

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 () ☐ 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	Dela Pena		
FIRST NAME	Wences Rey	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Basilad		
3. DATE OF BIRTH (mm/dd/yyyy)	09/28/1990	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	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 VSU Campus Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.61	ZIP CODE	6521
8. WEIGHT (kg)	70		
9. BLOOD TYPE	A	18. PERMANENT ADDRESS	House/Block/Lot No. Street Purok 2 San Pascual Subdivision/Village Barangay Ibay Bohol City/Municipality Province
10. GSIS ID NO.	021-1819-7789-9	ZIP CODE	6315
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	12-201629936-5		
13. SSS NO.	N/A	19. TELEPHONE NO.	525-0176
14. TIN NO.	7091-2945-3	20. MOBILE NO.	09096882172
15. AGENCY EMPLOYEE NO.	V-01035	21. E-MAIL ADDRESS (if any)	wencesrey23@gmail.com

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		NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Dela Pena			
FIRST NAME	Virgilio	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Libanan			
25. MOTHER'S MAIDEN NAME				
SURNAME	Basilad			
FIRST NAME	Ana			
MIDDLE NAME	Maboloc			

(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	San Pascual Elementary School		1997	2003		2006	
SECONDARY	San Pascual Nat'l High School		2003	2007		2010	
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	Visayas State University		2010	2014		2014	Academic Scholar
GRADUATE STUDIES	Visayas State University		2015	2017		2017	DOST-ASTHRDP

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 1, 2019
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE

DATE _____

August 1, 2019

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		FROM	TO		
	938 STATION KABALIKAT CIVICOM BAYBAY CHAPTER	11/01/2018	Present		Member
	VSU-CC	11/01/2017	Present		Member

[illegible][illegible]

John Doe

August 1, 2019

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

☐ YES

☐ YES

☒ NO

☒ NO

☒ 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

☐ YES

☐ YES

☒ NO

☒ NO

☒ NO

If YES, give details:

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

☐ YES

☐ YES

☒ NO

☒ NO

☒ 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 retirement in the public or private sector?

☐ YES

☐ YES

☐ YES

☒ NO

☒ NO

☒ 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

☐ YES

☐ YES

☒ NO

☒ NO

☒ NO

If YES, give details:

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES

☐ YES

☐ YES

☒ NO

☒ NO

☒ 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

☐ YES

☐ YES

☒ NO

☒ NO

☒ NO

If YES, please specify:

If YES, please specify ID No:

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
VICOTR B. ASIO	VISAYAS STATE UNIVERSITY	9176341438
BERTA C. RATILLA	VISAYAS STATE UNIVERSITY	9169724921
RUTH O. ESCASINAS	VISAYAS STATE UNIVERSITY	9064140686

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.

PHOTO

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.: 0026553

Date/Place of Issuance: 10/06/2017-TACLOBAN CITY

Signature (Sign inside the box)

Date Accomplished

August 1, 2019

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 29 AUG 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN A. GUINOCOR

VS LEGAL OFFICER

Person Administering Oath

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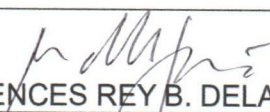
WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: August 2017 - Present
- Position: Instructor I
- Name of Office/Unit: Department of Agronomy-Visayas State University
- Immediate Supervisor: Dr. Berta C. Ratilla
- Name of Agency/Organization and Location: Department of Agronomy-Visayas State University, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Update laboratory manuals (AgSc18, CropSci21)
 - Conducted Extension Projects (Palayamanan)
 - Coordinated Agronomy major classes
 - Conducted laboratory and lecture classes, quizzes, long exams, term exams and practical exams
 - Handled and supervised Thesis Advisees'
 - Chairmanship and membership of different department committees
 - Computed and submitted grades
- Summary of Actual Duties
 - Responsible in conducting classes, quizzes, long exams, term exams and practical exams. Revising course syllabi, and table of specifications. Submitting of midterm and final grades of students. Conducting research of the department.


 WENCES REY B. DELA PEÑA
 (Signature over Printed Name
 of Employee/Applicant)

Date: August 1, 2019