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 READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FO<u>RM</u>. (Do not fill up. For CSC use only Print legibly. Tick appropriate boxes (🔲 and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. 2. SURNAME VALENZONA NAME EXTENSION (JR., SR) FIRST NAME ALEMAR MIDDLE NAME NAPOLES 3. DATE OF BIRTH 07/12/1993 16. CITIZENSHIP **∀** Filipino Dual Citizenship (mm/dd/vvvv) by birth by naturalization 4 PLACE OF BIRTH BAYBAY, LEYTE Pls. indicate country: If holder of dual citizenship. please indicate the details. **✓** Male Female • 5. SEX **✓** Married 17. RESIDENTIAL ADDRESS Single 6 CIVIL STATUS House/Block/Lot No. Street Widowed Separated GABAS Other/s: Subdivision/Village Barangay BAYBAY LEYTE 7. HEIGHT (m) 165 City/Municipality 8. WEIGHT (kg) 51 ZIP CODE 6521-A 18. PERMANENT ADDRESS 9. BLOOD TYPE House/Block/Lot No. Street PANGASUGAN 10. GSIS ID NO. NΑ Subdivision/Village Barangay BAYBAY LEYTE 1212-0194-1867 11. PAG-IBIG ID NO. City/Municipality Province 01-025468572-6 ZIP CODE 6521-A 12. PHILHEALTH NO. 13. SSS NO. N.A 19. TELEPHONE NO N.A. 14. TIN NO. 478-192-284-000 09504441319 20 MOBILE NO 15. AGENCY EMPLOYEE NO. 21. E-MAIL ADDRESS (if any) N.A alemarnvalenzona@gmail.com FAMILY BACKGROUND DATE OF BIRTH (mm/dd/yyyy) 22. SPOUSE'S SURNAME VALENZONA 23. NAME of CHILDREN (Write full name and list all) NAME EXTENSION (JR., SR) FIRST NAME VAI FRIF ALEANNA MARRIE C. VALENZONA 12/01/2015 MIDDLE NAME CIRCULADO OCCUPATION COLLECTING OFFICER VISAYAS STATE UNIVERSITY EMPLOYER/BUSINESS NAME BUSINESS ADDRESS VISCA, BAYBAY CITY, LEYTE TELEPHONE NO 565-0600 local 1011 24. FATHER'S SURNAME VALENZONA NAME EXTENSION (JR., SR) FIRST NAME ALEJANDRO MIDDLE NAME **OQUIAS** 25. MOTHER'S MAIDEN NAME NAPOLES SURNAME MARIA LOURDES FIRST NAME TABARANZA MIDDLE NAME (Continue on separate sheet if necessary) III. EDUCATIONAL BACKGROUND SCHOLARSHIP/ HIGHEST LEVEL/ UNITS EARNED PERIOD OF ATTENDANCE 26 NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE LEVEL (Write in full) (Write in full) GRADUATED HONORS (if not graduated) RECEIVED From To ELEMENTARY GABAS ELEMENTARY SCHOOL PRIMARY 06/01/2000 03/30/2006 GRADUATED 2006 NONE SECONDARY BAYBAY NATIONAL HIGH SCHOOL SECONDARY 06/01/2006 03/30/2010 GRADUATED 2010 NONE ORGANIC VEGETABLE PRODUCTION VOCATIONAL / CALUBIAN NATIONAL VOCATIONAL SCHOOL 11/04/2014 12/03/2014 GRADUATED NONE 2014 TRADE COURSE leading to HORTICULTURE NC II COLLEGE GRADUATE STUDIES **SIGNATURE** DATE September 05, 2025

CS FORM 212 (Revised 2017), Page 1 of 4

| IV. CIVIL SERVICE ELIGIBILITY | | | | | | | | | |
|---|-----------------------------------|---------------------------|--------------------|---|-----------------------------|-------------------------------|-----------------------------|---------------------------------------|----------------------------|
| | | | RATING | DATE OF EXAMINATION / PLACE OF EXAMINA | | TION / CONFER | MENT | LICENSE (if ap | |
| BARANGAY ELIGIBILITY / DRIVER'S LICENSE (If App | | | (If Applicable) | CONFERMENT TEACH OF EXAMINATION / CONFERMENT | | | | NUMBER | Date of Validity |
| | DRIVER'S LICENSE N. | | N.A. | N.A. | BAYBAY CITY, LEYTE | | | H12-24-000940 | 07/12/2028 |
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| V. WORK E | XPERIENCE | | (Cor | ntinue on separate sheet | if necessary) | | | | |
| (Include priv | ate employme | nt. Start from your recen | t work) Descriptio | n of duties should b | be indicated in the attach | ed Work Exp | perience shee | et. | |
| | SIVE DATES n/dd/yyyy) | POSITION TI | | | ENCY / OFFICE / COMPANY | MONTHLY | GRADE (if applicable)& STEP | STATUS OF APPOINTMENT | GOV'T SERVICE |
| From | (Write in full/Do not abbreviate) | | appreviate) | (Write in full | SALARY | (Format "00-0")/ INCREMENT | AFFUINIMENI | (Y/ N) | |
| 01/02/2024 | Present | Field Labo | orer | Department of Agronomy, VSU | | 8,000.00 | N.A. | Job Order | Yes |
| 07/01/2021 | 12/31/2023 | Field Labo | orer | Department of Agronomy, VSU | | 5,200.00 | N.A. | Job Order | Yes |
| 09/01/2015 | 12/31/2020 | Field Labo | orer | Department of | Department of Agronomy, VSU | | N.A. | Job Order | Yes |
| 07/01/2015 | 08/15/2015 | Field Labo | orer | ACIAR (Pomology) | | | N.A. | Job Order | Yes |
| 02/01/2014 | 06/30/2014 | Plant Caret | aker | Lintaon Farm | | | N.A. | Temporary | No |
| 03/01/2013 | 05/30/2013 | Field Labo | orer | Department of Agronomy and Soil Sciences, VSU | | | N.A. | Job Order | Yes |
| 03/01/2012 | 12/10/2012 | Sales Bo | у | LCT Store | | | N.A. | Temporary | No |
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| 8:2::: | TUD= | | (Cor | ntinue on separate sheet | | | | 05.000- | |
| SIGNA | ATURE | | <u></u> | | DATE | | | er 05, 2025 CS FORM 212 (Revised 2 | 2017) <u>,</u> Page 2 of 4 |

| VI. VOLUNTARY WORK OR INVOLVEMENT | IN CIVIC / NON-GOVERNMENT | / PEOPLE / V | OLUNTARY (| ORGANIZATIO | N/S | | |
|---|---|----------------------------------|---|-----------------|---|--|--|
| 29. NAME & ADDRESS OF ORGANIZATION | | INCLUSIVE DATES | | | | | |
| (Write in full) | | (mm/dd/yyyy) | | NUMBER OF HOURS | POSITION / NATURE OF WORK | | |
| | | From | То | | | | |
| N.A. | | N.A. | N.A. | N.A. | | N.A. | |
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| | (0) | | | | | | |
| VII. LEARNING AND DEVELOPMENT (L&D) | | tinue on separate : | | | _ | | |
| VII. ELAKKING AND DEVELOT MENT (EGD) | INTERVENTIONS/TRAINING FT | | | | | | |
| 30. TITLE OF LEARNING AND DEVELOPMENT INTE | RVENTIONS/TRAINING PROGRAMS | INCLUSIVE DATES OF ATTENDANCE | | 1 | Type of LD (Managerial/ | CONDUCTED/ SPONSORED BY | |
| (Write in full) | | | (mm/dd/yyyy) | | NUMBER OF HOURS Supervisory/ Technical/etc) | (Write in full) | |
| | | From | То | | 10011110011000) | | |
| KUBOTA-SAKA ARANGKADA 2025 Enhancing Paddy Pr Rice Transplanter and Seeder | oductivity: Hands-On Training on Kubota | 07/22/2025 | 07/22/2025 | 8 hours | Technical | KUBOTA | |
| Organic Vegetable Production leading to Horticulture NCII | | 11/24/2014 | 12/03/2014 | 80 hours | Technical | TESDA - Calubian National Vocational | |
| Organic vegetable i roddcion leading to morticulture Non | | 11/24/2014 | 12/03/2014 | ou nours | recrimical | School | |
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| | (Con: | tinue on separate : | sheet if necessary) | | | | |
| VIII. OTHER INFORMATION | | <u> </u> | • | | | | |
| | | | | | | | |
| 31. SPECIAL SKILLS and HOBBIES | 32. NON | ACADEMIC DISTIN- (Write | NCTIONS / RECOG e in full) | NITION | | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full) | |
| 5 | | | | | | | |
| Farming/Gardening | N.A. | | | | N.A. | | |
| Driving Skills | N.A. | | | | N.A. | | |
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| SIGNATURE | | | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | | TE | September 05, 2025 | |
| GIGNATURE | | | | DA | .,_ | September 05, 2025 | |
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| 34. | Are you related by consanguinity or affinity to the appointing chief of bureau or office or to the person who has immediately bureau or Department where you will be appropriated, a. within the third degree? | | uo. | | | | | |
|-----|--|---|---------------------------------|--|--|--|--|--|
| | | | ☐ YES 🛂 N | NO | | | | |
| | b. within the fourth degree (for Local Government Unit - C | areer Employees)? | ☐ YES 🛂 N | NO | | | | |
| | | If YES, give details: | | | | | | |
| | | | | | | | | |
| 35 | a. Have you ever been found guilty of any administrative of | ☐ YES 🔽 I | MO | | | | | |
| 55. | ,,,, | | NO . | | | | | |
| | | | If YES, give details: | | | | | |
| | | | | | | | | |
| | b. Have you been criminally charged before any court? | ☐ YES 🛂 | NO | | | | | |
| | b. Have you been diffilling dialged before any court: | | If YES, give details: | | | | | |
| | | Date Filed: | | | | | | |
| | | Status of Case/s: | | | | | | |
| | | | Status Of Case/S. | | | | | |
| 36. | Have you ever been convicted of any crime or violation of | ☐ YES ☑ NO | | | | | | |
| | by any court or tribunal? | If YES, give details: | | | | | | |
| | | | | | | | | |
| | | | - | | | | | |
| 37. | Have you ever been separated from the service in any of | | | NO | | | | |
| | retirement, dropped from the rolls, dismissal, termination, | end of term, finished contract or phased | If YES, give details: | | | | | |
| | out (abolition) in the public or private sector? | | | | | | | |
| 38. | a. Have you ever been a candidate in a national or local el | lection held within the last year (except | ☐ YES 🔽 NO | | | | | |
| | Barangay election)? | | If YES, give details: | | | | | |
| | h Have very resigned from the service | the three (2) we set to resid to the | | | | | | |
| | b. Have you resigned from the government service during | | _ | | | | | |
| | election to promote/actively campaign for a national or local | ai candidate? | If YES, give details: | | | | | |
| 39. | Have you acquired the status of an immigrant or permane | ent resident of another country? | ☐ YES 🔽 NO | | | | | |
| | | | If YES, give details (country): | | | | | |
| | | | II 1 LO, give details (60 | unity). | | | | |
| 40 | | | | _ | | | | |
| 40. | Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Ma | | | | | | | |
| | 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972 | | | | | | | |
| a. | Are you a member of any indigenous group? | | | ✓ 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? | | | ✓ NO | | | | |
| | | | If YES, please specify ID No: | | | | | |
| 41 | REFERENCES (Person not related by consanguinity or affinity to applic | eant /appointee) | | | | | | |
| | | | | | | | | |
| | NAME | ADDRESS | TEL. NO. | | | | | |
| | ED ALLAN L. ALCOBER | VSU, Visca, Baybay City, Leyte | 565-0600 local 1013 | | | | | |
| | | ,, .,,,, | | | | | | |
| | BERTA C. RATILLA | VSU, Visca, Baybay City, Leyte | 565-0600 local 1013 | | | | | |
| | | + | | (-) | | | | |
| L | | | | | | | | |
| 42. | I declare under oath that I have personally accomplished | ed this Personal Data Sheet which is a tr | ue, correct and | | | | | |
| | complete statement pursuant to the provisions of perti | | | | | | | |
| | Philippines. I authorize the agency head/authorized rep | resentative 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. | | | | | | | |
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| | overnment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) | | | | | | | |
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| | SUBSCRIBED AND SWORN to before me this, affiant exhibiting his/her validly issued government ID as indicated above. | | | | | | | |
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