

## 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	PONCE		
FIRST NAME	BETHEHEM	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	ALGODON		
3. DATE OF BIRTH (mm/dd/yyyy)	10/20/1983	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	CEBU CITY	If holder of dual citizenship, please indicate the details.	Paraguay
5. SEX	<input type="checkbox"/> Male <input checked="" 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 VSU DUPLEX Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.65 METERS	ZIP CODE	6521
8. WEIGHT (kg)	55 KGS	18. PERMANENT ADDRESS	111 House/Block/Lot No. Street Subdivision/Village Barangay SOGOD SOUTHERN LEYTE City/Municipality Province
9. BLOOD TYPE	O	ZIP CODE	6606
10. GSIS ID NO.	02004263907	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	913165266975	20. MOBILE NO.	09552194236
12. PHILHEALTH NO.	13-000109048-9	21. E-MAIL ADDRESS (if any)	bethlehemponce@gmail.com
13. SSS NO.			
14. TIN NO.	265-714-574-000		
15. AGENCY EMPLOYEE NO.	V-000761		

## 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
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	PONCE			
FIRST NAME	JAIME	NAME EXTENSION (JR., SR)		
MIDDLE NAME	TAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	ALGODON			
FIRST NAME	PABLITA			
MIDDLE NAME	DELA PEÑA			

(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)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	SOGOD CENTRAL ELEMENTARY SCHOOL	N/A	1990	1996		1996	N/A
SECONDARY	SOUTHERN LEYTE STATE COLLEGE OF SCIENCE AND TECHNOLOGY	N/A	1996	2000		2000	N/A
VOCATIONAL / TRADE COURSE	NONE						
COLLEGE	SOUTHERN LEYTE STATE COLLEGE OF SCIENCE AND TECHNOLOGY	Bachelor of Science in Information Technology	2000	2004		2004	N/A
	UNIVERSITY OF SAN CARLOS	AB Political Science	2004	2007		2007	Varsity Scholarship
GRADUATE STUDIES	SOUTHERN LEYTE STATE UNIVERSITY - TO CAMPUS	MAEd major in SOCIAL SCIENCE	2009	2012		2012	N/A
	UNIVERSITY OF SAN CARLOS	PhD in ANTHROPOLOGY	2013	2019		2019	VSU Fellowship

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 8, 2019
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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)

SIGNATURE		DATE	
L. P. K.		JULY 08, 2019	



# 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		

(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			
	1ST INTERNATIONAL CONFERENCE ON INTERDISCIPLINARY RESEARCH	4/11/2019	4/13/2019	24.0		COLEGIO DE SAN JUAN DE LETRAN
	UGAT 40TH ANNUAL CONFERENCE	11/8/2018	11/10/2018	24.0		UGNAYANG PANG-AGHAMTAO INC. (UGAT)
	3RD NATIONAL RESEARCH CONFERENCE ON ARTS, SCIENCE, AND HEALTH	10/16/2018	10/18/2018	24.0		LYCEUM OF THE PHILIPPINES UNIVERSITY - BATANGAS CITY
	RAINFORESTATION TRAINING	8/30/2018	9/1/2018	16.0		ENVIRONMENTAL LEADERSHIP & TRAINING INITIATIVE AND VISAYAS STATE UNIVERSITY
	DLSU-VSU RESEARCH PUBLICATION WRITESHOP	6/18/2018	6/19/2018	16.0		VISAYAS STATE UNIVERSITY
	SENSING JOURNEY	6/11/2018	6/15/2018	40.0		AGRICULTURAL TRAINING INSTITUTE
	2ND INTERNATIONAL CONFERENCE IN PHILIPPINE STUDIES AND ASIA	5/3/2018	5/5/2018	24.0		DANUM - DE LA SALLE UNIVERSITY
	2018 WORLD INTERDISCIPLINARY RESEARCH CONFERENCE	4/5/2018	4/7/2018	24.0		LYCEUM OF THE PHILIPPINES UNIVERSITY - BATANGAS CITY
	RE-ECHO TRAINING ON NEW CHED GENERAL EDUCATION: CONTEMPORARY WORLD	3/8/2018	3/10/2018	24.0		VISAYAS STATE UNIVERSITY
	RESEARCH CAPABILITY WRITESHOP FOR THE SOCIAL SCIENCE & PHILOSOPHY TEACHERS	1/4/2018	1/6/2018	24.0		VISAYAS STATE UNIVERSITY
	THE STRUGGLE FOR RIGHTS: ANTHROPOLOGICAL REFLECTIONS ON WHAT IS AND WHAT OUGHT TO BE	11/9/2017	11/11/2017	24.0		UGNAYANG PANG-AGHAMTAO INC. (UGAT)
	FORUM ON CONFLICT ON NATURAL RESOURCE MANAGEMENT AND UTILIZATION	11/7/2017	11/7/2017	8.0		VISAYAS STATE UNIVERSITY
	TEXTBOOK WRITING	10/11/2017	10/11/2017	8.0		MUTYA PUBLISHING
	PUBLICATION OF RESEARCH OUTPUT IS A MUST	8/14/2017	8/14/2017	8.0		VISAYAS STATE UNIVERSITY
	GENDER SENSITIVITY	3/17/2017	3/17/2017			VISAYAS STATE UNIVERSITY
	RE-ECHO TRAINING ON NEW CHED GENERAL EDUCATION: UNDERSTANDING THE SELF	3/1/2018	3/3/2018	24.0		VISAYAS STATE UNIVERSITY
	MUSEOGRAPHY WORKSHOP: PRESERVING AND CONSERVING THE DLABS MUSEUM COLLECTION	2/3/2017	4/3/2017	24.0		DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES
	TRAINING OF TRAINORS FOR THE NEW GENERAL EDUCATION CURRICULUM	10/10/2016	10/28/2016	128		THE COMMISSION ON HIGHER EDUCATION
	2nd SEAMEO SPAFA INTERNATIONAL CONFERENCE ON SOUTHEAST ASIAN ARCHAEOLOGY	05/30/2016	6/2/2016	34.0		SEAMEO SPAFA
	GERMAN-CAMBODIAN CONSERVATION COURSE	6/29/2015	8/7/2015	240 hrs		German-Cambodian Conservation School
	SEMINAR WORKSHOP IN TEACHING ANTHROPOLOGY	05/20/2015	5/22/2015	24 hrs		University of San Carlos
	BASIC OSTEOLOGY COURSE	12/10/2014	12/12/2014	24 hrs		University of San Carlos Museum
	RUNNING A MUSEUM WORKSHOP	2/6/2014	2/8/2014	24 hrs		Visayan Association of Museums and Galleries Inc. and National Museum of the Philippines
	The 20th INDO-PACIFIC PREHISTORY ASSOCIATION CONGRESS IN CAMBODIA 2014	1/12/2014	1/18/2014	56 hrs		Indo-Pacific Prehistory Association

(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)
	PHOTOGRAPHY		NA		UGNAYANG PANG-AGHAMTAO INC. (UGAT)
	FOOTBALL, TABLE TENNIS & VOLLEYBALL				ANTHROPOLOGICAL ASSOCIATION OF THE PHILIPPINES

(Continue on separate sheet if necessary)

SIGNATURE	DATE	JULY 19, 2019
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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)?

35. a. Have you ever been found guilty of any administrative offense?

b. Have you been criminally charged before any court?

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

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?

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?

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

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
GUIRALDO FERNANDEZ	VISCA, BAYBAY CITY	9176540264
LILIAN NUÑEZ	GABAS, BAYBAY CITY	9051963789
ZONA AMPER	UNIVERSITY OF SAN CARLOS, CEBU CITY	9237152119

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>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</p> <p>PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: DRIVER'S LICENSE</p> <p>ID/License/Passport No.: H11-11-000024</p> <p>Date/Place of Issuance: Oct 3, 2016 Baybay City</p>	<p>Signature (Sign inside the box)</p> <p>7/9/19</p> <p>Date Accomplished</p>	<p>BETHLEHEM A. PONCE</p> <p>Right Thumbmark</p>
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SUBSCRIBED AND SWORN to before me this 12 JUL 2019, affiant exhibiting his/her validly issued government ID as indicated above.

Atty. Rysan C. Guinocor



## 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.

**Sample: If applying to Supervising Administrative Officer**

- Duration: June 03, 2007 – March 31, 2008
- Position: Part-Time Instructor
- Name of Office/Unit: Department of Information Technology (1<sup>st</sup> Semester) and Department of Arts and Sciences (2<sup>nd</sup> Semester)
- Immediate Supervisor: Mr. Bacalla and Mrs. Luz Olayvar
- Name of Agency/Organization and Location: Southern Leyte State University, Sogod Southern Leyte
  
- List of Accomplishments and Contributions (if any)
  - Taught Programming and Social Science subjects
  
- Summary of Actual Duties
  - Responsible in teaching programming and social sciences subjects, submitting grades and accomplishing other necessary requirements.

- Duration: June 03, 2011 – April 30, 2012
- Position: Part-time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Prof. Guiraldo C. Fernandez Jr.
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  
- List of Accomplishments and Contributions (if any)
  - Taught Social Science minor courses,
  - Designed and revised a number of course syllabi and instructional materials
  - Participated in DLABS and also in the University's activities
  - Attended trainings, seminars and conferences to enhance teaching method and learn new strategies
  
- Summary of Actual Duties
  - Responsible in teaching social sciences subjects, adviser and mentor to the students
  - Perform task assigned by the head, dean and other university authorities
  - Submit grades and accomplishing other necessary requirements asked by the department, the university and other governing bodies.

- Duration: May, 2012 – December, 2017
- Position: Instructor I (Regular – Temporary)
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Prof. Guiraldo C. Fernandez Jr.
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  
- List of Accomplishments and Contributions (if any)
  - Taught Social Science minor courses,
  - Designed and revised a number of course syllabi and instructional materials
  - Carry my duties and responsibilities as part of the Academic Personnel Committee in the department
  - Participated in DLABS and also in the University's activities



- Attended trainings, seminars and conferences to enhance teaching method and learn new strategies

- Summary of Actual Duties

- Responsible in teaching social sciences subjects, adviser and mentor to the students
- Perform task assigned by the head, dean and other university authorities
- Submit grades and accomplishing other necessary requirements asked by the department, the university and other governing bodies.

- Duration: January 2018 – Present

- Position: Instructor II (Regular-Permanent)

- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences

- Immediate Supervisor: Prof. Guiraldo C. Fernandez Jr.

- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Taught Social Science minor courses,
- Designed and revised a number of course syllabi and instructional materials
- Carry my duties and responsibilities as part of the Academic Personnel Committee in the department
- Participated in DLABS and also in the University's activities
- Attended trainings, seminars and conferences to enhance teaching method and learn new strategies

- Summary of Actual Duties

- Responsible in teaching social sciences subjects, adviser and mentor to the students
- Perform task assigned by the head, dean and other university authorities
- Submit grades and accomplishing other necessary requirements asked by the department, the university and other governing bodies.

  
**BETHLEHEM A. PONCE**

(Signature over Printed Name  
of Employee/Applicant)

Date: 07/09/2019