet if needed)</b>							
TITLE OF ARTICLE	JOURNAL/ BOOK	VOLUME AND ISSUE NO.	ISSN/ ISBN	PUBLISHER	DATE PUBLISHED	EXTENT OF CIRCULATION	
Photochemistry, Evaluation of Antioxidant, Antimicrobial and Chemo preventive Properties of Local Herbs and Spices	Pests, Diseases and Uses of Selected Herbs and Spices.		ISBN 9789718676431	DA-BAR	2016	National	
Indigenous Herbs and Spices: Uses and Health Benefits.	Pests, Diseases and Uses of Selected Herbs and Spices		ISBN 9789718676431	DA-BAR	2016	National	
Effects of sweet potato green leaves on the glycemic response of diabetics	Journal of the ASEAN Federation of Endocrine Societies		e-ISSN 2308-118X	JAFES	2014	International	

<b>K. TRAININGS, SEMINARS, CONFERENCES ATTENDED (use additional sheet if needed)</b>			
ACTIVITY	DATE	PLACE	SPONSORING AGENCY
		International	

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**FACULTY PERSONAL DATA SHEET**

	(PAMET)		
	Philippine Society for Microbiology	1998 to present	Member
	Philippine Society for Animal Science	2010 to present	Member
<b>G. TECHNICAL COMPETENCE (Consultant, Panelist / Evaluator, Accreditor, Reviewer, etc)</b>			
	NAME OF ACTIVITY	SPONSORING / CONCERNED AGENCY	INCLUSIVE DATES

<b>H. LECTURES DELIVERED (use additional sheet if needed)</b>		
	TITLE OF PAPER	DATE AND PLACE

<b>I. INSTRUCTIONAL MATERIALS DEVELOPED</b>	
	TITLE
	Laboratory Manual in Microbial Identification Techniques
	DATE DEVELOPED
	2013

<b>J. BOOKS / RELEVANT ARTICLES / CREATIVE WORKS / RESEARCH ARTICLES PUBLISHED (use additional sheet if needed)</b>							
	TITLE OF ARTICLE	JOURNAL/ BOOK	VOLUME AND ISSUE NO.	ISSN/ ISBN	PUBLISHER	DATE PUBLISHED	EXTENT OF CIRCULATION
	Photochemistry, Evaluation of Antioxidant, Antimicrobial and Chemo preventive Properties of Local Herbs and Spices	Pests, Diseases and Uses of Selected Herbs and Spices.		ISBN 9789718676431	DA-BAR	2016	National
	Indigenous Herbs and Spices: Uses and Health Benefits.	Pests, Diseases and Uses of Selected Herbs and Spices		ISBN 9789718676431	DA-BAR	2016	National
	Effects of sweet potato green leaves on the glycemic response of diabetics	Journal of the ASEAN Federation of Endocrine Societies		e-ISSN 2308-118X	JAFES	2014	International

<b>K. TRAININGS, SEMINARS, CONFERENCES ATTENDED (use additional sheet if needed)</b>			
	ACTIVITY	DATE	PLACE
			SPONSORING AGENCY
			International

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**FACULTY PERSONAL DATA SHEET**

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National / Regional			
23 <sup>rd</sup> National e-Learning Conference Saint LOUIS University, Baguio City	September 24-26, 2015	Saint Louis University, Baguio City	Philippine e-Learning Society
Workshop on Metrology and calibration of mass, temperature and pressure measuring instruments	September 6-7, 2015	General Santos City	ASTS, Premier Physic Metrology
PAMET National Mid Year Convention	May 18-21, 2015	Puerto Princesa, Palawan	PAMET
CHED-HERRC National Conference, "Higher Education Institutions' R and D for National Development	August 6-8, 2014	Grand Regal Hotel, Davao City	CHED-HERRC
Local			
Basic training on Olympus CX41 with DP27	June 16, 2016	USM Kabacan, Cotabato	Omnibus Bio-Medical Systems Inc.
Fourier Transform Infrared Spectrophotometry Lecture	March 30, 2016	USM Kabacan, Cotabato	Shimadzu Philippines Corp.
Training.com Workshop on Artificial Insemination for Goats	October 7-8, 2013	Central Mindanao University, Musuan, Bukidnon	Central Mindanao University, PCAARRD
20 <sup>th</sup> Philippine Society for Animal Science Scientific Seminar and Annual Convention	October 22-25, 2013	Tagaytay International Convention Center, Tagaytay City, Cavite	Philippine Society for Animal Science (PSAS)
L. PAPERS PRESENTED IN INTERNATIONAL, NATIONAL, REGIONAL, LOCAL FORA			
TITLE OF PAPER	CONVENTION/ CONFERENCE/ SEMINAR/ WORKSHOPS/ SYMPOSIUM, etc.	VENUE	DATE
Mangosteen Rind: A Potential Immunity booster Feed Additive for broiler Chickens (poster presentation)	2014 Fulbright-Philippine Agriculture Alumni Association National Conference on Agriculture and Fisheries	Mariano Marcos State University, City of Batac, Ilocos Norte,	November 23-25, 2014
Indigenous herbs and spices in selected areas of North Cotabato: An ethnobotanical survey	National Research Conference – CHED HERRC	Grand Regal Hotel, Davao City	August 6-8, 2014
Immune Response of NCD and IBD Vaccinated Broiler Chickens Fed Diets with Different Levels of Mangosteen Rind Powder (poster presentation)	21 <sup>st</sup> National Fruit Symposium	University of Southeastern Philippines, Obrero Davao City	October 23, 2013
Immune Response of NCD and IBD Vaccinated Broiler Chickens Fed Diets with Different	21 <sup>st</sup> National Fruit Symposium	University of Southeastern Philippines, Obrero Davao City	October 25, 2013

## FACULTY PERSONAL DATA SHEET

Levels of Mangosteen and Powder (oral paper presentation)					
<b>M. RESEARCH ACTIVITIES (use additional sheet if needed)</b>					
<b>RESEARCH TITLE</b>	<b>DURATION OF IMPLEMENTATION</b>	<b>FUNDING SOURCE</b>	<b>STATUS (on-going/completed)</b>		
Assessment of Locally Processed Hala Chevon of the program on "National S & T on Slaughter Goat".	2013-2014	PCAARRD	completed		
Establishment of the Functionality of the Protocols on Hala Assurance System of the program "National S & T Program on Slaughter Goat".	2013-2013	PCAARRD	completed		
Village-based roll-out of Artificial Insemination Delivery System (AIDS) of the project "Enhancing Goat Performance Thru Alternative Management Interventions and Farm Recording".	2013-2013	PCAARRD	completed		
Photochemistry, Evaluation of Antioxidant, Antimicrobial and Chemopreventive Properties of Local Herbs and Spices.	2013-2014	CHED-HERRC	completed		
Establishment of Quality Assurance Protocol (Project 1) of the program on "National S & T on Slaughter Goat".	2010-2013	PCAARRD	completed		
<b>N. EXTENSION ACTIVITIES (use additional sheet if needed)</b>					
<b>TITLE OF EXTENSION PROJECT</b>	<b>LOCATION</b>	<b>TIME FRAME</b>	<b>FUNDING SOURCE</b>	<b>NUMBER OF CLIENTELE SERVICED</b>	<b>STATUS (on-going/completed)</b>
BIO-nhan 2014	Pisan,	April 24, 2014	USM Biology		On going

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UNIVERSITY OF SOUTHERN MINDANAO

**FACULTY PERSONAL DATA SHEET**

Levels of Mangosteen Rind Powder (oral paper presentation)					
<b>M. RESEARCH ACTIVITIES (use additional sheet if needed)</b>					
<b>RESEARCH TITLE</b>	<b>DURATION OF IMPLEMENTATION</b>	<b>FUNDING SOURCE</b>	<b>STATUS (on-going/completed)</b>		
Assessment of Locally Processed Halal Chevron of the program on "National S & T on Slaughter Goat".	2013-2016	PCAARRD	completed		
Establishment of the Functionality of the Protocols on Halal Assurance System of the program "National S & T Program on Slaughter Goat".	2013-2015	PCAARRD	completed		
Village-based roll-out of Artificial Insemination Delivery System (AIDS) of the project "Enhancing Goat Performance Thru Alternative Management Interventions and Farm Recording".	2013-2015	PCAARRD	completed		
Photochemistry, Evaluation of Antioxidant, Antimicrobial and Chemopreventive Properties of Local Herbs and Spices.	2013-2014	CHED-HERRC	completed		
Establishment of Quality Assurance Protocol (Project 1) of the program on "National S & T on Slaughter Goat".	2010-2013	PCAARRD	completed		
<b>N. EXTENSION ACTIVITIES (use additional sheet if needed)</b>					
<b>TITLE OF EXTENSION PROJECT</b>	<b>LOCATION</b>	<b>TIME FRAME</b>	<b>FUNDING SOURCE</b>	<b>NUMBER OF CLIENTELE SERVICED</b>	<b>STATUS (on-going/completed)</b>
BIO-nhan 2014	Phan,	April 24, 2014	USM Biology		On going

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UNIVERSITY OF SOUTHERN MINDANAO

### FACULTY PERSONAL DATA SHEET

	Kabacan		Department			

**O. PRODUCTION ACTIVITIES**

PROJECT	VOLUME OR AREA OF PRODUCTION	AVERAGE ANNUAL INCOME GENERATED

**P. SPECIAL ABILITIES / SKILLS / HOBBIES**


1. Histopathological techniques and processing
2. Artificial insemination for goats
3. Meat quality assurance

Note: All entries / claims should be supported with authenticated documents.

*[Handwritten Signature]*  
Signature of Faculty






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## 1.7.3. - Computer laboratory

CS Form No. 232 Revised 2017							
PERSONAL DATA SHEET							
WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal cases 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 <input type="checkbox"/> and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. <span style="float: right;">(Do not Stop For CSC use only)</span>							
<b>I. PERSONAL INFORMATION</b>							
1. SURNAME	GALAS						
2. FIRST NAME	CLARENCE DAVE					NAME EXTENSION (Jr., Sr.)	
3. MIDDLE NAME	GALLEGO						
4. DATE OF BIRTH (mm/dd/yyyy)	10/7/1991		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:		
5. PLACE OF BIRTH	Suben Pres, Quirino Sultan Kudarat		If holder of dual citizenship, please indicate the details.		Philippines		
6. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		17. RESIDENTIAL ADDRESS		Address Loc: GC Abilera House/Block/Lot No: Street Purok Address: Poblacion Subdivision/Village: Barangay Municipality: North Cotabato Province:		
7. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/No		18. PERMANENT ADDRESS		Address Loc: GC Abilera House/Block/Lot No: Street Purok Address: Poblacion Subdivision/Village: Barangay Municipality: North Cotabato Province:		
8. HEIGHT (m)	1.85		19. TELEPHONE NO.		094-670-0311		
9. WEIGHT (kg)	68		20. WORKER NO.		0860412207		
10. BLOOD TYPE	Type A		21. EMAIL ADDRESS (Email)		cdgallas@usm.edu.ph		
11. OGD ID NO.							
12. PAG-IBIG ID NO.							
13. PHILHEALTH NO.							
14. SSN NO.							
15. TIN NO.							
16. AGENCY/EMPLOYER NO.							
<b>II. FAMILY BACKGROUND</b>							
22. SPOUSE'S SURNAME	GALAS		23. NAME of CHILDREN (Write full name and date)		DATE OF BIRTH (mm/dd/yyyy)		
24. FIRST NAME	NEREZA		NAME EXTENSION (Jr., Sr.)		CARMEL O NICOLAJAL GALAS		
25. MIDDLE NAME	NOBLEZA				4/20/2007		
26. OCCUPATION	GOV'T EMPLOYEE						
27. EMPLOYER/BUSINESS NAME	MSU						
28. BUSINESS ADDRESS	MARANAO CITY						
29. TELEPHONE NO.							
30. FATHER'S SURNAME	GALAS						
31. FIRST NAME	DARWIN		NAME EXTENSION (Jr., Sr.)				
32. MIDDLE NAME	DUMAYAS						
33. MOTHER'S MARRIAGE NAME	EUGENIO						
34. SURNAME	GALAS						
35. FIRST NAME	MARCELA						
36. MIDDLE NAME	GALLEGO						
(Continue on separate sheet if necessary)							
<b>III. EDUCATIONAL BACKGROUND</b>							
37. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/EDUCATION COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/UNITS EARNED (If not graduated)	YEAR GRADUATED	SCHOOLSHIP/ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	UNIVERSITY LABORATORY SCHOOL	NO			1998	2004	
SECONDARY	UNIVERSITY LABORATORY SCHOOL	BASIC EDUCATION			2004	2007	
VOCATIONAL / TRADE COURSE					2007	211	
COLLEGE	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	BSICS					
GRADUATE STUDIES	MASTERS IN INFORMATION SYSTEMS	MSIS			2015	2018	
(Continue on separate sheet if necessary)							
SIGNATURE					DATE		April 11, 2021





<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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 phase-out (abolition) in the public or private sector?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a adopter?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person related by consanguinity or affinity to applicant/appointee)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:35%;">NAME</th> <th style="width:35%;">ADDRESS</th> <th style="width:30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>EUGENE G. RAJUD</td> <td>KTC, USM KASACAN</td> <td>(064)-572-2281</td> </tr> <tr> <td>MELECIO A. CORDERO JR.</td> <td>CEIT, DEAN</td> <td>(064)-572-1387</td> </tr> <tr> <td>RYAN Z. GONZAGA</td> <td>KTC, USM KASACAN</td> <td>(064)-572-2281</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	EUGENE G. RAJUD	KTC, USM KASACAN	(064)-572-2281	MELECIO A. CORDERO JR.	CEIT, DEAN	(064)-572-1387	RYAN Z. GONZAGA	KTC, USM KASACAN	(064)-572-2281
NAME	ADDRESS	TEL. NO.											
EUGENE G. RAJUD	KTC, USM KASACAN	(064)-572-2281											
MELECIO A. CORDERO JR.	CEIT, DEAN	(064)-572-1387											
RYAN Z. GONZAGA	KTC, USM KASACAN	(064)-572-2281											
<p>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 cases against me.</p>	<div style="text-align: center;">  <p>PHOTO</p> </div>												
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">Government Issue ID (e.g. Passport, OSG, SS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td> <td rowspan="4" style="text-align: center; vertical-align: middle;">             Signature (Sign inside the box)            4/19/2021            Date Accrued         </td> </tr> <tr> <td>Government Issue ID    GOVT ID</td> </tr> <tr> <td>ID/Passport No:    11-0352</td> </tr> <tr> <td>Date/Place of Issuance:    16/3/2019</td> </tr> </table>	Government Issue ID (e.g. Passport, OSG, SS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	 Signature (Sign inside the box) 4/19/2021 Date Accrued	Government Issue ID    GOVT ID	ID/Passport No:    11-0352	Date/Place of Issuance:    16/3/2019	<div style="text-align: center;">  <p>Right Thumbmark</p> </div>							
Government Issue ID (e.g. Passport, OSG, SS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	 Signature (Sign inside the box) 4/19/2021 Date Accrued												
Government Issue ID    GOVT ID													
ID/Passport No:    11-0352													
Date/Place of Issuance:    16/3/2019													
<p>SUBSCRIBED AND SWORN to before me this _____, after exhibiting his/her valid/true government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;"> <div style="border: 1px solid black; width: 150px; height: 40px; margin: 0 auto;"></div> <p>Person Administering Oath</p> </div>													

# I.7.7. - Speech laboratory

CS Form No. 212  
Revised 2017

## 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.**

(CS ID No.) \_\_\_\_\_ (Do not fill up. For CSC use only.)

### I. PERSONAL INFORMATION

2. SURNAME	MELGAR			
FIRST NAME	RHODORA	NAME EXTENSION (JR., SR.)		
MIDDLE NAME	ACOSTA			
3. DATE OF BIRTH (mm/dd/yyyy)	7/9/1991	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	
4. PLACE OF BIRTH	KIDAPAWAN, COTABATO	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		P/s. indicate country.	
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:			
7. HEIGHT (m)	1.524m	17. RESIDENTIAL ADDRESS	House/Block/Lot No. _____ Street _____	
8. WEIGHT (kg)	50kg	ZIP CODE	KATIDTUAN Barangay _____	
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	KABACAN NORTH COTABATO Province _____	
10. GSIS ID NO.	021-1628-7660-5		House/Block/Lot No. _____ Street _____	
11. PAG-IBIG ID NO.	1211-9990-6058		Subdivision/Village _____	
12. PHILHEALTH NO.	17-125402649-5		KABACAN NORTH COTABATO Province _____	
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A	
14. TIN NO.	311-777-973-000	20. MOBILE NO.	+639082056553	
15. AGENCY EMPLOYEE NO.	12-02500	21. E-MAIL ADDRESS (if any)	ramelgar710@gmail.com	

### II. FAMILY BACKGROUND

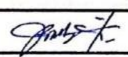
22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME			N/A	N/A
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	MELGAR			
FIRST NAME	RODRIGO			
MIDDLE NAME	MAR			
25. MOTHER'S MAIDEN NAME				
SURNAME	ACOSTA			
FIRST NAME	ADELA			
MIDDLE NAME	IMPERIAL			

(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	NOTRE DAME OF KABACAN	ELEMENTARY	6/1/1998	3/31/2004		2004	WITH HONORS
SECONDARY	MATALAM HIGH SCHOOL	SECONDARY	6/1/2004	3/31/2008		2008	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	UNIVERSITY OF SOUTHERN MINDANAO	BACHELOR OF ARTS IN ENGLISH	6/1/2008	4/10/2012		2012	CUM LAUDE
GRADUATE STUDIES	NOTRE DAME OF KIDAPAWAN	MASTER OF ARTS IN ENGLISH	10/1/2013		THREE HONORS		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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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: \_\_\_\_\_  
 Termination due to end of contract \_\_\_\_\_

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: \_\_\_\_\_

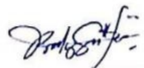

YES  NO  
 If YES, please specify ID No: \_\_\_\_\_


YES  NO  
 If YES, please specify ID No: \_\_\_\_\_

41. REFERENCES (Person not related by consanguinity or affinity to applicant (appointee))

NAME	ADDRESS	TEL. NO.
RICELI C. MENDOZA	USM, KABACAN, COTABATO	572-2854
JONALD L. PIMENTEL	USM, KABACAN, COTABATO	572-2385
MIRASOL O. VERONA	USM, KABACAN, COTABATO	939-404-1911

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 cases against me.

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	 Signature (Sign inside the box) _____ Date Accomplished	 Right Thumbmark
Government Issued ID: PRC (PROFESSIONAL TEACHER)		
ID/License/Passport No.: 1206607		
Date/Place of Issuance: 6/29/2018 / DAVAO CITY		

  
 PHOTO

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

\_\_\_\_\_  
 Person Administering Oath

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