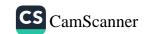
	on made in the Personal Data Sheet and the V	TOTA Experience offers share	cause uie iiii	ng or admin	nsu au v e c	miniai casas ag	amat are pere		
	TO FILLING OUT THE PERSONAL DATA SHEE	ET (PDS) BEFORE ACCOMP	LISHING THE I	PDS FORM.					
nt legibly. Tick appropriate boxes (	) and use separate sheet if necessary. Indicate N	A if not applicable. DO NOT AB	BREVIATE.		. CS ID No.	The sale of	(Do not fill up. Fo	or CSC use only	
SURNAME	PUNA			a see of total a see of		The second second second	ALCO TO THE TOTAL OF THE PARTY		
FIRST NAME		7 mm 4 mm m				NAME EXTENSION (JR.	SR)	and the second	
MIDDLE NAME	TRACIE							AND A STATE OF	
DATE OF BIRTH	RANEZ	e (a					N 1111 N		
(mm/dd/yyyy)	12/07/1995	16. CITIZENSHIP  If holder of dual citizenship,		✓ Filipino ☐ Dual Citizenship ✓ by birth ☐ by naturalization Pls. indicate country:				ration	
. PLACE OF BIRTH	ANAHAWAN SOUTHERN LEYTE							1 100 100 1	
i. SEX	☐ Male ☑ Female	please indicate the det	ails.	AST 1 AS 111			er or military	ne ver	
6 CIVIL STATUS	Single ✓ Married	17. RESIDENTIAL ADDRESS		ZONE 1 A.BONIFACIO ST.  Street  Street					
	☐ Widowed ☐ Separated ☐ Other/s:		House	House/Block/Lot No.		P.	PANGASUGAN		
L UFIGURA A				ivision/Village YBAY CITY			Barangay LEYTE		
7. HEIGHT (m)	1.5		City	Municipality		Province			
B. WEIGHT (kg)	68	ZIP CODE		701/54		A RONIFACIO ST.			
. BLOOD TYPE	A+	18. PERMANENT ADDRESS	ZONE 1 A. BONIFACIO ST. House/Block/Lot No. Street						
O. GSIS ID NO.	N/A		Subd	ivision/Village	28	The spirit of th	Barangay		
1. PAG-IBIG ID NO.	121205971074		E	BAYBAY CITY Municipality	er, a, e	p 1	LEYTE Province		
2. PHILHEALTH NO.	13-050194694-0	ZIP CODE	- V	- 179	ar it	6611	17% ber		
3. SSS NO.	06-39808893	19. TELEPHONE NO.	N/A						
4. TIN NO.	498-823-075	20. MOBILE NO. 09510402806/0975				806/09755322150	09755322150		
5. AGENCY EMPLOYEE NO.	M-04-000051-17	21. E-MAIL ADDRESS (if any)		<u>tr</u>	acie.rane	ez@gmail.cor	<u>n</u>		
L FAMILY BACKGROUND							- 10 7 to		
2. SPOUSE'S SURNAME	PUNA		23. NAME of CHILDREN (Write full name and list a			t all) DATE OF BIRTH (mm/dd/yyyy			
FIRST NAME	HERBERT RHEY	NAME EXTENSION (JR., SR)	HEETHAN RHEY PU		RHEY PUN	NA 05/08/		2022	
MIDDLE NAME	ACOJEDO	ų il			п				
OCCUPATION	ACCOUNT OFFICER								
EMPLOYER/BUSINESS NAME	RAFI MICROFINANCE INCORPORATE	3 P	To Senter					1	
BUSINESS ADDRESS	BLK 12 LOT 27 PHASE 1 V AND G SUBD BRGY	109, TACLOBAN CITY							
TELEPHONE NO.	535602431		* 2 111 *	ga u - sa	100	w in the control of the	- 39		
24. FATHER'S SURNAME	RANEZ	e service and an arrangement of	ngal ng Badan n		Maria Name			Jan Landerson	
FIRST NAME	TERENCIO	NAME EXTENSION (JR., SR)						1	
MIDDLE NAME	QUIBAN					<u> </u>			
5. MOTHER'S MAIDEN NAME				101	A SCA III SEE				
SURNAME	BAGA		V 11 - 21		- 12 - 1	y== y=	10 H 2 I	il n	
FIRST NAME	ALMA	. No see the see							
MIDDLE NAME	SANICO			(Co	ntinue on sep	erate sheet if neces	iary)		
HA HERESTATIONAL ENGINE	FROMAD						41 15 6	SCHOLARSHIP	
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGRE (Write in full)	E/COURSE	PERIOD OF A	To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	ACADEMIC HONORS RECEIVED	
ELEMENTARY	SUA ELEMENTARY SCHOOL	PRIMARY EDUCA	TION	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 IMMACULATI	E BEAUTY CARE NAIL CARE		03/19/2018	04/23/2018	GRADUATED	2018	N/A	
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDAR MAJOR IN BIOLOGICAL	SCIENCE	2012	2016	GRADUATED	2016	N/A	
GRADUATE STUDIES	FRANCISCAN COLLEGE OF THE IMMACULATION CONCEPTION INCORPORTATED	IN NATURAL SCIENCE		2019	2023	GRADUATED	2023	N/A	
ra to IPI to a line		Continue on separate sheet if nec	eccand	Spirate was the	The same to the same to the			Visit State of the	



	A COURSE OF THE PARTY OF THE PA		r 4		20.				
	SPECIAL LAV	080 (BOARD) BAR) UNDER YS/CES/CSEE	RATING	DATE OF EXAMINATION /	PLACE OF EXAMEN	ATION (CONE	RUENT	LICENSE (IF	
BARANGAY ELIGIBILITY / DRIVER'S LICENSE (If Applicable)			CONFERMENT	STICHT CONFI	CAMENI	NUMBER	Date of Validity		
LICENSURE EXAMINATION FOR TEACHERS 75.02		03/25/2018 CEBU CITY				1658068	12/07/202		
	*******								
						***			
								<del> </del>	
									ļ
ra de la companya de		West professional and a second state of	(Co	ntinue on separate sheet i	il necessani				
	XPERIENCE							1 11 7 2	
	SIVE DATES	it. Start from your recent	work) Description	of duties should be	Indicated in the attached	Work Expe	SALARY/JOB/ PAY	1000	
	n/dd/yyyy) To	POSITION TO (Write in full/Do not			NCY / OFFICE / COMPANY Do not abbreviate)	MONTHLY SALARY	GRADE (II applicable) A STEP (Formal "00-0") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
08/01/2023	05/31/2025	GRADUATE SCHOOL	OL FACULTY		EGE OF THE IMMACULATE	1950.00	N/A	CONTRACTUAL	N
07/01/2019	05/31/2025	COLLEGE FA	CULTY	FRANCISCAN COLLE	PRATED BAYBAY CITY LEYTE  GEOF THE IMMACULATE  PRATED BAYBAY CITY LEYTE	12161.50	N/A	CONTRACTUAL	N
07/01/2019	05/31/2025	HEAD, LABORATORIES		FRANCISCAN COLLE	GE OF THE IMMACULATE RATED BAYBAY CITY LEYTE	14630.00	N/A	CONTRACTUAL	N
06/01/2017	05/31/2025	JUNIOR HIGH SCHO		FRANCISCAN COLLE	GE OF THE IMMACULATE	3767.83	N/A	CONTRACTUAL	N
06/04/2016	05/08/2017	JOB ORD	ER	0.0000000000000000000000000000000000000	/ERNMENT UNIT	5000.00	N/A	CONTRACTUAL	N
		L RO SKI L BO							
		7							
						-			
			- 1 -						
								2	
			100						
man pr	- 1								
. 44									
			(IV)				7.		
	3-		X 40 S		0				
				ave ag					
			*i=0.42 - 48**	- 1			10 May 2		
,									
		- Najagor Taras	r a date de mis	1 y gr					
				6		1			
	1	5							
	A T								
		W - 1							
e la la					and the state of t				
		87 28 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	5 00,00	20 T 41					
		Lange of the	e o el es						
70 9			<i></i>	itinua on separate sheet li	manassani			8.5	
SIGNAT	TURE	, pre manda ancom	4	шин он эврагия элвес п	DATE		2-6-	2025	
	F 400 COP 400							S FORM 212 (Revised 2)	17). Page 2 of 4

NAME & ADDRESS OF C			INE DATES		1		
(White in full)			(mmkst/yyyr) Husser of Hours 9 POSITION / NATU		POSITION / NATURE OF WORK		
N/A	N/A	N/A	N/A	N/A			
N/A			N/A	N/A	NIA		
NA			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		
IL LEARNING AND DEVELOPMENT ( 80	(Con TREENIENTIONS ARAINING PA	dinus on separate	sheet if necessar	y)		The second secon	
IO. TITLE OF LEARNING AND DEVELOPMENT INT (With In f.	ERVENTIONS/TRAINING PROGRAMS	INCLUSIV ATTE	E DATES OF NDANCE NDANCE	NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory! Technical/etc)	CONDUCTED/ SPONSORED BY (Virtle in fulf)	
uilding Leadership Capacity when Faced with Trans	formative Change	02/23/2024	02/24/2024	16hours	Technical	Phoenix Publishing House & PPh Educational Foundation	
minar on Outcome-Based Education		07/09/2024	07/09/2024	8hours	Technical	Franciscan College of The Immaculate Concept (FCIC)	
ollege Faculty in-Service Training: Teachers as Rol	of Values and Ethical Practices"	12/15/2023	12/15/2023	8hours	Technical	Franciscan College of The Immaculate Concept (FCIC)	
ebinar: Classroom Assessment Tools and Strategi	es in the New Normal"	12/17/2023	12/17/2023	8hours	Technical	Phoenix-Sibs Publishing House Private Education Assistance Committee in	
23 In-Service Training for Junior High School Teac Hege Faculty In-Service Training: Benchmarking E	hers lest Practices in Research and	07/31/2023	08/02/2023	24hours	Technical	partnership with DepED, Tacloban City  Franciscan College of The Immaculate Concept	
novation		03/22/2023	03/22/2023	Shours	Technical	(FCIC)	
ebinar: Classroom Management Strategies in the N		02/17/2023	02/17/2023	8hours	Technical	Phoenix-Sibs Publishing House	
Conversations on Instructional Coaching: One More Time, With Feeling			12/07/2022	16hours	Technical Technical	Phoenix-Sibs Publishing House  Advanced Research and Innovation Center (VSI	
minar-Workshop on Journal Publication		09/03/2022	09/03/2022	8hours	Technical	Franciscan College of The Immaculate Concepti (FCIC)	
eminar on Media Education and Safeguarding	1 m <sup>2</sup> 7 m	03/23/2022	03/242022	16 hours	Technical	Franciscan College of the Immaculate Conception (FCIC)	
ebinar: Education in Indonesia: Trends, Best Pract	ices, and innovations	03/03/2022	03/03/2022	2hours	Technical	Kaagapay Teacher Support	
stitutionalizing Evidence-Based Practices for A Lea	mer Centered School	01/27/2022	01/28/2022	16hours	Technical	AECON (Annual Educator's Congress Franciscan College of The Immaculate Concept	
flege Faculty In-Service Training: Building a Robu	st Culture of Innovation	01/15/2022	01/15/2022	8hours	Technical	(FCIC)	
eneral Education Webinar: Doing Blended Learning	Section 100 March 100	11/15/2021	11/15/2021	8hours	Technical	UP Diliman , CHED Franciscan College of The Immaculate Concept	
ollege Faculty In-Service: 21st Century Thinking Pro	cess: Adaptive Education	11/09/2021	11/09/2021	Shours	Technical	(FCIC) PRODEV Project Training Center partnership wi	
minar-Workshop on Updating Research Skills		07/28/2021	10/02/2021 07/28/2021	8hours 8hours	Technical Technical	FCIC Franciscan College of The Immaculate Concepti (FCIC)	
oogle Workspace Training Workshop via Google M		07/26/2021	07/26/2021	Shours	Technical	Franciscan College of The Immaculate Concepti (FCIC)	
plementing The Field Study Courses		07/08/2021	07/08/2021	Bhours	Technical	PAFTE Region VIII	
21 Regional Midyear Convention "Shifts that Fit insendmarks for Quality"	truction, Research, and Extension:	06/05/2021	06/05/2021	Bhours	Technical	PAFTE Region VIII Auxilium College (Gandhi Nagar, Vellore, Tamil	
ernational Webinar: Advances in Life Science		03/20/2021	03/20/2021	Shours	Technical	nadu, India	
The second secon	(Con	tinue on separate	sheet if necessary				
II. OTHER INFORMATION		ACADEMIC DISTI	NCTIONS / RECOG	NITION		MEMBERSHIP IN ASSOCIATION/ORGANIZATI	
91. SPECIAL SKILLS and HOBBIES PROFICIENT IN MS OFFICE/ COMPUTER	32. NON	(Write	te in futi)			33. (Write in full)	
SKILLS	N/A					N/A N/A	
COMMUNICATION SKILLS	N/A N/A				N/A		
READING AND WRITING SKILLS  DANCING	N/A N/A					N/A	
INTERPERSONAL SKILLS	Her Carrier C	N/A				N/A	
HITEL SILVER SINGLE		N/A	·			N/A	
		N/A				N/A	
	(Cont	tinue on separate	sheet II necessary	1 / /	TE	1 0. 1. 1000	
SIGNATURE	41			<i>U/</i>	116	2 - 6 - 2025 CS FORM 212 (Revised 2017), Page	

Are you related by consanguinity or affinity to the appointing of chief of bureau or office or to the person who has pediate s	r recommending authority, or to the					
Bureau or Department where you will be apppoint:	supervision over you in the Office,					
a. within the third degree?	☐ YES ☑ NO					
b. within the fourth degree (for Local Government Unit - Care						
	☐ YES ☑ NO If YES, give details:					
<u> </u>						
<ol> <li>a. Have you ever been found guilty of any administrative offer</li> </ol>	nse?	☐ YES ☑	NO			
	70	If YES, give details:				
	The state of the s		and the second of the			
b. Have you been criminally charged before any court?	The second second second	☐ YES [-	NO			
	100	If YES, give details:				
	A comment of	Date Filed:	2.00			
E Have you ever been consisted of	A Commence of the Commence of	Status of Case/s:				
36. Have you ever been convicted of any crime or violation of an any court or tribunal?	y law, decree, ordinance or regulation by		✓ NO			
	9	If YES, give details:				
17 Have you complete						
<ol> <li>Have you ever been separated from the service in any of the dropped from the rolls, dismissal, termination, end of term, fi</li> </ol>	nished contract or phased out (abolition)	YES	IJ NO			
In the public or private sector?	1	If YES, give details:				
38. a. Have you ever been a candidate in a national or local elec	ction held within the last year (except	YES	✓ NO			
Barangay election)?		If YES, give details	:			
b. Have you resigned from the government service during the	e three (3)-month period before the last	☐ YES ☑ NO				
election to promote/actively campaign for a national or local		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) Mag	no Codo foo Disable LD (DA					
7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972),	gna Carra for Disabled Persons (RA blease answer the following items:					
Are you a member of any indigenous group?	process and to to to the ming the mo.	□ vee				
		Section 1 If YES, please specify:	✓ NO			
b. Are you a person with disability?		☐ YES	☑ NO			
c. Are you a solo parent?		If YES, please specify				
		YES If YES, please specify	☑ NO ID No:			
41. REFERENCES (Person not related by consanguinity or affinity to applicant	(/appointee)	1 2.50x	A CONTRACTOR OF THE PARTY OF TH			
NAME	ADDRESS	TEL NO.	Con Control			
MARIA VICTORIA GONZAGA, Ed.D	FCIC, BAYBAY CITY LEYTE	9773878170				
JASPER PAUL YCOY, LPT, MA	BAYBAY CITY LEYTE	9606647958	(m)			
JOAN MAE TABUDLONG LPT, MA	BAYBAY CITY LEYTE	9655526671				
42. I declare under oath that I have personally accomplished	to and security means that the order of the contract of the co					
complete statement pursuant to the provisions of perti	nent laws, rules and regulations of the	Republic of the	TIP / CITE TO			
Philippines. I authorize the agency head/authorized repres	sentative to verify/validate the contents sta	ted herein.	TRACIE R. PUNA			
agree that any misrepresentation made in this doc administrative/criminal case/s against me.	ouncil and its attachments shall cau	se the filing of	PHOTO			
		er ales				
Government Issued ID (i e Passport, CSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	v 20 30 850 1		and the same			
Government Issued ID: PRC ID	4		A TOMA -			
	[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]	.:				
ID/License/Passport No: 1658068	Signature (Sign Inside the		The state of the s			
Date/Place of Issuance: 06/27/2018 ORMOC CITY LEYTE	2-6- 202 Date Accomplished	(2)	Right Thumbmark			
SUBSCRIBED AND SWORN to before me this	loud le 1/100	W 11.4				
SUBSCRIBED AND SYVORM (D DOIGH IN INIS	long 6, 2006 , affiant exhib	oiting his/her validly Issued	government ID as indicated above.			
	1 A		t Sayan			
	Mario L. M.	<b>5</b> 6				
	711.33.0					
	Person Administering C	oath	(*)))(et))			
			CS FORM 212 (Revised 2017), P.			
			GO FORM 212 (Nevised 2017), F			



## WORK EXPERIENCE SHEET

Directions: 1. Include only the work experience 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 the 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- Present
- Position: <u>Head, Laboratories /In-Charge Science Laboratories</u>
- 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, planning and implementing security standards, providing training, seminar workshops for science teachers, and supervising quality control.

- Duration: 07/01/2019- Present
- 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 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- Present
- Position: <u>Junior High School Basic Education Faculty</u>
- 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 subjects, incorporates daily logs to track student progress, and assesses student understanding.

Monitors and evaluates students' progress.

TRACIER. PUNA
(Signature over Printed Name of Employee/Applicant)

Date: January 27, 2025