

# PERSONAL DATA SHEET

**WARNING: Any misinterpretation 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	BELLEN		
FIRST NAME	JOY	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ABELARDO		
3. DATE OF BIRTH (mm/dd/yyyy)	12/20/1983	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: <b>PHILIPPINES</b>
4. PLACE OF BIRTH	CARIDAD, BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	
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	House/Block/Lot No. Street CARIDAD Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.56	18. PERMANENT ADDRESS	House/Block/Lot No. Street CARIDAD Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	65	19. TELEPHONE NO.	NA
9. BLOOD TYPE	A	20. MOBILE NO.	09751375686
10. GSIS ID NO.	2003253749	21. E-MAIL ADDRESS (if any)	joybellen@gmail.com
11. PAG-IBIG ID NO.	080145058302		
12. PHILHEALTH NO.	13-000097918-0		
13. SSS NO.	34-6618511-3		
14. TIN NO.	946-093-036		
15. AGENCY EMPLOYEE NO.	V00787		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NA	NAME EXTENSION (JR., SR)	NA	NA
MIDDLE NAME	NA			
OCCUPATION	NA			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	BELLEN			
FIRST NAME	JOSE			
MIDDLE NAME	BELISTA			
25. MOTHER'S MAIDEN NAME				
SURNAME	ABELARDO			
FIRST NAME	ESMERALDA			
MIDDLE NAME	JADENA			

(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 Graduate	1992	1998		1998	Salutatorian
SECONDARY	Caridad National High School	High School Graduate	1998	2002		2002	Valedictorian
VOCATIONAL / TRADE COURSE	NA						
COLLEGE	Leyte State University	Bachelor of Secondary Education	2002	2006		1981	Cum Laude
GRADUATE STUDIES	Visayas State University	Master of Education	2008	2010		2010	
GRADUATE STUDIES	Cebu Normal University	Doctor of Education	2014		Pursuing		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	4-26-2017	CS FORM 212 (Revised 2017), Page 1 of 4
-----------	--	------	-----------	---

## 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
	PD 907		4/1/2006	VISAYAS STATE UNIVERISTY	10080175	3/29/2006
	LICENSURE EXAMINATION FOR TEACHERS	82.2	9/27/2006	TACLOBAN CITY	0927603	12/7/2006

(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.*

[illegible]

(Continue on separate sheet if necessary)

~~SECRET~~

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON- GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
NA					

(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			
	52nd BIOTA Annual National Convention & Scientific Sessions	4/6/2017	4/8/2017	24	Technical	Biology Teachers Association/ Philippine Normal University
	NOSTE 2016 International Reseech Conference and Seminar Workshop	10/07/2016	10/09/2016	24	Technical	National Organization for Science Teachers and Educators (NOSTE)
	8th Taiwan-Philippines Academic Conference	04/06/2016	04/08/2016	24	Technical	University of San Carlos/ Cebu Normal University/ Alethia University
	Licensure Examination for Teachers' Review	06/26/2014	06/26/2014	8	Technical	Unversity Review Center, Visayas State University
	National-Visayas Seminar Worshop for College Student Leaders on Drug Abuse Prevention and Education	02/19/2014	02/21/2014	24	Technical	Daangerous Drugs Board
	16th Annual POSTE Regional Convention 2015	11/13/2015	11/15/2015	24	Technical	Philippine Organization of Science and Technology Educators
	International Research Conference in Higher Education	10/03/2013	10/04/2013	16	Technical	Polytechnic University of the PhilippinesPolytechnic University of the Philippines
	Seminar Workshop on Basic Computer Operation and Hardware Servicing	09/14/2013	09/14/2013	8	Technical	College of Education, Visayas State University
	14th Annual POSTE Regional Convention Seminar Workshop	08/23/2013	08/25/2013	24	Technical	Philippine Organization of Science and Technology Educators
	Regional Training of Teachers on the Implementation of Grade 7 of the K to 12 Basic Education Curriculum	05/28/2012	06/01/2012	40	Technical	Leyte Normal University








(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)
	Literate in MS Office application (processor, spreadsheet, publisher, powerpoint)		NA		Visayas State University Faculty Association
	Literate in basic networking (rj45), basic computer repair				National Organization for Science Teachers and Educators
	Hobbies: playing table tennis, chess				Philippine Organization for Science and Technology Educators
					Biology Teachers Association
					Philippine Association for Graduate Education
					Philippine Society of Biochemistry and Molecular Biology

(Continue on separate sheet if necessary)

SIGNATURE		DATE	4-26-2017	CS FORM 212 (Revised 2017), Page 3 of 4
-----------	---	------	-----------	---

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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: <u>Resignation from Caridad NHS on 05/31/2013</u>												
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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
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>MANOLO B. LORETO, JR.</td><td>VSU</td><td>563-1227</td></tr><tr><td>DOLORES L. ALCOBER</td><td>GABAS, BAYBAY CITY, LEYTE</td><td>NA</td></tr><tr><td>MELINDA L. LAVEGA</td><td>VSU</td><td>563-7527</td></tr></table>		NAME	ADDRESS	TEL. NO.	MANOLO B. LORETO, JR.	VSU	563-1227	DOLORES L. ALCOBER	GABAS, BAYBAY CITY, LEYTE	NA	MELINDA L. LAVEGA	VSU	563-7527
NAME	ADDRESS	TEL. NO.											
MANOLO B. LORETO, JR.	VSU	563-1227											
DOLORES L. ALCOBER	GABAS, BAYBAY CITY, LEYTE	NA											
MELINDA L. LAVEGA	VSU	563-7527											
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.													
<table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td></tr><tr><td>PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: PRC</td></tr><tr><td>ID/License/Passport No.: 0927603</td></tr><tr><td>Date/Place of Issuance: 7/20/2015/Tacloban City</td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)	PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: PRC	ID/License/Passport No.: 0927603	Date/Place of Issuance: 7/20/2015/Tacloban City	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>4/25/2017</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	4/25/2017	Date Accomplished			
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)													
PLEASE INDICATE ID Number and Date of Issuance													
Government Issued ID: PRC													
ID/License/Passport No.: 0927603													
Date/Place of Issuance: 7/20/2015/Tacloban City													
													
Signature (Sign inside the box)													
4/25/2017													
Date Accomplished													
	 Right Thumbmark												
SUBSCRIBED AND SWORN to before me this <u>APR 27 2017</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td>ATTY. RYSAN C. GUINOCOR</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYSAN C. GUINOCOR	Person Administering Oath									
													
ATTY. RYSAN C. GUINOCOR													
Person Administering Oath													