

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	Apartment 23 Kilbourne Street House/Block/Lot No. Street VSU, Visca Pangasungan 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.	(
14. TIN NO.	406701081	20. MOBILE NO.	917-845-2443
15. AGENCY EMPLOYEE NO.	V00702	21. E-MAIL ADDRESS (if any)	mayann.palen@vsu.edu.ph

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	01/10/2024
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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	01/10/2024
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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			
	INTERNATIONAL TRAINING COURSE PROGRAM (ITP) WORKSHOP 2	11/06/2023	11/17/2023	80	Technical	HASSELT UNIVERSITY, VLIR-UOS, & VISAYAS STATE UNIVERSITY
	SUPERVISORY DEVELOPMENT COURSE (SDC) TRACKS 2 & 3	10/09/2023	10/13/2023	40	Supervisory	Civil Service Commission Regional Office VIII
	INTERNATIONAL TRAINING PROGRAM (ITP) WORKSHOP 1	05/02/2023	05/12/2023	80	Technical	HASSELT UNIVERSITY, VLIR-UOS, & VISAYAS STATE UNIVERSITY
	SUPERVISORY DEVELOPMENT COURSE (SDC) TRACK 1	09/20/2022	09/23/2022	32	Supervisory	VISAYAS STATE UNIVERSITY, & CIVIL SERVICE COMMISSION
	INTERNATIONAL COURSE PROGRAM (ICP) SOUTH WORKSHOP	05/24/2022	05/27/2022	32	Technical	HASSELT UNIVERSITY, VLIR-UOS, & VISAYAS STATE UNIVERSITY
	SEXUAL ORIENTATION & GENDER IDENTITY: UNDERSTANDING THE COPING MECHANISMS OF THE FILIPINO YOUTH	02/17/2021	02/17/2021	1	Supervisory	DOST & NATIONAL ACADEMY OF SCIENCE AND TECHNOLOGY
	TRAINING-WORKSHOP ON COURSE MODULES PRODUCTION FOR FLEXIBLE LEARNING IN HIGHER EDUCATION INSTITUTIONS (HEIS) WEBINAR SERIES	06/11/2020	06/19/2020	30	Instruction	EASTERN VISAYAS HIGHER EDUCATION INSTITUTIONS FLEXIBLE LEARNING MANAGEMENT CONSORTIUM (EVHEIS-FLMSC)
	SEMINAR-WORKSHOP ON OPEN DATA KIT (ODK)	03/07/2019	03/07/2019	8	Technical	DEPARTMENT OF STATISTICS
	SEMINAR-WORKSHOP ON CLASSIFICATION AND REGRESSION TREES	02/16/2018	02/17/2018	16	Technical	VISAYAS STATE UNIVERSITY
	TRAIN THE TRAINERS PROGRAM	01/09/2018	01/12/2018	32	Technical	PHILIPPINE STATISTICAL RESEARCH AND TRAINING INSTITUTE
	SEMINAR-WORKSHOP ON CLASSIFICATION AND REGRESSION TREES	12/04/2017	12/06/2017	24	Technical	UNIVERSITY OF THE PHILIPPINES-CEBU, & PHILIPPINE STATISTICAL ASSOCIATION, INC.
	TRAINING COURSE ON STATISTICAL DATA MANAGEMENT AND ANALYSIS USING MS EXCEL 2013 AND REPORT WRITING	10/09/2017	10/13/2017	40	Technical	PHILIPPINE STATISTICS RESEARCH AND TRAINING INSTRITUTE, VISAYAS STATE UNIVERSITY, & PHILIPPINE STATISTICAL ASSOCIATION, INC. REGION 8 CHAPTER
	INNOVATIVE TEACHING STRATEGIES	09/14/2017	09/15/2017	16	Instruction	VISAYAS STATE UNIVERSITY
	CAREER GUIDANCE AND JOB-SEEKING SEMINAR IN STATISTICS	03/11/2017	03/11/2017	3	Technical	DEPARTMENT OF STATISTICS
	VISAYAS-WIDE SENIOR HIGH SCHOOL CATCH-ALL TEACHER TRAINING FOR LOCAL AND STATE UNIVERSITIES AND COLLEGES	11/07/2016	11/10/2016	35	Instruction	COMMISSION ON HIGHER EDUCATION, NEGROS ISLAND REGIONAL OFFICE
	CAREER MOTIVATION SEMINAR IN STATISTICS	10/14/2016	10/14/2016	2	Technical	DEPARTMENT OF STATISTICS
	DATA APPRECIATION SEMINAR	10/10/2016	10/10/2016	4	Technical	DEPARTMENT OF STATISTICS

PLEASE SEE ATTACHMENT 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)
	DATA ANALYST		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/10/2024
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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>Virgelio M. Alao</td><td>VSU, Visca, Baybay City, Leyte</td><td>09102000484</td></tr><tr><td>Norberto E. Milla</td><td>VSU, Visca, Baybay City, Leyte</td><td>09358590890</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.	Virgelio M. Alao	VSU, Visca, Baybay City, Leyte	09102000484	Norberto E. Milla	VSU, Visca, Baybay City, Leyte	09358590890	Ma. Nena Q. Ramos	VSU, Visca, Baybay City, Leyte	09261731077
NAME	ADDRESS	TEL. NO.												
Virgelio M. Alao	VSU, Visca, Baybay City, Leyte	09102000484												
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Ma. Nena Q. Ramos	VSU, Visca, Baybay City, Leyte	09261731077												
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) 01/10/2024 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														