

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.

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	PUNA		
FIRST NAME	TRACIE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	RANEZ		
3. DATE OF BIRTH (mm/dd/yyyy)	12/07/1995	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	ANAHAWAN SOUTHERN 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:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street ZONE 1 A. BONIFACIO ST. Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.5	ZIP CODE	6525
8. WEIGHT (kg)	68	18. PERMANENT ADDRESS	House/Block/Lot No. Street SUA Subdivision/Village Barangay SAN JUAN SOUTHERN LEYTE City/Municipality Province
9. BLOOD TYPE	A+	ZIP CODE	6611
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	121205971074	20. MOBILE NO.	09510402806/09755322150
12. PHILHEALTH NO.	13-050194694-0	21. E-MAIL ADDRESS (if any)	tracie.ranez@gmail.com
13. SSS NO.	06-39808893		
14. TIN NO.	498-823-075		
15. AGENCY EMPLOYEE NO.	M-04-000051-17		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	PUNA	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	HERBERT RHEY	HEETHAN RHEY PUNA	05/08/2022
MIDDLE NAME	ACOJEDO		
OCCUPATION	ACCOUNT OFFICER		
EMPLOYER/BUSINESS NAME	RAFI MICROFINANCE INCORPORATE		
BUSINESS ADDRESS	BLK 12 LOT 27 PHASE 1 V AND G SUBD BRGY 109, TACLOBAN CITY		
TELEPHONE NO.	535602431		
24. FATHER'S SURNAME	RANEZ		
FIRST NAME	TERENCIO		
MIDDLE NAME	QUIBAN		
25. MOTHER'S MAIDEN NAME			
SURNAME	BAGA		
FIRST NAME	ALMA		
MIDDLE NAME	SANICO		

(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	SUA ELEMENTARY SCHOOL	PRIMARY EDUCATION	2003	2008	GRADUATED	2008	N/A
SECONDARY	CRISTO REY REGIONAL HIGH SCHOOL	SECONDARY EDUCATION	2009	2012	GRADUATED	2012	N/A
VOCATIONAL / TRADE COURSE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION INCORPORATED	BEAUTY CARE NAIL CARE	03/19/2018	04/23/2018	GRADUATED	2018	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION MAJOR IN BIOLOGICAL SCIENCE	2012	2016	GRADUATED	2016	N/A
GRADUATE STUDIES	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION INCORPORATED	MASTER OF ARTS IN EDUCATION MAJOR IN NATURAL SCIENCE	2019	2023	GRADUATED	2023	N/A

(Continue on separate sheet if necessary)

SIGNATURE

DATE

9-22-25

[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE

DATE _____

9-22-25

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

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


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			
	Building Leadership Capacity when Faced with Transformative Change	02/23/2024	02/24/2024	16hours	Technical	Phoenix Publishing House & PPH Educational Foundation
	Seminar on Outcome-Based Education	07/09/2024	07/09/2024	8hours	Technical	Franciscan College of The Immaculate Conception (FCIC)
	College Faculty In-Service Training: Teachers as Role of Values and Ethical Practices*	12/15/2023	12/15/2023	8hours	Technical	Franciscan College of The Immaculate Conception (FCIC)
	Webinar: Classroom Assessment Tools and Strategies in the New Normal*	12/17/2023	12/17/2023	8hours	Technical	Phoenix-Sibs Publishing House
	2023 In-Service Training for Junior High School Teachers	07/31/2023	08/02/2023	24hours	Technical	Private Education Assistance Committee in partnership with DepED, Tacloban City
	College Faculty In-Service Training: Benchmarking Best Practices in Research and Innovation	03/22/2023	03/22/2023	8hours	Technical	Franciscan College of The Immaculate Conception (FCIC)
	Webinar: Classroom Management Strategies in the New Normal*	02/17/2023	02/17/2023	8hours	Technical	Phoenix-Sibs Publishing House
	Conversations on Instructional Coaching: One More Time, With Feeling	01/06/2023	01/07/2023	16hours	Technical	Phoenix-Sibs Publishing House
	Seminar-Workshop "Advancing Technology Through Innovation"	12/06/2022	12/07/2022	16 hours	Technical	Advanced Research and Innovation Center (VSU)
	Seminar-Workshop on Journal Publication	09/03/2022	09/03/2022	8hours	Technical	Franciscan College of The Immaculate Conception (FCIC)
	Seminar on Media Education and Safeguarding	03/23/2022	03/24/2022	16 hours	Technical	Franciscan College of the Immaculate Conception (FCIC)
	Webinar: Education In Indonesia: Trends, Best Practices, and Innovations	03/03/2022	03/03/2022	2hours	Technical	Kaagapay Teacher Support
	Institutionalizing Evidence-Based Practices for A Learner Centered School	01/27/2022	01/28/2022	16hours	Technical	AECON (Annual Educator's Congress)
	College Faculty In-Service Training: Building a Robust Culture of Innovation	01/15/2022	01/15/2022	8hours	Technical	Franciscan College of The Immaculate Conception (FCIC)
	General Education Webinar: Doing Blended Learning for GE Courses	11/15/2021	11/15/2021	8hours	Technical	UP Diliman , CHED
	College Faculty In-Service: 21st Century Thinking Process: Adaptive Education	11/09/2021	11/09/2021	8hours	Technical	Franciscan College of The Immaculate Conception (FCIC)
	Seminar-Workshop on Updating Research Skills	10/02/2021	10/02/2021	8hours	Technical	PRODEV Project Training Center partnership with FCIC
	Google Workspace Training Workshop via Google Meet	07/28/2021	07/28/2021	8hours	Technical	Franciscan College of The Immaculate Conception (FCIC)
	Google Workspace for Education Fundamentals Training Program	07/26/2021	07/26/2021	8hours	Technical	Franciscan College of The Immaculate Conception (FCIC)
	Implementing The Field Study Courses	07/08/2021	07/08/2021	8hours	Technical	PAFTE Region VIII
	2021 Regional Midyear Convention "Shifts that Fit Instruction, Research, and Extension: Benchmarks for Quality"	06/05/2021	06/05/2021	8hours	Technical	PAFTE Region VIII
	International Webinar: Advances In Life Science	03/20/2021	03/20/2021	8hours	Technical	Auxilium College (Gandhi Nagar, Vellore, Tamil nadu, India)

(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)
	PROFICIENT IN MS OFFICE/ COMPUTER SKILLS		N/A		N/A
	COMMUNICATION SKILLS		N/A		N/A
	READING AND WRITING SKILLS		N/A		N/A
	DANCING		N/A		N/A
	INTERPERSONAL SKILLS		N/A		N/A
			N/A		N/A
			N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	9-22-25
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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			
Webinar: Redefining Instructional Techniques and Learning Strategies: Challenges and Opportunities	02/26/2021	02/26/2021	8hours	Technical	Department of English, Dr. MGR Educational and Research Institute, Adayalampattu Phase II (Indonesia)
Faculty In-Service: Leadership in Time of Pandemic: Facing the New Normal	02/23/2021	02/23/2021	8hours	Technical	Franciscan College of the Immaculate Conception Inc.
Faculty In-Service: Sharing the Best Practices in Blended Learning Across Borders	02/02/2021	02/02/2021	8hours	Technical	Franciscan College of the Immaculate Conception Inc.
Webinar: Student Engagement with Class point	12/15/2020	12/15/2020	1hour	Technical	Kaagapay Teacher Support
New Methods & New Expression: Effective Teaching Strategies in the New Normal (A Teaching Demonstration)	11/03/2020	11/03/2020	8hours	Technical	CEAP (Catholic Educational Association of the Philippines)
2020 In-Service Training for Junior High School Teachers via Zoom	10/19/2020	10/21/2020	24hours	Technical	Private Education Assistance Committee in partnership with DepEd, Tacloban City
Webinar: Creating, Uploading & Calendaring Resources in Aralinks CLE™	06/18/2020	06/18/2020	8hours	Technical	AraLinks
PAFTE Midyear Webinar: Planning, Designing, and Delivering Course Materials for Flexible Learning™	06/08/2020	06/08/2020	8hours	Technical	PAFTE Region VIII
Webinar: AraLinks Collaborative Learning Environment for Distance Learning™	05/30/2020	05/30/2020	8hours	Technical	AraLinks
Continuing Professional Development for Professional Teachers "Teach Beyond the Box: Creative and Imaginative Teaching for Education 4.0 Empowering Education to Produce Innovation"	03/07/2020	03/07/2020	8hours	Technical	Phoenix Publishing House Inc. Lapu Lapu City
Seminar-Workshop on Fundamentals of Research: Science Investigatory Project	01/27/2020	02/10/2020	32hours	Technical	Franciscan College of The Immaculate Conception (FCIC)
Seminar-Workshop on Test Construction	09/27/2019	09/27/2019	8hours	Technical	Franciscan College of The Immaculate Conception (FCIC)
2018 DepEd-PEAC Summer In-Service Training (INSET) SHS	06/01/2018	06/03/2018	24hours	Technical	Private Education Assistance Committee in partnership with DepEd, Tacloban City
Seminar-Workshop on Transformational Teaching for the 21st Century Learners-Science Workshop	04/14/2018	04/14/2018	8hours	Technical	Liceo del Verbo Divino, Tacloban City
Seminar-Workshop on Highly Engaged Classroom	11/18/2017	11/18/2017	8hours	Technical	Franciscan College of The Immaculate Conception (FCIC)
Phoenix Aralinks Faculty Training Program "Maximizing Phoenix ARALinks Resources"	10/24/2017	10/24/2017	8hours	Technical	Phoenix ARALinks partnership with (FCIC)
Phoenix Aralinks Faculty Training Program "Creating Interactive Lessons with Ispring"	10/23/2017	10/23/2017	8hours	Technical	Phoenix ARALinks partnership with (FCIC)
Phoenix Aralinks Faculty Training Program "Enriching Frontal Instruction using Phoenix ARALinks Technology"	10/22/2017	10/22/2017	8hours	Technical	Phoenix ARALinks partnership with (FCIC)
Phoenix Aralinks Faculty Training Program "Generating Effective Questions"	10/21/2017	10/21/2017	8hours	Technical	Phoenix ARALinks partnership with (FCIC)
First Aid Training and Seminar	09/28/2017	09/28/2017	8hours	Technical	Franciscan College of The Immaculate Conception (FCIC)
Seminar-Workshop on Basic Laboratory Safety Procedures and Manipulation of Laboratory Apparatus and Equipment	08/26/2017	08/26/2017	8hours	Technical	Franciscan College of The Immaculate Conception (FCIC)
2017 DepEd-PEAC Summer In-Service Training (INSET) JHS	05/22/2017	05/24/2017	24hours	Technical	Private Education Assistance Committee in partnership with DepEd, Tacloban City

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? ☐ YES ☒ NO

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.
MARIA VICTORIA GONZAGA, Ed.D	FCIC, BAYBAY CITY LEYTE	9773878170
FATIMA IRENE DELA PENA	FCIC, BAYBAY CITY LEYTE	9282878787
SISTER M. ROSARIO AYA-AY, OSF	FCIC, BAYBAY CITY LEYTE	9056266123

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: PRC ID

ID/License/Passport No.: 1658068

Date/Place of Issuance: 06/27/2018 ORMOC CITY LEYTE

Signature (Sign inside the box)
9-22-25
Date Accomplished

Right Thumbmark

PHOTO
TRACIE R. PUNA

SUBSCRIBED AND SWORN to before me this 22 SEP 2025 at _____, affiant exhibiting his/her validly issued government ID as indicated above.

Doc. No.: 7374
Page No.: 92
Book No.: 1
Series of 20 5

ATTY. MICHAEL J. SABLAN
PUBLIC ATTORNEY I
PURSUANT TO R.A. 9406
Person Administering Oath

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WORK EXPERIENCE SHEET

Directions: 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: 08/01/2023- Present
 - Position: Graduate School Faculty
 - Name of Office/Unit: FCIC Graduate School Department
 - Immediate Supervisor: Maria Victoria Gonzaga, Ed.D.
 - Name of Agency/Organization and Location: Franciscan College of The Immaculate Conception Baybay City Leyte Inc.
 - **Summary of Actual Duties**
Develop and teach advanced courses in natural sciences, such as zoology, botany, and environmental science to graduate students.
-
- Duration: 07/01/2019- 06/13/2025
 - Position: Head, Laboratories /In-Charge Science Laboratories
 - Name of Office/Unit: FCIC, Science Laboratory
 - Immediate Supervisor: Sister M. Mary Michael Bactong, OSF
 - Name of Agency/Organization and Location: Franciscan College of The Immaculate Conception Baybay City Leyte Inc.
 - **List of Accomplishment and Contributions (if any)**
 - Laboratory Operations Management
 - Safety Protocol Enhancements
 - Upgrade Equipment's of the Laboratory
 - Educational Programs
 - Seminar and Workshop
 - **Summary of Actual Duties**
Head Laboratories/Science Laboratory In-Charge with 5 years of experience in running operations in a laboratory. Examples of duties are coordinating staff, ordering supplies for experimentation purposes, plan and implementing security standards, provide training, seminar workshops for science teachers, and supervising quality control.
-
- Duration: 07/01/2019- 06/13/2025
 - Position: College Faculty
 - Name of Office/Unit: FCIC College Department
 - Immediate Supervisor: Maria Victoria Gonzaga, Ed.D.
 - Name of Agency/Organization and Location: Franciscan College of The Immaculate Conception Baybay City Leyte Inc.
 - **List of Accomplishment and Contributions (if any)**
 - Students Internship Coordinator
 - Biochemistry Club Moderator
 - Panelist Research Proposal/Defense
 - Teaching Science Subjects and Education Courses
 - **Summary of Actual Duties**
 - Teach education students with innovative teaching strategies.
 - Conduct experimentation for science major courses.
 - Plan and implement activities and programs
-
- Duration: 06/01/2017- 06/13/2025
 - Position: Junior High School Basic Education Faculty
 - Name of Office/Unit: FCIC Basic Education Department
 - Immediate Supervisor: Sister M. Rosario Aya-ay, OSF
 - Name of Agency/Organization and Location: Franciscan College of The Immaculate Conception Baybay City Leyte Inc.
 - **List of Accomplishment and Contributions (if any)**
 - Implement Investigatory Project for students
 - Panelist for Investigatory Project/Scientific Research
 - **Summary of Actual Duties**
 - Designs and executes detailed lesson plans for science subject, incorporates daily logs to track student progress, and assesses student understanding.
 - Monitors and evaluates students' progress.


TRACIE R. PUNA

(Signature over Printed Name of Employee/
 Application)

Date: 9-22-25