

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	Palen		
FIRST NAME	May Ann	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Estoy		
3. DATE OF BIRTH (mm/dd/yyyy)	05/02/1989	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	☐ Male ☒ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	1474 Zone 3 House/Block/Lot No. Street Guadalupe (Utod) Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.57	ZIP CODE	6521
8. WEIGHT (kg)	51.50		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	1474 Zone 3 House/Block/Lot No. Street Guadalupe (Utod) Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A	19. TELEPHONE NO.	NONE
13. SSS NO.	N/A	20. MOBILE NO.	91784524436
14. TIN NO.	N/A	21. E-MAIL ADDRESS (if any)	mayann.estoy@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00702		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Palen		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Dave	NAME EXTENSION (JR., SR)	Khael E. Palen	07/27/2020
MIDDLE NAME	Itallo			
OCCUPATION	Teacher			
EMPLOYER/BUSINESS NAME	University of the Philippines - Tacloban College			
BUSINESS ADDRESS	UPVTC, Magsaysay Blvd. Tacloban City, Leyte			
TELEPHONE NO.	053-832-2878			
24. FATHER'S SURNAME	Estoy			
FIRST NAME	Eduardo	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Dela Cruz			
25. MOTHER'S MAIDEN NAME	Lucenita P. Sanchez			
SURNAME	Estoy			
FIRST NAME	Lucenita			
MIDDLE NAME	Sanchez		(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	Visca Foundation Elementary School	Elementary	1996	2002		2002	N/A
SECONDARY	Visayas State University Laboratory High School	High School	2002	2006		2006	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Statistics	2006	2010		2010	Cum Laude
GRADUATE STUDIES	University of the Philippines Diliman	Master of Science in Statistics	2013	2016		2016	DOST

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/01/2023
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IV. CIVIL SERVICE ELIGIBILITY

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	Honor Graduate Eligibility		N/A	N/A	112863	04/08/2010

(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.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format"00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
01/01/2023	PRESENT	Assistant Professor II	Visayas State University	39,672.00	16-1	Permanent	Y
09/15/2022		Assistant Professor II	Visayas State University	38,150.00	16-1	Permanent	Y
07/01/2022		Instructor III	Visayas State University	32,665.00	14-2	Permanent	Y
01/01/2022		Instructor III	Visayas State University	32,321.00	14-1	Permanent	Y
01/01/2021		Instructor III	Visayas State University	30,799.00	14-1	Permanent	Y
01/01/2020		Instructor III	Visayas State University	29,277.00	14-1	Permanent	Y
07/01/2019	12/31/2019	Instructor III	Visayas State University	27,755.00	14-1	Permanent	Y
01/15/2019		Instructor I	Visayas State University	23,801.00	12-4	Permanent	Y
01/01/2019		Instructor I	Visayas State University	23,510.00	12-3	Permanent	Y
01/01/2019		Instructor I	Visayas State University	22,938.00	12-1	Permanent	Y
01/01/2018	12/31/2018	Instructor I	Visayas State University	22,149.00	12-1	Permanent	Y
11/02/2017	12/31/2017	Instructor I	Visayas State University	21,387.00	12-1	Permanent	Y
08/01/2017	11/01/2017	Instructor I	Visayas State University	21,387.00	12-1	Temporary	Y
01/01/2017	07/31/2017	Instructor I	Visayas State University	21,387.00	12-1	Temporary	Y
10/01/2016	12/31/2016	Instructor I	Visayas State University	20,651.00	12-1	Temporary	Y
01/01/2016	09/30/2016	Instructor I	Visayas State University	20,651.00	12-1	Temporary	Y
11/01/2013	12/31/2015	Instructor I	Visayas State University	19,940.00	-	Temporary	Y
12/01/2012	10/31/2013	Instructor I	Visayas State University	19,940.00	-	Temporary	Y
06/01/2012	05/31/2013	Instructor I	Visayas State University	19,940.00	-	Contractual	Y
11/01/2011	10/31/2012	Instructor I	Visayas State University	18,333.00	-	Contractual	Y
06/01/2011	10/31/2011	Instructor I	Visayas State University	18,333.00	-	Contractual	Y
01/05/2011	05/31/2011	Instructor I	Visayas State University	16,726.00	-	Contractual	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/01/2023
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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		
	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

(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			
	STRATEGIC PLANNING WORKSHOP OF THE COLLEGE OF ARTS AND SCIENCES	08/25/2016	08/26/2016	16	Technical	VISAYAS STATE UNIVERSITY
	STATISTICAL ANALYSIS USING MS EXCEL 2007	02/21/2013	02/24/2013	32	Technical	STATISTICAL RESAERCH AND TRAINING CENTER
	PLANNING WORKSHOP FOR PROGRAM ACCREDITATION	02/04/2013	02/08/2013	32	Technical	UNIVERSITY ACCREDIATTION CENTER, VISAYAS STATE UNIVERSITY
	MONITORING PROGRESS ON DECENT WORK THROUGH STTAISTICS: PATHWAY TO INCLUSIVE GROWTH	10/23/2012	10/23/2012	2	Technical	DEPARTMENT OF MATHEMATICS, PHYSICS, AND STATISTICS
	STATISTICAL ANALYSIS AND REPORT WRITING	04/30/2012	05/04/2012	40	Technical	STATISTICAL RESAERCH AND TRAINING CENTER
	ECHO-SEMINAR: ORIENTATION ON THE USE OF STATA	02/25/2012	02/25/2012	4	Technical	DEPARTMENT OF MATHEMATICS, PHYSICS, AND STATISTICS
	JOB ORIENTATION SEMINAR FOR NEW REGULAR AND PART-TIME FACULTY MEMBERS	07/01/2011	07/01/2011	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "

(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)
	N/A		N/A		N/A

(Continue on separate sheet if necessary)

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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)?		☐YES☒NO ☐YES☒NO If YES, give details: _____												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?		☐YES☒NO If YES, give details: _____ ☐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)? 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: _____ ☐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? b. Are you a person with disability? c. Are you a solo parent?		☐YES☒NO If YES, please specify: _____ ☐YES☒NO If YES, please specify ID No _____ ☐YES☒NO If YES, please specify ID No _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>Jacqueline M. Guarte</td><td>VSU, Visca, Baybay City, Leyte</td><td>09164057852</td></tr><tr><td>Remberto A. Patindol</td><td>VSU, Visca, Baybay City, Leyte</td><td>09176341454</td></tr><tr><td>Ma. Nena Q. Ramos</td><td>VSU, Visca, Baybay City, Leyte</td><td>09261731077</td></tr></table>			NAME	ADDRESS	TEL. NO.	Jacqueline M. Guarte	VSU, Visca, Baybay City, Leyte	09164057852	Remberto A. Patindol	VSU, Visca, Baybay City, Leyte	09176341454	Ma. Nena Q. Ramos	VSU, Visca, Baybay City, Leyte	09261731077
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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.		ID picture taken within the last 6 months 3.5 cm x 4.5 cm (passport size) With full and handwritten name tag and signature over printed name Computer generated or photocopied picture is not acceptable PHOTO Right Thumbmark												
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i> Government Issued ID: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A	Signature (Sign inside the box) 03/01/2023 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														