

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	ORACION		
FIRST NAME	HELEN GRACE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	FERRERAS		
3. DATE OF BIRTH (mm/dd/yyyy)	09/11/1996	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	PARAÑAQUE, METRO MANILA	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.51	ZIP CODE	House/Block/Lot No. Street BRGY. GAAS Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	45.8		
9. BLOOD TYPE	B		
10. GSIS ID NO.	NA		
11. PAG-IBIG ID NO.	121226009688		
12. PHILHEALTH NO.	13-025489771-0	18. PERMANENT ADDRESS	House/Block/Lot No. Street BRGY. GAAS Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521
13. SSS NO.	NA		
14. TIN NO.	716-052-370		
15. AGENCY EMPLOYEE NO.	N/A	19. TELEPHONE NO.	NA
		20. MOBILE NO.	0909-101-3905
		21. E-MAIL ADDRESS (if any)	hgfo911@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NA	NAME EXTENSION (JR., SR)	NA	NA
MIDDLE NAME	NA			
OCCUPATION	NA			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	ORACION			
FIRST NAME	RODULFO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BAGASLAO			
25. MOTHER'S MAIDEN NAME				
SURNAME	FERRERAS			
FIRST NAME	NIDA			
MIDDLE NAME	ESTIPONA		(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 SOUTH CENTRAL SCHOOL	BASIC EDUCATION (ELEMENTARY)	2003	2009	NA	2009	WITH HONORS
SECONDARY	BAYBAY CITY NATIONAL HIGH SCHOOL	BASIC EDUCATION (HIGH SCHOOL)	2009	2013	NA	2013	WITH HONORS
VOCATIONAL / TRADE COURSE	N A	NA	NA	NA	NA	NA	NA
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN CHEMISTRY	2013	2017	NA	2017	VSU SCHOLAR
GRADUATE STUDIES	NA	NA	NA	NA	NA	NA	NA

(Continue on separate sheet if necessary)

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#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

**(Continue on separate sheet if necessary)**

## V. WORK EXPERIENCE

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

[illegible]

(Continue on separate sheet if necessary)

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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		
	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			
	Online Training on Moodle Classroom Management	6/24/20	6/26/20	24	TECHNICAL	Prof. Winston M. Tabada/ Department of Computer Science and Technology Visayas State University Main Campus
	Training-Workshop on Course Modules Production for Flexible Learning in Higher Education Institutions (HEIs)	06/11-12/20	6/15-19/20	54	TECHNICAL	Commission on Higher Education Regional Office VIII Youtube Channel (Webinar)
	Echo-Seminar/Workshop on Educational Technologies for the 21st Century Teachers	07/23/2019	07/24/2019	16	TECHNICAL	College of Arts and Sciences of Visayas State University
	Seminar-Workshop on Open Data Kit (ODK)	03/7/2019	03/7/2019	8	TECHNICAL	Department of Statistics of Visayas State University
	2nd Regional Symposium of the Philippine Biochemistry and Molecular Biology	02/21/2019	02/22/2019	16	TECHNICAL	PSBMB and Visayas State University (Main Campus)
	45th Philippine Society of Biochemistry and Molecular Biology (PSBMB) Annual Convention	11/28/2018	11/29/2018	16	TECHNICAL	PSBMB and University of the Philippines - VISAYAS (Ilo-ilo)
	ASIAN ASSOCIATION OF AGRICULTURAL COLLEGES (AAACU) 22nd BIENNIAL CONFERENCE AND GENERAL ASSEMBLY	10/16/18	10/18/18	24	TECHNICAL	ASIAN ASSOCIATION OF AGRICULTURAL COLLEGES AND UNIVERSITIES AND VISAYAS STATE UNIVERSITY
	33rd PHILIPPINE CHEMISTRY CONGRESS	05/30/2018	06/01/2018	24	TECHNICAL	INTEGRATED CHEMISTS OF THE PHILIPPINES
	BIOGEOCHEMISTRY SERIES OF LECTURES	03/14/2018	03/15/2018	16	TECHNICAL	DR. MARIFE D. CORRE (GOTTINGEN UNIVERSITY)
	OPSI SUGARCANE FARM MANAGEMENT TRAINING	02/20/2018	02/22/2018	24	MANAGERIAL	SUGAR REGULATORY ADMINISTRATION
	HANDS-ON TRAINING ON SOIL CHEMICAL ANALYSES	12/12/2017	12/15/2019	24	TECHNICAL	SUGAR REGULATORY ADMINISTRATION






(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)
	STITCHING		NA		INTEGRATED CHEMISTS OF THE PHILIPPINES
	READING				PHILIPPINE SOCIETY OF BIOCHEMISTRY AND MOLCEULAR BIOLOGY
	SURFING THE INTERNET				
	DRAWING				
	WATCHING SHOWS				
	PAINTING				

(Continue on separate sheet if necessary)

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<p>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,</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> <hr/>												
<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> <hr/> <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> <hr/>												
<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 type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <hr/>												
<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>DR. ANDRESITO D. ACABAL</td> <td>VSU, VISCA, BAYBAY CITY, LEYTE</td> <td>9179777298</td> </tr> <tr> <td>DR. SUZETTE B. LINA</td> <td>VSU, VISCA, BAYBAY CITY, LEYTE</td> <td>9199613921</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	DR. ANDRESITO D. ACABAL	VSU, VISCA, BAYBAY CITY, LEYTE	9179777298	DR. SUZETTE B. LINA	VSU, VISCA, BAYBAY CITY, LEYTE	9199613921			
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<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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<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 250px; height: 60px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p>													