

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	Ycong		
FIRST NAME	Helmar	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Gontiñas		
3. DATE OF BIRTH (mm/dd/yyyy)	04/01/1991	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	Ormoc City, Leyte	If holder of dual citizenship, please indicate the details.	Philippines
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	
7. HEIGHT (m)	1.55	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	60.00		Subdivision/Village Barangay
9. BLOOD TYPE	A+		City/Municipality Province
10. GSIS ID NO.	02004245644		
11. PAG-IBIG ID NO.	120110229758		
12. PHILHEALTH NO.	130001096002	18. PERMANENT ADDRESS	
13. SSS NO.	N/A	ZIP CODE	House/Block/Lot No. Street
14. TIN NO.	437581058		Subdivision/Village Barangay
15. AGENCY EMPLOYEE NO.	V00765		City/Municipality Province
19. TELEPHONE NO.	N/A		
20. MOBILE NO.	939-721-8106		
21. E-MAIL ADDRESS (if any)	hgycong@vsu.edu.ph		

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	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Ycong			
FIRST NAME	Marciano	NAME EXTENSION (JR., SR) Jr.		
MIDDLE NAME	Cabulong			
25. MOTHER'S MAIDEN NAME	Blorechia			
SURNAME	Ycong			
FIRST NAME	Helen			
MIDDLE NAME	Gontiñas		(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	Caridad Elementary School	Elementary	2001	2003		2003	N/A
SECONDARY	Caridad National High School	High School	2003	2007		2007	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Secondary Education	2007	2011		2011	N/A
GRADUATE STUDIES	Visayas State University	Master of Education in Mathematics	2011	2016		2016	N/A
PLEASE SEE ATTACHMENT A							
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		09/03/2025		

Attachment A

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			
	GRADUATE STUDIES	UP - Diliman	Doctor of Philosophy in Mathematics Education	2018				
(Continue on separate sheet if necessary)								
SIGNATURE				DATE		09/03/2025		

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
	RA 1080 (LET Passer)	79.40	09/25/2011	Tacloban City	1115316	04/01/2027

(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						
01/01/2025	PRESENT	Assistant Professor IV	Visayas State University	51,304.00	18-1	Permanent	Y
01/01/2025		Assistant Professor IV	Visayas State University	51,304.00	18-1	Permanent	Y
04/22/2024		Assistant Professor IV	Visayas State University	49,015.00	18-1	Permanent	Y
01/01/2024	04/21/2024	Assistant Professor III	Visayas State University	45,138.00	17-1	Permanent	Y
01/01/2023		Assistant Professor III	Visayas State University	43,030.00	17-1	Permanent	Y
09/15/2022		Assistant Professor III	Visayas State University	41,508.00	17-1	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		Instructor III	Visayas State University	27,755.00	14-1	Permanent	Y
01/01/2019		Instructor I	Visayas State University	22,938.00	12-1	Permanent	Y
01/01/2018		Instructor I	Visayas State University	22,149.00	12-1	Permanent	Y
08/01/2017		Instructor I	Visayas State University	21,387.00	12-1	Permanent	Y
01/01/2017		Instructor I	Visayas State University	21,387.00	12-1	Temporary	Y
01/01/2017		Instructor I	Visayas State University	21,387.00	12-1	Temporary	Y
11/01/2016		Instructor I	Visayas State University	20,651.00	12-1	Temporary	Y
11/01/2015	10/31/2016	Instructor I	Visayas State University	19,940.00	-	Temporary	Y
11/01/2014	10/31/2015	Instructor I	Visayas State University	19,940.00	-	Temporary	Y
06/01/2013	05/31/2014	Instructor I	Visayas State University	19,940.00	-	Contractual	Y
09/03/2012	05/31/2013	Instructor I	Visayas State University	19,940.00	-	Contractual	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/03/2025
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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		
	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			
	Learn and Re-Learn: VSU Table of Specification and Test Item Analysis	08/15/2025	08/15/2025	8	Instruction	Visayas State University
	Seminar on Writing Review Materials and Test Questions for the Licensure for Agriculturists Review Program	06/20/2025	06/20/2025	8	Technical	University Review Services, VSU
	GBF STEM Collab Webinar Series: Effective Math & Science Learning Resources	05/31/2025	06/07/2025	16	Technical	Gokongwei Brothers Foundation
	8th Action Research, Action Learning International Congress (ARAL2025)	05/16/2025	05/18/2025	24	Technical	De La Salle University Manila
	Assessment in Learning: Training Workshop on Standardizing Test Questions	03/20/2025	03/21/2025	16	Technical	VSU Faculty Advancement Network Association, Inc.
	Crafting Winning Concept Proposal: A Workshop for DOST 2025 Call for Proposals	02/21/2025	02/21/2025	8	Technical	Visayas State University
	GBF STEM Collab Webinar Series: International Large-Scale Assessments for Math and Science	02/08/2025	02/22/2025	6	Technical	Gokongwei Brothers Foundation
	Training Workshop on Writing Study Materials and Test Questions for LEPT Review Program	11/22/2024	11/23/2024	16	Technical	Visayas State University
	Capacity Building in Research Writing for Disaster Preparedness and Response	10/21/2024	10/23/2024	24	Technical	DepEd Baybay City Division
	National Seminar Workshop on Implementation of MATATAG Curriculum Using 21st Century Pedagogical Approaches with Teaching Demonstration Festival for All Learning Content Areas	07/09/2024	07/11/2024	24	Technical	Center for Human Research and Development Foundation, Inc.(CHRDF)
	Sinag at Balag: International Research Conference	06/25/2024	06/27/2024	24	Technical	Asian Center of Education, Research, and Training for Innovation (ACERT) and Philippine Normal University
	Unpacking and Simplifying Action Research: Translating Action Research into Publication	06/17/2024	06/18/2024	16	Technical	Asian Center of Education, Research, and Training for Innovation (ACERT) and Philippine Normal University
	1st Bulacan State University International Education Summit 2024	05/14/2024	05/16/2024	24	Technical	Bulacan State University
	PAFTE Regional Teachers' Convention 2023	12/08/2023	12/09/2023	16	Technical	PAFTE Region VIII
	National Conference on Research in Teacher Education (NC RTE) 2023	10/26/2023	10/28/2023	24	Technical	University of the Philippines Diliman College of Education
	Developing Instructional Math Videos for Learners with Visual Impairment (Round 2)	05/05/2023	05/07/2023	24	Technical	Resources for the Blind
	Training-Workshop on the Crafting of VSU Integrated High School Handbook	03/30/2023	04/01/2023	24	Instruction	VSU Integrated High School

PLEASE SEE ATTACHMENT B

(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)

SIGNATURE		DATE	09/03/2025
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Attachment B.1

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			
	Developing Instructional Math Videos for Learners with Visual Impairment	02/10/2023	02/12/2023	24	Technical	Resources for the Blind
	8th Division Basic Education Research and Innovation Congress (DBERIC)	12/08/2022	12/09/2022	16	Technical	DepEd Baybay City Division
	VSU Faculty Onboarding	09/05/2022	09/07/2022	24	Instruction	Visayas State University
	ACT-IHE English-Medium Education Training	06/20/2022	06/21/2022	16	Technical	Leyte Normal University
	PAFTE Regional Midyear Convention	05/28/2022	05/28/2022	8	Technical	Philippine Association for Teachers and Educators (PAFTE) Region VIII
	International Conference on Assessment in the New Normal (ICANN)	05/25/2022	05/27/2022	24	Technical	Jose Rizal Memorial State University
	PAFTE Annual Student Teachers' Convention	03/26/2022	03/26/2022	8	Technical	Philippine Association for Teachers and Educators (PAFTE) Region VIII
	VSU Faculty Onboarding	02/07/2022	02/08/2022	16	Instruction	Visayas State University
	Lecture on Ethics in Health Research	12/01/2021	12/01/2021	8	Technical	Eastern Visayas Health Research and Development Consortium
	Seminar-Workshop on Current Trends in Outcome-Based Education	10/22/2021	10/24/2021	24	Instruction	PRODEV Project Training Center
	VSU Faculty Onboarding	08/16/2021	08/18/2021	24	Instruction	Visayas State University
	Implementing the Field Study Courses	07/08/2021	07/08/2021	8	Instruction	Philippine Association for Teachers and Educators NCR
	2nd Integrated STEM Leadership Summit in Asia	01/21/2021	01/22/2021	16	Technical	Center for Integrated STEM Education, Inc.
	VSU E-Learning Environment Training-Workshop Series	12/18/2020	12/18/2020	8	Technical	Visayas State University
	Creating Mobile App for Science and Mathematics Instruction Using MIT App Inventor	12/04/2020	12/04/2020	8	Technical	Department of Mathematics and Physics, VSU
	Webinar on Table of Specifications and Test Item Analysis	11/12/2020	11/12/2020	8	Instruction	Visayas State University
	OBE Syllabus and Table of Specifications (TOS) Preparation and Review	12/19/2019	12/19/2019	8	Instruction	Department of Business and Management, VSU
	Seminar-Workshop Series on Promoting Substantive Pedagogy through Action Research (Module 3)	11/17/2017	11/19/2017	24	Technical	A & A Knowledge Base Research Consultancy and Training, Inc.
	Seminar-Workshop Series on Promoting Substantive Pedagogy through Action Research (Module 2)	10/27/2017	10/29/2017	24	Technical	A & A Knowledge Base Research Consultancy and Training, Inc.
	MSP Research Conference & 2017 Annual Convention	10/24/2017	10/26/2017	24	Technical	Mathematics Society of the Philippines (MSP)
	Seminar-Workshop Series on Promoting Substantive Pedagogy through Action Research (Module 1)	10/20/2017	10/22/2017	24	Technical	A & A Knowledge Base Research Consultancy and Training, Inc.
	Workshop in Preparation for Level I AACUP Accreditation	10/05/2017	10/06/2017	16	Technical	Visayas State University
	Orientation Seminar and Retooling of CE Faculty	09/04/2017	09/04/2017	8	Technical	College of Education, VSU
	PAFTE Annual Regional Convention	07/29/2017	07/29/2017	8	Technical	Philippine Association for Teachers and Educators (PAFTE) Region VIII
	Faculty Enhancement Seminar and Workshop	05/31/2017	06/02/2017	24	Technical	ACLCL College of Ormoc
	Orientation of Newly-Hired Regular and Part-time Faculty Members	03/09/2017	03/09/2017	16	Instruction	Visayas State University
	ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	03/03/2017	03/03/2017	8	Technical	Visayas State University
	PAFTE Teaching Congress	02/18/2017	02/18/2017	8	Instruction	Philippine Association for Teachers and Educators (PAFTE) Region VIII
	Internal Quality Audit Training	01/23/2017	01/25/2017	24	Technical	Visayas State University
	Seminar-Workshop on the Preparation of Outcomes-Based Education Syllabus	12/05/2016	12/05/2016	8	Instruction	Visayas State University
	Visayas-Wide Senior High School (SHS) Catch-All Teacher Training for Local and State Universities and Colleges (LUCs & SUCs)	11/07/2016	11/10/2016	32	Instruction	Department of Education
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	09/03/2025	

<div>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>		<div><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></div>												
<div>35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div></div></div>												
<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>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
<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>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
<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>		<div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div></div>												
<div>39. Have you acquired the status of an immigrant or permanent resident of another country?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details (country): _____</div></div>												
<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>		<div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify: _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div></div>												
<div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>Rosario P. Abela</td><td>Dept. of Early Childhood and Elementary Education</td><td>563-7527</td></tr><tr><td>Bayron S. Barredo</td><td>Dept. of Early Childhood and Elementary Education</td><td>563-7527</td></tr><tr><td>Leo A. Mamolo</td><td>Faculty of Teacher Education</td><td>563-7527</td></tr></table>			NAME	ADDRESS	TEL. NO.	Rosario P. Abela	Dept. of Early Childhood and Elementary Education	563-7527	Bayron S. Barredo	Dept. of Early Childhood and Elementary Education	563-7527	Leo A. Mamolo	Faculty of Teacher Education	563-7527
NAME	ADDRESS	TEL. NO.												
Rosario P. Abela	Dept. of Early Childhood and Elementary Education	563-7527												
Bayron S. Barredo	Dept. of Early Childhood and Elementary Education	563-7527												
Leo A. Mamolo	Faculty of Teacher Education	563-7527												
<div>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>		<div><div><div>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</div><div>PHOTO</div></div><div><div></div><div>Right Thumbmark</div></div></div>												
<div><div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i></div><div>Government Issued ID: PRC</div><div>ID/License/Passport No.: 1115316</div><div>Date/Place of Issuance: 01/31/2012 / Tacloban City</div></div>	<div><div></div><div>Signature (Sign inside the box)</div><div>09/03/2025</div><div>Date Accomplished</div></div>													
<div>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</div> <div><div></div><div>Person Administering Oath</div></div>														