



## 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: MARIA ROBELYN AUREO-INSIK  
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)

*Maria Robelyn Aureo-Insik*  
MARIA ROBELYN AUREO-INSIK  
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 ( ) ☐ 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	INSIK		
FIRST NAME	MARIA ROBELYN		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	AUREO		
3. DATE OF BIRTH (mm/dd/yyyy)	1/29/1985	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BAYBAY, 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 <input type="checkbox"/> Other/s:		
7. HEIGHT (m)	1.63	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street
8. WEIGHT (kg)	65		Subdivision/Village Barangay
9. BLOOD TYPE	A+		BAYBAY CITY LEYTE
10. GSIS ID NO.	02004001198		City/Municipality Province
11. PAG-IBIG ID NO.	121095803936	18. PERMANENT ADDRESS	House/Block/Lot No. Street
12. PHILHEALTH NO.	13-000115138-0		Subdivision/Village Barangay
13. SSS NO.			BAYBAY CITY LEYTE
14. TIN NO.	249-525-022		City/Municipality Province
15. AGENCY EMPLOYEE NO.		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09179640037
		21. E-MAIL ADDRESS (if any)	<a href="mailto:mariarobelyn.insik@vsu.edu.ph">mariarobelyn.insik@vsu.edu.ph</a>

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	INSIK		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ERWIN	NAME EXTENSION (JR., SR) N/A	N/A	
MIDDLE NAME	BAUTISTA			
OCCUPATION	SALES REPRESENTATIVE			
EMPLOYER/BUSINESS NAME	INNOVET AGRIVENTURES, INC.			
BUSINESS ADDRESS	210 M.E. DIMASUAY ST. SAN NICOLAS BAY LAGUNA			
TELEPHONE NO.				
24. FATHER'S SURNAME	AUREO			
FIRST NAME	ROBERTO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	VALENZONA			
25. MOTHER'S MAIDEN NAME				
SURNAME	MANAGBANAG			
FIRST NAME	ELENA			
MIDDLE NAME	GODOY			

(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	BAYBAY NORTH ELEMENTARY SCHOOL	PRIMARY EDUCATION	JUNE 1992	MARCH 1998		1998	
SECONDARY	LEYTE STATE UNIVERSITY LABORATORY HIGH SCHOOL	AGRICULTURAL EDUCATION	JUNE 1998	MARCH 2002		2002	WITH HONORS
VOCATIONAL / TRADE COURSE				APRIL			

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

## Chemists Licensure Examinations

75.75

**Sept. 7-8, 2006****Manila, Philippines**

0009999

1/29/2024

(Continue on separate sheet if necessary)

*(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.*

[illegible]

**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		
N/A				

(Continue on separate sheet if necessary)

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




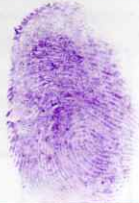
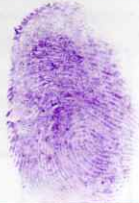
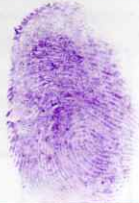
(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

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			
Laboratory Animal Training for Biomedical Research Virtual Lectures for Tuklas-Lunas Development Centers	April 12, 21, 26, May 3, 2021		12.0	Technical	UP Natural Sciences Research Institute UP Diliman Institutional Animal Care and Use Committee Philippine Council for Health Research and Development
Mental Wellness-Sanitized Sanity and Immunity	3/25/2021	3/25/2021	2.0	Technical/Superv	Philippine Alliance of Laboratory Equipment Users PALEU
Akadasia's Teacher Up-Skilling Program Creating Your First Online Course	12/14/2020	12/18/2020	40.0	Technical	AKADASIA/Visayas State University
4th National Conference of Chemical Laboratories	11/23/2020	11/25/2020	24.0	Technical	Integrated Chemists of the Philippines
Learn and Relearn: VSU TOS and Item Analysis	11/12/2020	11/12/2020	8.0	Technical	Visayas State University
VSU E-Learning Environment Training-Workshop Series in the VSU System	11/19/2020	11/20/2020	16.0	Technical	Visayas State University
Webinar for Integration of Training Activities	8/3/2020	8/4/2020	16.0	Technical	Eastern Visayas Higher Education Institutions Flexible Learning Management Systems
Drinking Water: Regulations, Testing and Consumer Responsibility	7/23/2020	7/23/2020	2.0	Technical/Superv	Philippine Metrology, Standards, Testing and Quality (PhilMSTQ), Inc. and the PhilMSTQ NQI Academy
3rd National Conference of Chemical Laboratories	10/16/2019	10/17/2020	16.0	Technical	Integrated Chemists of the Philippines
33rd Philippine Chemistry Congress	5/30/2018	6/1/2018	24.0	Technical	Integrated Chemists of the Philippines

(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)
Gardening		Integrated Chemists of the Philippines
Mountain Climbing		Natural Products Society of the Philippines
		Philippine Association of Chemistry Teachers
		Philippine Society of Biotechnology and Molecular Biology
		Kapisanang Kimika ng Pilipinas, Inc.

<p>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 phased out (abolition) in the public or private sector?</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: <u>Resignation due to change of address</u></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 solo parent?</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 not 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>Ma. Theresa P. Loreto</td> <td>DoPAC, Visayas State University</td> <td>565-0600 loc 1099</td> </tr> <tr> <td>Prof. Jacob Glenn F. Jansalin</td> <td>DoPAC, Visayas State University</td> <td>565-0600 loc 1032</td> </tr> <tr> <td>Elizabeth S. Quevedo</td> <td>DoPAC, Visayas State University</td> <td>565-0600 loc 1032</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Ma. Theresa P. Loreto	DoPAC, Visayas State University	565-0600 loc 1099	Prof. Jacob Glenn F. Jansalin	DoPAC, Visayas State University	565-0600 loc 1032	Elizabeth S. Quevedo	DoPAC, Visayas State University	565-0600 loc 1032
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Elizabeth S. Quevedo	DoPAC, Visayas State University	565-0600 loc 1032											
<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 case/s against me.</p>													
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Right Thumbmark													



**INSIK, MARIA ROBELYN A.**

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

## WORK EXPERIENCE SHEET

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

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 from most recent first.

- Duration: August 1, 2020 – Present  
October 2008 – November 2014
- Position: Instructor 1/Part-time Instructor
- Name of Office/Unit: Department of Pure and Applied Chemistry
- Immediate Supervisor: Dr. Elizabeth S. Quevedo/ Dr. Candelario L. Calibo
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Developed learning modules and syllabi
- Summary of Actual Duties
  - Teaches assigned chemistry subjects both lecture and laboratory
  - Prepares syllabi and other related materials
  - Performs research and extension
  - Guides and advises students on their theses and manuscripts

- Duration: June 2015 – October 2016
- Position: Part-time Instructor
- Name of Office/Unit: University of San Agustin
- Immediate Supervisor: Ms. Marjorie S. Caresma
- Name of Agency/Organization and Location: General Luna St., Iloilo City, Iloilo
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Teaches assigned chemistry subjects both lecture and laboratory
  - Prepares presentations and other related materials
  - Prepares grades of students


<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b>		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b> <b>INSTRUCTOR I</b>	
<b>2. ITEM NUMBER</b> <b>VISCAB-INST1-41-2020</b>		<b>3. SALARY GRADE</b> <b>SG 12 Step 1</b>	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>			
<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	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/</b> <b>VISAYAS STATE UNIVERSITY</b>		<b>6. BUREAU OR OFFICE</b> <b>OFFICE OF THE PRESIDENT</b>	
<b>7. DEPARTMENT / BRANCH / DIVISION</b> <b>DEPARTMENT OF PURE AND APPLIED CHEMISTRY</b>		<b>8. WORKSTATION / PLACE OF WORK</b> <b>VSU, BAYBAY CITY, LEYTE</b>	
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP</b>	<b>11. SALARY AUTHORIZED</b> 27,608.00	<b>12. OTHER</b> ACA PERA-2,000
<b>13. POSITION TITLE OF IMMEDIATE</b> <b>DEPARTMENT HEAD</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b> <b>COLLEGE DEAN</b>	
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b> <i>(if more than seven (7) list only by their item numbers and titles)</i>			
POSITION TITLE		ITEM NUMBER	
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b> <b>COMPUTER, PRINTER, LAPTOP, PROJECTOR, CALCULATOR, LABORATORY EQUIPMENT</b>			
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>			
<b>17a. Internal</b> Executive / Managerial Supervisors Non-Supervisors Staff	Occasional <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<b>17b. External</b> General Public Other Agencies Others (Please Specify): <input type="checkbox"/>	Occasional <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Frequent <input type="checkbox"/> <input type="checkbox"/> <b>ADMIN OFFICES</b>
<b>18. WORKING CONDITION</b> Office Work <input checked="" type="checkbox"/> Teaching Laboratory and Lecture <input checked="" type="checkbox"/> Field Work <input checked="" type="checkbox"/> Other/s (Please Specify) <input type="checkbox"/> Laboratory Work			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b> <b>TO PROVIDE INSTRUCTION, RESEARCH AND EXTENSION</b>			
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b> <b>TO TEACH, CONDUCT RESEARCH AND OTHER ACADEMIC FUNCTIONS</b>			
<b>21. QUALIFICATION STANDARDS</b>			
<b>21a. Education</b> relevant Masteral degree	<b>21b. Experience</b> None required	<b>21c. Training</b> None required	<b>21d. Eligibility</b> RA 1080
<b>21e. Core Competencies</b>			<b>Competency Level</b>
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			

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

OATH OF OFFICE

I, Maria Robelyn A. Insik of the Department of Pure and Applied Chemistry (DoPAC) having been appointed to the position of Instructor 1 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.

  
MARIA ROBELYN A. INSIK  
(Signature over Printed Name  
of the Appointee)

Government ID: PASSPORT  
ID Number : P9792280A  
Date Issued : 03 DEC 2018

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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. Maria Robelyn A. Insik has assumed the duties and responsibilities as Instructor 1 of the Department of Pure and Applied Chemistry (DoPAC) effective \_\_\_\_\_.

This certification is issued in connection with the issuance of the appointment of Ms. Maria Robelyn A. Insik as Instructor 1.

Done this \_\_\_\_ day of \_\_\_\_\_ in \_\_\_\_\_.

  
**ELIZABETH S. QUEVEDO**  
Head of Office/Department/Unit

Date: \_\_\_\_\_

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*