



CHECKLIST OF REQUIREMENTS FOR ISSUANCE OF APPOINTMENT

Fill up the required listed forms & gather your documents in order of the checklist & submit to our office on or before _____ . Please submit the checked ☒ items.

Type of Appointment:

☐ New Appointment ☒ Renewal ☐ Promotion ☐ Others

Name of Appointee: ATOZ A. VASQUEZ

Office/Unit/Department: Department of Pure and Applied Chemistry

I. Government forms for completion:

- 1 ☒ Personal Data Sheet -PDS CSC Form 212 (Revised 2017) w/ 2 ID picture (latest)
Note: If this PDS form is generated in ecopy, it must be in the long size bond paper, in 4 pages with 2 sheets (attach work experience sheet) in 2 copies
- 2 ☒ Position Description Form (PDF) in 2 copies
Note: Must be signed by the head of office
- 3 ☒ Oath of Office in 2 copies
Note: Signed by the Head of Agency
- 4 ☐ Certificate of Nepotism in 2 copies
Only applicable to administrative position
- 5 ☒ Certificate of Assumption to Duty in 2 copies
Note: Must be signed by the immediate supervisor or head of office
- 6 ☐ Statement of Assets & Liabilities (SALN) in 2 copies
Note: Must be notarized and latest SALN

REMARKS

DATE RECEIVED

II Additional documents for submission:

- 1 ☒ Approved recommendation
- 2 ☐ NBI Clearance
- 3 ☒ Medical Certificate (blood test, urinalysis, chest x-ray, drug test)
- 4 ☐ Clearance (for transferee)
- 5 ☐ Performance Rating (IPCR)
☐ for promotion (2 rating periods)
☐ for transferee (latest rating period)
- 6 ☐ Approved transfer (for transferee)
- 7 ☐ Certification of leave credit balance (for transferee)
- 8 ☐ Service Record (for transferee)
- 9 ☐ NEURO EXAM (for Sec. Guards & new hired only)
- 10 ☐ TOR and DIPLOMA with original or authenticated copy from school in 2 copies
- 11 ☐ CSC Eligibility- (2 copies of original or authenticated copy from CSC)
- 12 ☐ License authenticated from PRC (for Security Guards, Drivers, & etc.) in 2 copies
- 13 ☐ Marriage Certificate (if applicable)
- 14 ☐ Birth Certificate (PSA)
- 15 ☐ Phil. Health No.
- 16 ☐ TIN No.
- 17 ☐ PAG-IBIG ID No.
- 18 ☐ Application Letter (Vacant position)

back of medical

SIGNATURE

Verified by:

ODHRM Staff

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.**

t. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	VASQUEZ		NAME EXTENSION (JR., SR)	
FIRST NAME	ATOZ			
MIDDLE NAME	APOLINAR			
3. DATE OF BIRTH (mm/dd/yyyy)	10/24/1991	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:	
4. PLACE OF BIRTH	ORMOC CITY	If holder of dual citizenship, please indicate the details.		
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female			
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Purok 2 House/Block/Lot No. Street BRGY. ALTA VISTA Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province ZIP CODE 6541	
7. HEIGHT (m)	1.60	18. PERMANENT ADDRESS	Purok 3 House/Block/Lot No. Street BRGY. ALTA VISTA Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province ZIP CODE 6541	
8. WEIGHT (kg)	68	19. TELEPHONE NO.	NA	
9. BLOOD TYPE	AB+	20. MOBILE NO.	+639166983702	
10. GSIS ID NO.		21. E-MAIL ADDRESS (if any)		
11. PAG-IBIG ID NO.				
12. PHILHEALTH NO.	010513863784			
13. SSS NO.	06-3231862-3			
14. TIN NO.	311-193-204			
15. AGENCY EMPLOYEE NO.	NA			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	VASQUEZ		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JONALYN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	GELIM		AJ YSABELLE GELIM VASQUEZ	03/27/2016
OCCUPATION	HOUSEWIFE		YLIZABETH GELIM VASQUEZ	05/10/2020
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	VASQUEZ			
FIRST NAME	ALFREDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ORTEGA			
25. MOTHER'S MAIDEN NAME	REGINA ANDO APOLINAR			
SURNAME	VASQUEZ			
FIRST NAME	REGINA			
MIDDLE NAME	APOLINAR			

(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	PUNTA ELEMENTARY SCHOOL (PES)	BASIC EDUCATION (ELEMENTARY)	1996	2003		2003	VALEDICTORIAN
SECONDARY	NEW ORMOC CITY NATIONAL HIGH SCHOOL (NOCNHS)	BASIC EDUCATION (HIGH SCHOOL)	2003	2007		2007	1ST HONORABLE MENTION
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	VISAYAS STATE UNIVERSITY (VSU)	BACHELOR OF SCIENCE IN CHEMISTRY	2007	2011		2011	MAGNA CUM LAUDE
GRADUATE STUDIES	UNIVERSITY OF OREGON	SPECIAL COURSE ON WATER-ROCK INTERACTION	MAR 2015	JUN 2015	NA	JUN 2015	CERTIFICATION

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

29 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

NA

NA

NA

NA

NA

(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

NON-DEGREE SPECIALIZED TRAINING COURSE ON WATER-ROCK
INTERACTION

03/28/2015

06/20/2015

440

TECHNICAL

DR. MH REED, UNIVERSITY OF OREGON/
SPONSORED BY ENERGY DEVELOPMENT

(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

FLORENCIO GABRIEL G NOEL AWARD OF EXCELLENCE

NGAP (NATIONAL GEOTHERMAL ASSOCIATION
OF THE PHILIPPINES)

PIANO PLAYING

DOST AWARD OF EXCELLENCE IN SCIENCE & TECHNOLOGY

GEOCHEMICAL MODELLING

GOV. CARLOS JERICO L. PETILLA AWARD FOR MOST OUTSTANDING STUDENT

R SOFTWARE CODING

EDGARDO J. ANGARA AWARD OF EXCELLENCE

b. within the fourth degree (for Local Government Unit - Career Employees)?

☐ YES ☒ NO

If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense?

☐ YES ☒ NO

If YES, give details: _____

b. Have you been criminally charged before any court?

☐ 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)?

☐ YES ☒ NO

If YES, give details: _____

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: _____

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?

☐ YES ☒ NO

If YES, please specify: _____

b. Are you a person with disability?

☐ YES ☒ NO

If YES, please specify ID No: _____

c. Are you a solo parent?

☐ YES ☒ NO

If YES, please specify ID No: _____

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

NAME	ADDRESS	TEL. NO.
CANDELARIO L. CALIBO	VSU, BAYBAY CITY	+639176341486
JACOB GLENN F. JANSALIN	VSU, BAYBAY CITY	+639178956285
VAL MAVERICK ABECIA	EDC, ORTIGAS CENTER, PASIG	(02) 7755 2332



ATOZ A. VASQUEZ

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.: EC3329710

Date/Place of Issuance: JANUARY 31, 2015/DFA MANILA

Signature (Sign inside the box)

12/15/22

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____

, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath

WORK EXPERIENCE SHEET


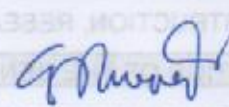
Instructions: 1. Include only the work experiences relevant to the position being applied for.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed starting with the most recent/present employment

- Duration: January 2020 – present
- Position: Instructor I
- Name of Office/Unit: Department of Pure and Applied Chemistry
- Immediate Supervisor: Dr. Elizabeth S. Quevedo
- Name of Agency/Organization and Location: Visayas State University. VisCa, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Conducted lecture and laboratory classes for Chemistry subjects
 - Checked student outputs and computed grades
 - Assigned as Academic Adviser for BS Chem Freshmen Batch 2020
 - Assigned as member of the Department Instructional Materials Review Committee
 - Developed learning guides and virtual classroom for CHEM 120 Organic Chemistry
- Summary of Actual Duties
 - Teaches assigned subjects and performs other teaching related functions, performs research functions, and performs other functions assigned by the Department Head, College Dean, Vice Presidents, and the University President.

- Duration: Apr 2012 – Sep 2019
- Position: Geochemist
- Name of Office/Unit: Geochemistry Department, Geosciences Division
- Immediate Supervisor: Rosella Dulce
- Name of Agency/Organization and Location: Energy Development Corporation, Pasig City
- List of Accomplishments and Contributions (if any)
 - Geochemical Assessment of geothermal prospects in South America, Africa, Taiwan, and locally in the Philippines such as in Mountain Province, Compostela Valley, Misamis Occidental and South Luzon.
 - Testing and of procedure for R134a as an alternative gas tracer in geothermal wells using HPLC instrument; Soil gas studies in 4 operating geothermal fields of EDC; First in the country to install online soil radon gas monitoring stations for earthquake and fault permeability studies
- Summary of Actual Duties
 - As a geochemist, the main responsibility is in providing a comprehensive geochemical evaluation report on the viability of a prospect for geothermal development. The Geochemist is also tasked to collect relevant data and sample water and gas component in various geothermal manifestations that may be present. The Geochemist also conduct relevant research and development that may aid in the improvement of processes on site or in the development of the geothermal operating fields

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title <div style="text-align: center; font-weight: bold;">INSTRUCTOR 1</div>	
2. ITEM NUMBER		3. SALARY GRADE	
		SG12	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		COLLEGE OF ARTS AND SCIENCES	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
Department of Pure and Applied Chemistry		VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
			ACA/PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Head, DoPAC		Dean, College of Arts and Sciences	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED			
<i>(if more than seven (7) list only by their item numbers and titles)</i>			
POSITION TITLE		ITEM NUMBER	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Computer, printer, laptop, projector, calculator, analytical balance, freeze dryer, digester, instruments in instrument room			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies
Non-Supervisors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):
Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	admin offices
18. WORKING CONDITION			
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
TO PROVIDE INSTRUCTION, RESEARCH AND EXTENSION			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
TO TEACH, CONDUCT RESEARCH AND ACADEMIC FUNCTIONS			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant Masteral degree	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED
21e. Core Competencies			Competency Level
1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office			2
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			2

21f. Functional Competencies		Competency Level
1. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.		2
2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.		2
3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment.		2
4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.		2
5. Research Management- Identifies issues and potentials for further studies and generation of new knowledge and technologies for the betterment of mankind, mother earth and the universe and conceptualizes proposals for funding and conducts studies to answer questions sought to be answered or maximizes technologies needed to improve the lives of mankind.		2
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs.		2
21g. Technical Competencies		Competency Level
PROVIDES SUPPORT AND TECHNICAL SERVICES FOR CHEMISTRY FACULTY AND STAFF		2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
80%	1. Teaches assigned subjects and performs other teaching related functions. among others, the following: a. Prepares and revised teaching materials/guides and submit to department head b. Prepares and gives examinations (mid/final/long/quizzes) c. Checks test papers and returns to students one week after examination d. Submits grade sheets within prescribed period to the Registrar through the department e. Turns over class records to department heads within two weeks after final examination f. Makes himself available for consultation by his/her students during scheduled consultation hours	2
10%	2. Performs research and/or extension functions. among others the following: a. Prepares research/extension proposals b. Implements duly approved research/extension projects within time frame c. Prepares and prepares reports within the prescribed period d. Presents research/extension outputs during conferences/ fora of legitimate professional organizations e. Submits output for possible publication/patenting	2
5%	3. Performs administrative functions (if applicable)	2
5%	4. Performs other functions. among others: a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President	2
23. ACKNOWLEDGMENT AND ACCEPTANCE:		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;"> ATOZ A. VASQUEZ 12/15/22 Employee's Name, Date and Signature</p> </div> <div style="width: 45%;"> <p style="text-align: center;"> ELIZABETH S. QUEVEDO 12/21/2022 Supervisor's Name, Date and Signature</p> </div> </div>		

REPUBLIC OF THE PHILIPPINES
VISAYAS STATE UNIVERSITY
ViSCA, Baybay City, Leyte

OATH OF OFFICE

I, ATOZ A. VASQUEZ of Department of Pure and Applied Chemistry,
VSU, Baybay City, Leyte having been appointed to the position of Instructor I
hereby solemnly swear, that I will faithfully discharge to the best of my ability, the
duties of my present position and of all others that I may hereafter hold under the
Republic of the Philippines; that I will bear true faith and allegiance to the same; that
I will obey the laws, legal orders, and decrees promulgated by the duly constituted
authorities of the Republic of the Philippines; and that I impose this obligation upon
myself voluntarily, without mental reservation or purpose of evasion.

SO HELP ME GOD.


ATOZ A. VASQUEZ

(Signature over Printed Name
of the Appointee)

Government ID: VSU ID
ID Number: Y01176
Date Issued: ✓

Subscribed and sworn to before me this _____ day of
_____, 20____ in _____,
Philippines.

EDGARDO E. TULIN
(Signature over Printed Name
of Person Administering the
Oath)

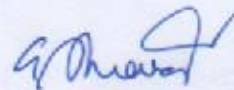
Republic of the Philippines
VISAYAS STATE UNIVERSITY
ViSCA, Baybay City, Leyte

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. ATOZ A. VASQUEZ has assumed the duties and responsibilities as Instructor I of Department of Pure and Applied Chemistry, VSU, Baybay City, Leyte effective January 1, 2023.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. Vasquez as Instructor I.

Done this 20th day of December 2022 in Visayas State University, Baybay City, Leyte.



ELIZABETH S. QUEVEDO
Head, DoPAC

Date: January 1, 2023

Attested by:

HONEY SOFIA V. COLIS
OIC HRMO

201 file
Admin
COA
CSC

*For submission to CSC FO
within 30 days from the
date of assumption of the
appointee*