



Republic of the Philippines  
**PROVINCE OF LEYTE**  
Palo, Leyte

Item No.: 26

Date: 10 2024 SEP

**OFFICE OF THE PROVINCIAL GOVERNOR**  
**CARLOS JERICHO L. PETILLA**

September 3, 2024

The Honorable Members  
Sangguniang Panlalawigan of Leyte  
Provincial Government Capitol Complex  
West Bypass Road, Palo, Leyte



Thru : Hon Vice Governor Leonardo M. Javier, Jr.  
Vice Governor and Presiding Officer

Hon. Ladies and Gentlemen :

Greetings!

I am forwarding the appointment papers of Dr. Lea P. Ramos as Provincial Government Department Head (Provincial Veterinarian) SG-26 for your concurrence.

Qualification Standards of the position :

Education	:	Doctor of Veterinary Medicine
Experience	:	5 years experience
Training	:	None required
Eligibility	:	RA 1080 as amended (Veterinarian)


Dr. Ramos, a licensed Veterinarian, completed her Doctor of Veterinary Medicine at the Gregorio Araneta University Foundation and her Master in Management at the Palompon Institute of Technology. The Appointee served as Agriculturist I, Livestock Division, Office of the Provincial Agriculturist from February 8, 1990 to August 19, 1993. She was appointed as the Agricultural Center Chief I, SG 18, under the same Office performing her functions at the Provincial Veterinary Office from August 20, 1993 up to present for 31 years in public service. She is the concurrent Officer-in-Charge of the Provincial Veterinary Office.

Her functions include the provision of technical assistance to support of the programs and projects of the Provincial Government for the conduct of the Provincial Caravan. Her Functions also includes:

- Spearheading in the trainings and seminars to Municipal Agriculturists, Brgy. Biosecurity Officers, livestock technicians on livestock and poultry disease management.
- Conducting vaccination drive of livestock and poultry to mitigate and contain the occurrence and spread of disease.
- Undertaking disease monitoring and surveillance through the collection of blood samples from different municipalities for rapid/laboratory test.
- Regulating control in the dynamics of processed food by issuance of the necessary veterinary permits and certificates.

Subject appointee deserves her appointment as Provincial Government Department Head (Provincial Veterinarian) SG 26 of the Province of Leyte. Your confirmation hereon is earnestly requested and appreciated.

Very truly yours,

  
CARLOS JERICHO L. PETILLA  
Governor



Republic of the Philippines  
OFFICE OF THE PROVINCIAL GOVERNOR

CIVIL SERVICE COMMISSION RO VIII  
LEYTE FIELD OFFICE II  
PALO, LEYTE

RECEIVED:

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

NAME & SIGNATURE: \_\_\_\_\_

POSITION

Mr./Mrs./Ms.: LEA P. RAMOS

You are hereby appointed as PROVINCIAL GOVERNMENT DEPARTMENT HEAD  
(Provincial Veterinarian) (SG-26 Step 1.)  
(Position Title)

under Permanent status at the Provincial Veterinarian's Office  
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of ONE HUNDRED SIXTEEN THOUSAND FORTY PESOS (P116,040.00)  
pesos per month.

The nature of this appointment is Promotion vice \_\_\_\_\_  
(Original, Promotion, etc.)

Dr. Teofilo D. Mendoza, who retired with Plantilla Item No. 1  
(Transferred, Retired, etc.)

Page 24.

This appointment shall take effect on the date of signing by the appointing officer/authority.

Very truly yours,

  
**CARLOS JERICO L. PETILLA**  
Appointing Officer/Authority

02 SEP 2024  
Date of Signing

CSC ACTION:

\_\_\_\_\_  
Authorized Official

Date

CIVIL SERVICE COMMISSION  
LEYTE FIELD OFFICE II  
PALO, LEYTE

RELEASED:

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

RELEASING OFFICER: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

# 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.

## I. PERSONAL INFORMATION

CS ID No.

(Do not fill up. For CSC use only)

2. SURNAME	RAMOS		
FIRST NAME	LEA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	PLIMACO		
3. DATE OF BIRTH (mm/dd/yyyy)	27/05/1964	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	Palo, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated	17. RESIDENTIAL ADDRESS	Zone III Street 110, Utap Barangay Tacloban Leyte Province City/Municipality 8500
7. HEIGHT (m)	149.86 cm.	18. PERMANENT ADDRESS	Bonifacio St. Street Cavite East Barangay Palo Leyte Province City/Municipality 6501
8. WEIGHT (kg)	62.6 kgs.	19. TELEPHONE NO.	832-0005
9. BLOOD TYPE	"O"	20. MOBILE NO.	09264771559/09198196544
10. GSIS ID NO.	200180910	21. E-MAIL ADDRESS (if any)	lpordvm27@gmail.com
11. PAG-IBIG ID NO.	1700-0005-2000		
12. PHILHEALTH NO.	13-000040182-0		
13. SSS NO.	N/A		
14. TIN NO.	128-516-437		
15. AGENCY EMPLOYEE NO.	OPA - P0037		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	RAMOS		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	GILBERTO	NAME EXTENSION (JR., SR)	Mark Kevin P. Ramos	18/03/1992
MIDDLE NAME	ALJIBE		Sheena Lou P. Ramos	22/06/1994
OCCUPATION	FARMER		Gil Regyl P. Ramos	23/09/2000
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	Brgy. Capirovan, Palo, Leyte			
TELEPHONE NO.	832-0005			
24. FATHER'S SURNAME	PLIMACO			
FIRST NAME	FILOMENO	SR.		
MIDDLE NAME	DOTADO			
25. MOTHER'S MAIDEN NAME	TURALBA			
FIRST NAME	ESTELA			
MIDDLE NAME	ALMEROLA			

(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	Palo Central School	Primary	1971	1977		1977	W/ Honors
SECONDARY	St. Mary's Academy	Secondary	1977	1981		1981	
VOCATIONAL / TRADE COURSE	Divine Word University	Bachelor of Science in Commerce	1981	1982	62 Units	N/A	
COLLEGE	Gregonio Araneta University Foundation	Doctor of Veterinary Medicine	1982	1987		1987	
GRADUATE STUDIES	Palompon Institute of Technology	Master in Management	1997	1999		1999	

(Continue on separate sheet if necessary)

SIGNATURE



DATE

June 25, 2024

**VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION'S**

NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
Philippine Veterinary Medical Association	1989	date	N/A	Member
Provincial Association of Government Employees MPC	2011	date	N/A	Chairman Mediation & Conciliation Committee
Provincial Association of Government Employees	2011	date	N/A	Member
Philippine Society of Animal Science	2017	date	N/A	Member
WSAVA Global Outreach (Philippine Animal Hospital Association, 4 friends of Animal Welfare and World Animal Protection)	07/05/2015	11/05/2015	40 hrs.	Veterinary Team Volunteer

*(Continue on separate sheet if necessary)*

**VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED**

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			
ASF-Quantum Geographic Information System Workshop	28/06/2022	29/06/2022	16 hrs.	Technical	Agricultural Training Institute-Regional Training Center VIII
Regional Rabies Program Implementation Review (PIR)	15/09/2022	16/09/2022	16 hrs.	Supervisory	Department of Health - EV
Province-led Agriculture and Fishery Extension System (PAFES)	01/03/2022	02/03/2022	16 hrs.	Technical	Department of Agriculture RO VIII
Gender and Development (GAD) Provincial Forum with its theme: "We make Change Work for Women. Agenda ng Kababaihan Tunog sa Kaunlaran.	31/03/2022		8 hrs.	Supervisory	Provincial Government of Leyte
Consultation/Coordination Meeting with Local Government Units and Stakeholders in the Province of L	28/02/2022	28/02/2022	8 hrs.	Supervisory	Department of Agriculture RO VIII
Training/Seminar on Barangay Biosecurity Officer on Swine Fever Monitoring and Surveillance	25/03/2022		8 hrs.	Resource Speaker	Local Government of Tolosa, Leyte
89th Philippine Veterinary Medical Association Scientific Conference and Annual Convention (Technical Session-Poultry)	09/02/2022	10/02/2022	16 hrs.	Technical	Philippine Veterinary Medical Association
89th Philippine Veterinary Medical Association Scientific Conference and Annual Convention (Technical Session-Companion Animal)	11/02/2022	12/02/2022	16 hrs.	Technical	Philippine Veterinary Medical Association
89th Philippine Veterinary Medical Association Scientific Conference and Annual Convention (Technical Session-Swine)	14/02/2022	15/02/2022	16hrs.	Technical	Philippine Veterinary Medical Association
89th Philippine Veterinary Medical Association Scientific Conference and Annual Convention (Technical Session-Plenary Session)	17/02/2022	18/02/2022	16hrs.	Technical	Philippine Veterinary Medical Association
Animal Welfare Act of 1998 RA 8485 as amended by RA 10631 and DA Administrative Orders and Circ	13/01/2021		8 hrs.	Supervisory	Bureau of Animal Industry
Pinoy Pork Challenge Roadshow 2020	23/10/2020		8 hrs.	Technical	Philippine College of Swine Practitioners and College of Veterinary Medicine-VSU
Phil-AHIS Data Processing, Analysis and Reporting Workshop.	17/10/2019	18/10/2019	16hrs.	Technical	Department of Agriculture RO 8
37th PSAS-VC Annual Scientific Seminar and Convention	28/08/2019	30/08/2019	24 hrs.	Technical	Philippine Society of Animal Science Visayas Chapter
36th PSAS-VC Annual Scientific Seminar and Convention	20/06/2018	22/06/2018	24 hrs.	Technical	Philippine Society of Animal Science Visayas Chapter
Training/workshop on Hog Fattening	31/08/2016	01/09/2016	16hrs.	Resource Speaker	Philippine Coconut Authority Leyte I
Livestock Production And Animal Health Training/Workshop	17/08/2016	19/08/2016	24 hrs.	Technical	Department of Agriculture RO VIII
Training on Livestock Waste Management - Biogas Digester	27/04/2016	28/04/2016	16hrs.	Technical	Department of Agriculture RO VIII
Training-Workshop on Operationalization of the Project, Nursery Establishment and Maintenance, Planting/Replanting and Fertilization	15/03/2016	16/03/2016	16hrs.	Technical	Philippine Coconut Authority-Provincial Local Government of Leyte
Hands-on Geographic Information System Training-Workshop	07/12/2015	11/12/2015	40 hrs.	Technical	Department of Agriculture RO VIII
Technical Forum on Coping with the Challenges of the Association of Southeast Asian Nations	27/11/2015		8 hrs.	Technical	Department of Agriculture RO VIII
Refresher Course on Climate Smart Livestock Focused on Renewable Energy Sources	08/09/2015	10/09/2015	24 hrs.	Technical	Agricultural Training Institute-International Training Center on Pig Husbandry
Transformational Leadership Seminar	11/14/2006	11/16/2006	24 hrs.	Technical	The German Development Cooperation (GTZ)

*(Continue on separate sheet if necessary)*

SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Computer literate	Role Model and Inspiration of Leadership and Gender Equality	Philippine Veterinary Medical Association
TV watching		Philippine Society of Animal Science
Dancing		Provincial Association of Government Employees
		Provincial Association of Government Employees Multipurpose Cooperative

**SIGNATURE**

**DATE**

June 25, 2024