

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	BELAS		
FIRST NAME	DEXTER		NAME EXTENSION (JR., SR)
MIDDLE NAME	AYASO		
3. DATE OF BIRTH (mm/dd/yyyy)	08/28/2001	16. CITIZENSHIP If holder of dual citizenship, please indicate the details.	<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	PALO, LEYTE		
5. SEX	<input checked="" type="checkbox"/> Male <input 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 BLOCK 16, LOT 1 RUSSIA ST. House/Block/Lot No. Street V&G SUBDIVISION 109-A Subdivision/Village Barangay TACLOBAN CITY LEYTE City/Municipality Province ZIP CODE 6500	
7. HEIGHT (m)	163		
8. WEIGHT (kg)	80		
9. BLOOD TYPE	O		
10. GSIS ID NO.	N/A	18. PERMANENT ADDRESS BLOCK 16, LOT 1 RUSSIA ST. House/Block/Lot No. Street V&G SUBDIVISION 109-A Subdivision/Village Barangay TACLOBAN CITY LEYTE City/Municipality Province ZIP CODE 6500	
11. PAG-IBIG ID NO.	1213-4954-6619		
12. PHILHEALTH NO.	03-250922616-3		
13. SSS NO.	N/A		
14. TIN NO.	662457294	19. TELEPHONE NO.	N/A
15. AGENCY EMPLOYEE NO.	N/A	20. MOBILE NO.	09602954664
		21. E-MAIL ADDRESS (if any)	dexterbelas@gmail.com

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	N/A		N/A	N/A
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	BELAS		N/A	N/A
FIRST NAME	KATHLEEN		N/A	N/A
MIDDLE NAME	AYASO		(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	GLENDAL SCHOOL INCORPORATED	ELEMENTARY	2013	2014	GRADUATED	2014	N/A
SECONDARY	PHILIPPINE SCIENCE HIGH SCHOOL - EASTERN VISAYAS CAMPUS	SENIOR HIGH SCHOOL	2014	2020	GRADUATED	2020	DIRECTOR'S LISTER
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BS ENVIRONMENTAL SCIENCE	2020	2024	GRADUATED	2024	SUMMA CUM LAUDE
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/10/2025
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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			
	VISAYAS STATE UNIVERSITY COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE SUPREME STUDENT COUNCIL	08/07/2023	07/23/2024	N/A	SECRETARY-GENERAL	
	VISAYAS STATE UNIVERSITY HELPERS IN OUTREACHING MOTHER EARTH'S STABILITY (COURSE-RELATED ORGANIZATION)	06/01/2022	08/23/2023	N/A	PRESIDENT	
	VISAYAS STATE UNIVERSITY COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE SUPREME STUDENT COUNCIL	08/27/2021	09/07/2022	N/A	BOARD MEMBER	
	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			
	5TH NATIONAL YOUTH ENVIRONMENT SUMMIT	03/01/2023	03/04/2023	24	TECHNICAL	ALLIANCE FOR GREEN PHILIPPINES INCORPORATED
	COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE STRATEGIC PLANNING WORKSHOP	11/23/2022	11/23/2022	4	MANAGERIAL	VISAYAS STATE UNIVERSITY COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE
	28TH ANNUAL PHILIPPINE BIODIVERSITY SYMPOSIUM	08/13/2019	08/16/2019	24	TECHNICAL	LEYTE SAB-A PEATLAND FOREST RESTORATION INITIATIVE CONSORTIUM
	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	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	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	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)						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)		
	VOLLEYBALL	CHAMPION - LEYTE GULF INTERSCHOOL INVITATIONAL SPORTS LEAGUE 2019		PHILIPPINE ASSOCIATION OF ENVIRONMENTAL SCIENCE STUDENTS		
	TECHNICAL WRITING	BEST ORAL PRESENTER (HIGH SCHOOL CATEGORY) 28TH ANNUAL PHILIPPINE BIODIVERSITY SYMPOSIUM		VISAYAS STATE UNIVERSITY ALUMNI ASSOCIATION		
	BADMINTON	N/A		N/A		
	GEOSPATIAL MAPPING (QGIS)	N/A		N/A		
	STATISTICAL ANALYSIS (SPSS)	N/A		N/A		
	DIGITAL LAYOUTING	N/A		N/A		
	N/A	N/A		N/A		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	01/10/2025	


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? b. within the fourth degree (for Local Government Unit - Career Employees)?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? 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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
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? b. Are you a person with disability? c. Are you a solo parent?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)														
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>MANUEL K. PALOMAR</td><td>SAN AGUSTIN, BAYBAY CITY, LEYTE</td><td>9161573478</td></tr><tr><td>CHRISTIE CYRENE T. TAUY</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>9554965969</td></tr><tr><td>ARACELI D. LARRAGA</td><td>V&G SUBDIVISION, TACLOBAN CITY, LEYTE</td><td>9177051503</td></tr></table>			NAME	ADDRESS	TEL. NO.	MANUEL K. PALOMAR	SAN AGUSTIN, BAYBAY CITY, LEYTE	9161573478	CHRISTIE CYRENE T. TAUY	VISCA, BAYBAY CITY, LEYTE	9554965969	ARACELI D. LARRAGA	V&G SUBDIVISION, TACLOBAN CITY, LEYTE	9177051503
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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.														
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <table><tr><td>Government Issued ID:</td><td>PASSPORT</td></tr><tr><td>ID/License/Passport No.:</td><td>P6219230C</td></tr><tr><td>Date/Place of Issuance:</td><td>01/11/2024</td></tr></table>	Government Issued ID:	PASSPORT	ID/License/Passport No.:	P6219230C	Date/Place of Issuance:	01/11/2024	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>01/10/2025</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	01/10/2025	Date Accomplished	<div> PHOTO</div> <div> Right Thumbmark</div>		
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Date/Place of Issuance:	01/11/2024													
														
Signature (Sign inside the box)														
01/10/2025														
Date Accomplished														
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.														
<div></div> <div>Person Administering Oath</div>														

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 9, 2024 – December 13, 2024
- Position: Instructor
- Name of Office/Unit: Institute of Tropical Ecology and Environmental Management
- Immediate Supervisor: Teofanes A. Patindol
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Handled the Envi 11 class for eight sections
- Summary of Actual Duties
 - Prepare learning materials for the classes assigned; conduct classes as scheduled; employ varied teaching strategies to enhance student learning; apply/conduct modes of assessment of student learning; maintain an updated and orderly class record of classes handled; conduct examinations and other appropriate performance assessment tasks, and give relevant assignments and other course requirements; Return corrected test papers and other assessment outputs to the students, and provide regular feedback on class performance; attend to student queries and other class-related concerns even outside class hours.


DEXTER A. BELAS
(Signature over Printed Name
of Employee/Applicant)

Date: 01/10/2025