

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

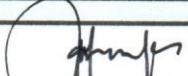
2. SURNAME	PANONCE		
FIRST NAME	JUNITO		NAME EXTENSION (JR., SR)
MIDDLE NAME	ARNAN		
3. DATE OF BIRTH (mm/dd/yyyy)	6/11/1968	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Doong, Bantayan, Cebu	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input 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	103 Warner Apartment House/Block/Lot No. Street VSU Compound, Visca Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.53m.	ZIP CODE	6521-A
8. WEIGHT (kg)	65 kgs.		
9. BLOOD TYPE	B-	18. PERMANENT ADDRESS	House/Block/Lot No. Street Tunga Doong Subdivision/Village Barangay Bantayan Cebu City/Municipality Province
10. GSIS ID NO.	CRN-006-0102-6287-4	ZIP CODE	
11. PAG-IBIG ID NO.	1700-0025-7644		
12. PHILHEALTH NO.	130000155498		
13. SSS NO.	None	19. TELEPHONE NO.	563-8632
14. TIN NO.	104-769-475	20. MOBILE NO.	09163230430
15. AGENCY EMPLOYEE NO.	V 000386	21. E-MAIL ADDRESS (if any)	junito.panonce@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Caraballa		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Celia Natividad	NAME EXTENSION (JR., SR)	Marian Grace C. Panonce	5/15/2007
MIDDLE NAME	Apurillo			
OCCUPATION	Self-employed			
EMPLOYER/BUSINESS NAME	Marian's Pizza			
BUSINESS ADDRESS	Baybay City, Leyte			
TELEPHONE NO.	563-8632			
24. FATHER'S SURNAME	Panonce			
FIRST NAME	Elpedio	Sr.		
MIDDLE NAME	Comiendo			
25. MOTHER'S MAIDEN NAME	Pastor			
SURNAME	Panonce			
FIRST NAME	Resusrecciona			
MIDDLE NAME	Arnan			

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	Doong Elementary School	Primary	1975	1981		1981	5th Honors
SECONDARY	Saint Paul Academy	Secondary	1982	1986		1986	
VOCATIONAL / TRADE COURSE							
COLLEGE	University of San Jose-Recoletos	AB Psychology	1986	1990		1990	Cum Laude
GRADUATE STUDIES	Franciscan College of the Immaculate Conception	MAEd - Guidance & counseling	2004	Present			

SIGNATURE		DATE	April 25, 2017
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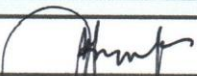
IV. CIVIL SERVICE ELIGIBILITY

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
Career Service Professional Eligibility under Presidential Decree No. 907 by Presidential Decree No.993		3/24/1990	Cebu City	CN38609	1990-Present
Psychometrician		11/5/2015	Manila	Filed - For Follow-up	

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-07") INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
1/1/2017	Present	Guidance Counselor III	Visayas State University	23517.00	13-2	Permanent	Y
1/1/2016	12/31/2016	Guidance Counselor III	Visayas State University	22564.00	13-2	Permanent	Y
6/1/2012	12/31/2015	Guidance Counselor III	Visayas State University	21436.00	13-1	Permanent	Y
6/1/2011	5/31/2012	Guidance Counselor III	Visayas State University	19291.00	12-5	Permanent	Y
7/1/2009	5/31/2011	Guidance Counselor II	Visayas State University	16050.00	12-4	Permanent	Y
7/1/2008	6/30/2009	Guidance Counselor II	Visayas State University	13726.00	11-4	Permanent	Y
7/1/2007	6/30/2008	Guidance Counselor II	Visayas State University	12478.00	11-4	Permanent	Y
8/1/2006	6/30/2007	Guidance Counselor II	Visayas State University	11344.00	11-4	Permanent	Y
7/1/2001	7/31/2006	Guidance Counselor II	Visayas State University	11068.00	11-3	Permanent	Y
8/1/2000	7/31/2003	Guidance Counselor II	Visayas State University	10298.00	11-3	Permanent	Y
1/1/2000	6/30/2001	Guidance Counselor II	Visayas State University	10284.00	11-2	Permanent	Y
1/1/2000	7/31/2000	Guidance Counselor II	Visayas State University	10033.00	11-2	Permanent	Y
11/1/1997	12/31/1999	Guidance Counselor II	Visayas State University	9121.00	11-1	Permanent	Y
8/1/1997	10/31/1997	Guidance Counselor I	Visayas State University	7682.00	11-1	Permanent	Y
2/11/1997	7/31/1997	Guidance Counselor I	Visayas State University	7558.00	10-2	Permanent	Y
1/1/1997	2/10/1997	Guidance Counselor I	Visayas State University	7433.00	10-2	Permanent	Y
1/1/1996	12/31/1996	Guidance Counselor I	Visayas State University	6044.00	10-2	Permanent	Y
6/1/1995	12/31/1995	Guidance Counselor I	Visayas State University	4902.00	10-2	Permanent	Y
2/11/1994	12/31/1994	Guidance Counselor I	Visayas State University	3902.00	10-1	Permanent	Y
1/1/1994	2/10/1994	Guidance Counselor I	Visayas State University	3902.00	10	Permanent	Y
2/10/1994	12/31/1993	Guidance Counselor I	Visayas State University	3102.00	10	Permanent	Y
2/11/1991	7/7/1992	Guidance Counselor I	Visayas State University	3102.00	10	Temporary	
Dcember 1990	2/10/1991	Guidance Counselor	St. Nicholas Academy	2000.00		Regular	N
7/1/1990	12/15/1990	Guidance Counselor	University of San Jose-Recoletos	48/hr.		Substitute	N

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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIL SOCIETY / 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	N/A	N/A	N/A	N/A

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			
	Training on How to handle Sexual Harassment Cases in the Academe	11/28/2016	11/28/2016	8 hrs.	Training	Visayas State University
	16th Annual Assembly and professional Development with the theme: Love: The Power Tool that Binds and Propels the Filipino Family"	9/9/2016	9/10/2016	16 hrs.	Technical	Philippine Guidance and Counseling Association-Cebu Chapter
	5-day training on Emergency Response Skills Training	3/14/2016	3/18/2016	40 hrs.	Educational	Visayas State University
	2nd International Guidance Congress with ther theme"Counseling Across Borders, Across Ages and Across Settings	5/6/2015	5/8/2015	24 hrs.	Technical	Chi Sigma Iota and Iota Phi Foundation, Inc. Philippine Chapter
	2nd National Career Advocacy Congress	5/29/2014	5/30/2014	16 hrs.	Technical	Department of Labor and Employment
	Anti-Illegal Recruitment & Trafficking in Persons Campaign Seminar	4/12/2013	4/12/2013	8 hrs.	Educational	Philippine Overseas Employment Admsinistration
	Yamaha Safety Riding Course	6/8/2012	6/8/2012		Technical	Yamaha
	Seminar Workshop on Understanding the Basic Concepts of Guidnace And Counseling	11/15/2012	11/16/2012	16 hrs.	Technical	Visayas State University & University Student Services Office
	Echo Seminar on Responsiveness to Cyber Generated Concerns with Focus on Cyber-bullying	1/19/2012	1/19/2012		Technical	University Student Services Office
	Projective Techniques as Assessment Tools in School and Clinical Settings	11/17/2011	11/18/2011	16 hrs.	Technical	Psychological Resource Center
	47th Annual Convention and Workshops	5/18/2011	5/20/2011	22 hrs.	Technical	Philippine Guidance and Counseling Association Inc. in cooperation with Univesity of
	Midyear Assembly and Seminar Workshop on "The Journey to Inner Wellness"	9/1/2010	9/1/2010	7.5hrs.	Technical	Philippine Guidanc eAnd Counseling Association Inc. -Cebu Chapter
	Workshop on "Open Space Technology: A Whole System Approach for Counseling Practitioners"	9/2/2010	9/2/2010	4 hrs.	Technical	Philippine Guidanc eAnd Counseling Association Inc. -Cebu Chapter
	Workshop on "Heart Sense: Emotional Wellness"	9/2/2010	9/2/2010	4 hrs.	Technical	Philippine Guidanc eAnd Counseling Association Inc. -Cebu Chapter
	Seminar on Basic Wifi and Windows Operating Systems	4/7/2010	4/7/2010		Educational	Visayas State University
	Seminar on Total Quality Management Among Administrative Personnel	4/18/2010	4/19/2010	16hrs.	Educational	Visayas State University
	Mid-Year Workshop on the theme: "Nurturing Research Culture in the Counseling Practice"	9/4/2008	9/5/2008	16 hrs.	Technical	Philippine Association for Counselor, Education Research and Supervision (PACERS)
	2-Day Enhancement/Capability building Seminar for PESO Managers of the Western Leyte Districts	9/6/2007	9/7/2007	16 hrs.	Managerial	Department of Labor and Employment -Western Leyte Field Office
	44th Midyear Convention and Workshop with the theme: The Professional Counselor in Action"	10/24/2007	10/26/2007	22 hrs.	Technical	Philippine Guidance and Counseling Association Inc.
	Seminar on Career Tracking for Counselors	10/23/2007	10/23/2007	8 hrs.	Technical	GPC, PGCA Chapter in collaboration with the Philippine Guidance and Counseling Association Inc.
	Family Link Philippines Mental Health Education Program	6/23/2007	6/24/2007	16 hrs.	Educational	Family Link Philippines & Metro Psych Facility

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Counseling (Individual & Group)		Most Industrious - 1986		Philippine Guidance Counselors Association- National
	Administering, Checking, Scoring and interpreting Psychological Test Results		Workaholic of the Year -1990		Philippine Guidance Counselors Association- Cebu Chapter
	Organizing Seminars, Symposia, and or Workshops		Keeper of Service Award -2006		Knights of Columbus
	Facilatating Varied Activities for Students		Loyalty Award - 25 Years of Continuous and Dedicated Service to VSU - 2016		
	Giving Lectures, inputs, Workshops in Classrooms or in Big Groups				
	Module Making for Structured Learning Experiences				


SIGNATURE		April 25, 2017	
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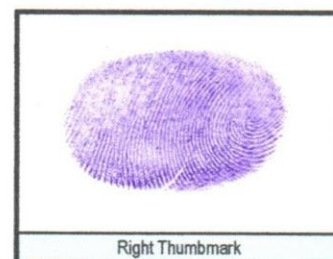
34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<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 type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<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		
NAME	ADDRESS	TEL. NO.
Prof. Manolo b. Loreto, Jr.	University Student Services Office - VSU	335-2642
Ms. Marwen A. Castañeda, RGC	University Student Services Office - VSU	335-2643
Ms. Chona A. Brit, RGC	University Student Services Office - VSU	335-2644

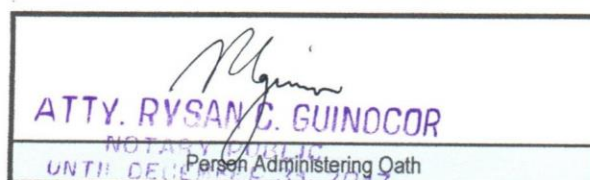
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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.

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: CRN-006-0102-6287-4
ID/License/Passport No.: GSIS
Date/Place of Issuance: Ormoc City


Signature (Sign inside the box)
April 25, 2017
Date Accomplished



SUBSCRIBED AND SWORN to before me this APR 25 2017, affiant exhibiting his/her validly issued government ID as indicated above.



NOTARY PUBLIC
PROVINCE OF LEYTE
PTR 039-1839 - BAYBAY/LEYTE - 4/12/17
IBP 1030424 - TAGLOBAN CITY - 12/19/16
MCLE COMP. NO. V-00000000-07/20/15
ROLL OF ATTORNEYS NO. 57467