

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	YCONG		
FIRST NAME	HELMAR	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	GONTINAS		
3. DATE OF BIRTH (mm/dd/yyyy)	4/1/1991	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.	
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"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521
7. HEIGHT (m)	1.55 m	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521
8. WEIGHT (kg)	63.5 kgs.		
9. BLOOD TYPE	A+		
10. GSIS ID NO.	02 004245 644		
11. PAG-IBIG ID NO.	1201102297584	19. TELEPHONE NO.	N/A
PHILHEALTH NO.	1300-01096002	20. MOBILE NO.	09055255561
13. SSS NO.	On process	21. E-MAIL ADDRESS (if any)	hgvcong@gmail.com
14. TIN NO.	437-581-058		
15. AGENCY EMPLOYEE NO.	V000765		

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	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	JR.	
MIDDLE NAME	CABULONG		
25. MOTHER'S MAIDEN NAME			
SURNAME	GONTINAS		
FIRST NAME	HELEN		
MIDDLE NAME	BLORECIA		

(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	PRIMARY EDUCATION	JUNE 2002	APRIL 2003	N/A	2003	2ND HONORABLE MENTION
SECONDARY	CARIDAD NATIONAL HIGH SCHOOL	HIGH SCHOOL	JUNE 2003	APRIL 2007	N/A	2007	SALUTATORIAN
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION (MATHEMATICS)	JUNE 2007	APRIL 2011	N/A	2011	N/A
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	MASTER OF EDUCATION (MATHEMATICS)	NOVEMBER 2012	MARCH 2016	N/A	2016	N/A

(Continue on separate sheet if necessary)

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IV. CIVIL SERVICE ELIGIBILITY


[illegible]

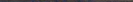
(Continue on separate sheet if necessary)

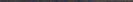
V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

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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			
	Seminar-Workshop Series on Promoting Substantive Pedagogy through Action Research (Module 3)	11/17/2017	11/19/2017	24 hours	Technical	A & A Knowledge Base Research Consultancy and Trai
	Seminar-Workshop Series on Promoting Substantive Pedagogy through Action Research (Module 2)	10/27/2017	10/29/2017	24 hours	Technical	A & A Knowledge Base Research Consultancy and Trai
	Research Conference & 2017 Annual Convention	10/24/2017	10/26/2017	24 hours	Technical	Mathematical Society of the Philippines Region 10, 12 a
	Seminar-Workshop Series on Promoting Substantive Pedagogy through Action Research (Module 1)	10/20/2017	10/22/2017	24 hours	Technical	A & A Knowledge Base Research Consultancy and Trai
	Workshop in Preparation for Level I AACUP Accreditation	10/5/2017	10/6/2017	16 hours	Technical	Visayas State University
	Orientation Seminar and Retooling of CE Faculty	9/4/2017	9/4/2017	8 hours	Technical	Visayas State University
	PAFTE Annual Regional Convention	7/29/2017	7/29/2017	8 hours	Technical	Philippine Association for Teachers and Educators
	ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	03/02/2017	03/03/2017	16 hours	Technical	Visayas State University
	PAFTE Teaching Congress	02/18/2017	02/18/2017	8 hours	Technical	Philippine Association for Teachers and Educators
	Internal Quality Audit Training	01/23/2017	01/25/2017	24 hours	Technical	Anglo Japanese American Registrars
	2016 Students' Congress in Eastern Visayas	12/12/2017	12/12/2017	8 hours	Technical	Department of Education Region VIII
	Visayas-Wide Senior High School Catch-All Teacher Training for Local and State Universities and Col	11/07/2016	11/11/2016	32 hours	Technical	Commission on Higher Education Negros Island Region
	Procurement Planning Workshop	9/9/2016	9/9/2016	8 hours	Technical	Visayas State University
	Procurement Act Orientation	09/09/2016	09/09/2016	8 hours	Technical	Visayas State University
	Regional Assembly of the Philippine Association for Graduate Education (PAGE) Region VIII	08/29/2015	08/29/2015	8 hrs.	Technical	Philippine Association for Graduate Education
	Seminar-Workshop on the Implementation of Outcomes-Based Education (OBE)	05/04/2015	05/05/2015	16 hrs.	Technical	Visayas State University
	VSU Web Development Workshop	01/19/2015	01/21/2015	24 hrs.	Technical	Visayas State University
	Regional Training-Workshop on Construction of LET-Like Test Items	11/05/2014	11/11/2014	56 hrs.	Technical	Leyte Normal University
	Innovative Teaching Strategies, Employability Skills & Content-Based Speech Enhancement	10/29/2013	10/30/2013	16 hrs.	Technical	International Theatre Institute
	Seminar on the Senior High School Program	10/11/2013	10/11/2013	8 hrs.	Technical	Visayas State University
	Photography Seminar-Workshop	03/02/2012	03/05/2012	32 hrs.	Technical	College of Education, Visayas State 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)
	Computer skills (Encoding, Printing, Microsoft Applications), Photography, Watching television, Surfing the Internet, Social Networking Sites, Cooking		N/A		Philippine Association for Teachers and Educators
					Visayas State University Faculty Association

(Continue on separate sheet if necessary)

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<p>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,</p> <p>a. within the third degree? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>													
<p>35. a. Have you ever been found guilty of any administrative offense? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>b. Have you been criminally charged before any court? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____ Status of Case/s: _____</p>													
<p>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</p> <p>If YES, give details: _____</p>													
<p>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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>													
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____</p> <p>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: _____</p>													
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p> <p>If YES, give details (country): _____</p>													
<p>40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 727) and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:</p> <p>a. Are you a member of any indigenous group? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____</p> <p>b. Are you a person with disability? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____</p> <p>c. Are you a solo parent? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____</p>													
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>LIJERA J. CUADRA</td> <td>DEPARTMENT OF TEACHER EDUCATION</td> <td>563-7527</td> </tr> <tr> <td>RIZALINA D. TRUYA</td> <td>DEPARTMENT OF TEACHER EDUCATION</td> <td>563-7527</td> </tr> <tr> <td>ROSARIO P. ABELA</td> <td>DEPARTMENT OF TEACHER EDUCATION</td> <td>563-7527</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	LIJERA J. CUADRA	DEPARTMENT OF TEACHER EDUCATION	563-7527	RIZALINA D. TRUYA	DEPARTMENT OF TEACHER EDUCATION	563-7527	ROSARIO P. ABELA	DEPARTMENT OF TEACHER EDUCATION	563-7527
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<p>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.</p>													
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: PRC ID</p> <p>ID/License/Passport No.: 1115316</p> <p>Date/Place of Issuance: 01/31/2012</p>	 Signature (Sign inside the box) NOVEMBER 14, 2019 Date Accomplished												
<p>SUBSCRIBED AND SWORN to before me this NOV 1 2019 at CITY OF PASIG, Philippines. I, Leticia M. Amon, Notary Public, duly issued government ID as indicated above.</p>													
<p>DOC. NO. 348 PAGE NO. 71 BOOK NO. 71 SERIES OF: 2019</p>	<p>NOTARY PUBLIC UNTIL DEC. 31, 2019 PTR 4842975, 1-03-19 PASIG ROLL NO. 22188, IBP LIFETIME 04286, MCLE NO. VI-004659 DE. 5, 2017 PASIG CLAY Person Administered Oath NOTARIAL AFFIDAVIT RENEWAL 2018-2019</p>												

WORK EXPERIENCE SHEET

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

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 starting with the most recent/present employment

- Duration: September 30, 2012 – present
- Position: Instructor I
- Name of Office/Unit: Department of Teacher Education
- Immediate Supervisor: Bayron S. Barredo
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay, Leyte
- List of Accomplishments and Contributions (if any)
 - Taught undergraduate courses
 - Served as resource person
 - Computed Faculty workload units
 - Computed Faculty FTE for IPCR
 - Prepared and submitted College of Education Annual Report
 - Presented in a research conference
- Summary of Actual Duties
 - Responsible for the provision of educational services; prepares and conducts course syllabi, provides classroom instructions, assists in the programs and activities of the College of Education and Department of Teacher Education, and performs other functions.



HELMAR G. YCONG

(Signature over Printed Name
of Employee/Applicant)

Date: November 14, 2019