

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	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: Philippines
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	1474 ZONE 3 House/Block/Lot No. Street GUADALUPE Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.6002	ZIP CODE	6521
8. WEIGHT (kg)	52		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	1474 ZONE 3 House/Block/Lot No. Street GUADALUPE Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	0200-405-9705	ZIP CODE	6521
11. PAG-IBIG ID NO.	1210-0862--2139		
12. PHILHEALTH NO.	13-000101371-9		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	406-701-081	20. MOBILE NO.	09178524436
15. AGENCY EMPLOYEE NO.	V00702	21. E-MAIL ADDRESS (if any)	me.ann_s2yid@yahoo.com

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) N/A	N/A	
MIDDLE NAME	ITALLO			
OCCUPATION	TEACHER			
EMPLOYER/BUSINESS NAME	University of the Philippines Visayas - Tacloban College (UPVTC)			
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) N/A		
MIDDLE NAME	DELA CRUZ			
25. MOTHER'S MAIDEN NAME				
SURNAME	SANCHEZ			
FIRST NAME	LUCENITA			
MIDDLE NAME	POLANCOS			

(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	PRIMARY EDUCATION	1996	2002	N/A	2002	WITH HONORS
SECONDARY	LEYTE STATE UNIVERSITY LABORATORY HIGH SCHOOL	SECONDARY EDUCATION	2002	2006	N/A	2006	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN STATISTICS	2006	2010	N/A	2010	CUM LAUDE
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES-DILIMAN	MASTER OF SCIENCE IN STATISTICS	2013	2016	N/A	2016	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 17, 2019
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[illegible]

V. WORK EXPERIENCE
include private employment. Start from your recent work! Description of duties should be indicated in the attached Work Experience sheet

[illegible]

SIGNATURE	<i>Margaret Story</i>	DATE	July 17, 2019
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V. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / 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		
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 ON OPEN DATA KIT (ODK)	03/07/2019	03/07/2019	8.0	Technical	DEPARTMENT OF STATISTICS (DepStat)
	SEMINAR-WORKSHOP ON CLASSIFICATION AND REGRESSION TREES	02/16/2018	02/17/2018	16.0	Technical	VISAYAS STATE UNIVERSITY
	TRAIN THE TRAINERS PROGRAM	01/09/2018	01/12/2018	32.0	Technical	PHILIPPINE STATISTICAL RESEARCH AND TRAINING INSTITUTE
	SEMINAR-WORKSHOP ON CLASSIFICATION AND REGRESSION TREES	12/04/2017	12/06/2017	24.0	Technical	UP-CEBU & PHILIPPINE STATISTICAL ASSOCIATION CENTRAL VISAYAS, INC.
	TRAINING COURSE ON STATISTICAL DATA MANAGEMENT AND ANALYSIS USING MS EXCEL 2013 AND REPORT WRITING	10/09/2017	10/13/2017	40.0	Technical	PSRTI, VSU & PSAI REGION 8 CHAPTER
	INNOVATIVE TEACHING STRATEGIES	09/14/2017	09/15/2017	16.0	Instruction	VISAYAS STATE UNIVERSITY (VSU)
	CAREER GUIDANCE AND JOB-SEEKING SEMINAR IN STATISTICS	03/11/2017	03/11/2017	3.0	Technical	DEPARTMENT OF STATISTICS (DepStat)
	VISAYAS-WIDE SENIOR HIGH SCHOOL CATCH-ALL TEACHER TRAINING FOR LOCAL AND STATE UNIVERSITIES AND COLLEGES	11/07/2016	11/10/2016	35.0	Instruction	COMMISSION ON HIGHER EDUCATION, NEGROS ISLAND REGIONAL OFFICE
	CAREER MOTIVATION SEMINAR IN STATISTICS	10/14/2016	10/14/2016	2.0	Technical	DEPARTMENT OF STATISTICS (DepStat)
	DATA APPRECIATION SEMINAR	10/10/2016	10/10/2016	4.0	Technical	DEPARTMENT OF STATISTICS (DepStat)
	STRATEGIC PLANNING WORKSHOP OF THE COLLEGE OF ARTS AND SCIENCES	08/25/2016	08/26/2016	16.0	Technical	VISAYAS STATE UNIVERSITY (VSU)
	STATISTICAL ANALYSIS USING MS EXCEL 2007	05/21/2013	05/24/2013	32.0	Technical	STATISTICAL RESEARCH AND TRAINING CENTER
	PLANNING-WORKSHOP FOR PROGRAM ACCREDITATION	02/04/2013	02/08/2013	32.0	Technical	UNIVERSITY ACCREDITATION CENTER
	MONITORING PROGRESS ON DECENT WORK THROUGH STATISTICS: PATHWAY TO INCLUSIVE GROWTH	10/23/2012	10/23/2012	2.0	Technical	DEPARTMENT OF MATHEMATICS, PHYSICS AND STATISTICS (DMPS)
	STATISTICAL ANALYSIS AND REPORT WRITING BY STATISTICAL RESEARCH AND TRAINING CENTER	04/30/2012	05/04/2012	40.0	Technical	STATISTICAL RESEARCH AND TRAINING CENTER
	ECHO-SEMINAR: ORIENTATION ON THE USE OF STATA	02/25/2012	02/25/2012	4.0	Technical	DEPARTMENT OF MATHEMATICS, PHYSICS AND STATISTICS (DMPS)
	JOB ORIENTATION SEMINAR FOR NEW REGULAR AND PART-TIME FACULTY MEMBERS	07/01/2011	07/01/2011	8.0	Technical	VISAYAS STATE UNIVERSITY (VSU)






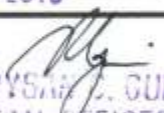
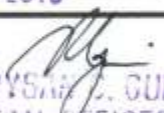
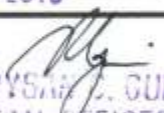
(Continue on separate sheet if necessary)

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		VISAYAS STATE UNIVERSITY FACULTY ASSOCIATION-MAIN CAMPUS
	SKETCH ARTIST				PHILIPPINE COUNCIL OF MATHEMATICS TEACHER EDUCATORS (MATH TED) INC.
					MATHEMATICAL SOCIETY OF THE PHILIPPINES
					PHILIPPINE STATISTICAL ASS'N, CENTRAL VISAYAS INC.
					VISAYAS STATE UNIVERSITY CREDIT COOPERATIVE

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 17, 2019
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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?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><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?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>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?</p>	<p><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?</p>	<p><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)?</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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>													
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</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 7277); 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?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>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%;">MOBILE. NO.</th></tr></thead><tbody><tr><td>DR. REMBERTO A. PATINDOL</td><td>VSU, VISCA, BAYBAY CITY, LEYTE</td><td>09176341454</td></tr><tr><td>DR. JACQUELINE M. GUARTE</td><td>VSU, VISCA, BAYBAY CITY, LEYTE</td><td>09164057852</td></tr><tr><td>PROF. MA. NENA Q. RAMOS</td><td>VSU, VISCA, BAYBAY CITY, LEYTE</td><td>09261731077</td></tr></tbody></table>		NAME	ADDRESS	MOBILE. NO.	DR. REMBERTO A. PATINDOL	VSU, VISCA, BAYBAY CITY, LEYTE	09176341454	DR. JACQUELINE M. GUARTE	VSU, VISCA, BAYBAY CITY, LEYTE	09164057852	PROF. MA. NENA Q. RAMOS	VSU, VISCA, BAYBAY CITY, LEYTE	09261731077	<div style="text-align: center;"> MAY ANN E. PALEN</div> <div style="text-align: center;"> Right Thumbmark</div>
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July 17, 2019 Date Accomplished														
<p>SUBSCRIBED AND SWORN to before me this 18 JUL 2019, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center;"><table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="text-align: center;"> ATTY. RYSA C. GUINOCOR VSU LEGAL OFFICER Person Administering Oath</td></tr></table></div>		 ATTY. RYSA C. GUINOCOR VSU LEGAL OFFICER Person Administering Oath												
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REPUBLIC OF THE PHILIPPINES
JOB DESCRIPTION FORM

1. POSITION TITLE (as authorized by DBM)

INSTRUCTOR I

2. ITEM NO.: VISCAD-INST-51-2014

3. SALARY GRADE :12

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS

<input type="checkbox"/> provincial	<input type="checkbox"/> 1 st class	<input type="checkbox"/> 5 th class
<input type="checkbox"/> city	<input type="checkbox"/> 2 nd class	<input type="checkbox"/> 6 th class
<input type="checkbox"/> municipality	<input type="checkbox"/> 3 rd class	<input type="checkbox"/> Special
	<input type="checkbox"/> 4 th class	

5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT/BRANCH/DIVISION

8. WORKSTATION/PLACE OF WORK

DEPARTMENT OF STATISTICS

VSU , Baybay City, Leyte

9. PRES, APPROP ACT

1. PREV. APPROP ACT

11. SALARY AUTHORIZED

12. OTHER

P 252, 644-

ACA PERA

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Head, Department of Statistics

Dean, College of Arts and Sciences

15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED

(If more than seven (7) list only by their item numbers and titles) None

16. MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK

Computer, printer, laptop, projector, calculator, books, teaching manuals, whiteboard and whiteboard pen, chalkboard, eraser

17. CONTACTS/CLIENTS/STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial	(x)	()	General Public	()	(x)
Supervisors	(x)	()	Other Agencies	(x)	()
Non Supervisors	(x)	()	Others (Please specify:	(x)	()
Staff	()	(x)			

18. WORKING CONDITION

Office Work	(x)	Other/s (Please Specify)
Field Work	()	Classroom/Computer Room

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

Implements the BSS program and do research, extension and production functions

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

Performs instruction, research and extension functions of the department.


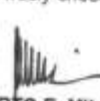
21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
MS Statistics	None required	None required	None required

21e. CORE COMPETENCIES

- | | |
|--|---|
| 1. Exemplifying Integrity
Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules | 1 |
| 2. Delivering Service Excellence
Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers. | 1 |
| 3. Solving Problems and Making Decisions | 1 |

Competen
cy Level

Provides timely solutions to problems and decision dilemmas that have clear cut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.		
21f. FUNCTIONAL COMPETENCIES		Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.		1
2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials		1
3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work		1
4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.		1
21g. TECHNICAL COMPETENCIES		Competency Level
		1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percent of Working Time	DUTIES	
85%	1. Teaches assigned subjects and performs other teaching related functions, among others, the following: a. Prepares and revises teaching materials/guides and submit to department head b. Prepares and gives examinations (mid/final/long/quizzes) c. Checks test papers and returns to students one week after examination d. Submits grade sheets within prescribed period to the Registrar through the department e. Turns over class records to College Dean within two weeks after final examination f. Makes himself available for consultation by his/her students during scheduled consultation hours	
10%	2. Performs research and/or extension functions, among others the following: a. Prepares research/extension proposals b. Implements duly approved research/extension projects within approved time frame c. Prepares and submits reports within the prescribed period d. Presents research/extension outputs during conferences/fora of legitimate professional organizations e. Submits output for possible publication/patenting	
5%	3. Performs other functions, among others: a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions b. Performs other functions assigned by the College Dean, Vice Presidents, and the University President	
23. ACKNOWLEDGMENT AND ACCEPTANCE		
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.		
 MAY ANN S. ESTOY, 11/16/2017 Employee's Name, Date and Signature		 NORBERTO E. MILLA, 11/16/2017 Supervisor's Name, Date and Signature