

# 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	ORACION			
FIRST NAME	AIZA	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	CANALES			
3. DATE OF BIRTH (mm/dd/yyyy)	10/15/1991	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	
4. PLACE OF BIRTH	HILONGOS, LEYTE	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female			
6 CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	<input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated	17. RESIDENTIAL ADDRESS N/A House/Block/Lot No. Street N/A GA-AS Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521	
7. HEIGHT (m)	1.50 m.			
8. WEIGHT (kg)	55Kg			
9. BLOOD TYPE	o+			
10. GSIS ID NO.	None		18. PERMANENT ADDRESS N/A House/Block/Lot No. Street N/A GA-AS Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521	
11. PAG-IBIG ID NO.	920328026877			
12. PHILHEALTH NO.				
13. SSS NO.	N/A			
14. TIN NO.	482132859		19. TELEPHONE NO.	563-7282
15. AGENCY EMPLOYEE NO.	V-00927		20. MOBILE NO.	09639629644
			21. E-MAIL ADDRESS (if any)	aiza.oracion@vsu.edu.ph

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ORACION		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ROLANOD	NAME EXTENSION (JR., SR) N/A	PRIAM QUELIB C. ORACION	10/28/2013
MIDDLE NAME	IBANEZ		ZAIRON C. ORACION	08/30/2015
OCCUPATION	ADMIN AIDE 1		ALZARH C. ORACION	07/25/2017
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	VISCA, BAYBAY CITY, LEYTE			
TELEPHONE NO.	563 7281			
24. FATHER'S SURNAME	CANALES			
FIRST NAME	ANTONIO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	DAGOHOY			
25. MOTHER'S MAIDEN NAME				
SURNAME	SAMBAYON			
FIRST NAME	ROSALIA			
MIDDLE NAME	VALLENTOS			

(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	HAMPANGAN ELEMENTARY SCHOOL	N/A	2001	2005	N/A	2005	2ND Honor
SECONDARY	STA. MARGARITA NATIONAL HIGH SCHOOL	N/A	2005	2009	N/A	2009	Top 6
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 DEVELOPMENT EDUCATION	2008	2013	N/A	2013	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF SCIENCE IN AGRICULTURAL EXTENSION	2013	2016	N/A	2016	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	November 12, 2021
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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]

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	November 12, 2021

10

November 12, 2021




29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
N/A					

VII. LEARNING AND DEVELOPMENT (L&amp;D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

INCLUSIVE DATES OF	Type of LD

Journal of Management Inquiry 25(1) 3-16

31	SPECIAL SKILLS and HOBBIES	32	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
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(Continue on separate sheet if necessary)			
<b>SIGNATURE</b>		<b>DATE</b>	November 12, 2021

SIGNATURE	DATE	NOVEMBER 12, 2017
		CS-500M-010 (Revised 2017) Page 2 of 2

November 12, 2021



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☒ NO

☐ YES☒ 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☒ NO

☐ YES☒ 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?

☐ YES☒ 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?

☐ YES☒ 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☒ NO

☐ YES☒ NO

If YES, give details:

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

☐ YES☒ 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☒ NO

If YES, please specify:

☐ YES☒ NO

If YES, please specify ID No:

☐ YES☒ NO

If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
ANTONIA CECILIA Y. SANDOVAL	VSU, Visca, Baybay City, Leyte	N/A
ROWENA DT. BACONGUIS	University of the Philippines Los Banos	N/A
VICTOR B. ASIO	VSU, Visca, Baybay City, Leyte	N/A

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: **Passport ID**

ID/License/Passport No.: **P2004430B**

Date/Place of Issuance: **DFA San Pablo**

Signature (Sign inside the box)

November 12, 2021

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 12 NOV 2021, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUMOCOR  
VSU Legal Officer

Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4



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: October 28, 2020- April 30, 2021

- Position: Part-time Instructor
- Name of Office/Unit: Department of Agricultural Education and Extension (DAEEEx)
- Immediate Supervisor: Dr. Karen Luz Y. Teves
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Prepares and revised teaching materials and submit to department head
  - Facilitates capability development trainings for extension professionals
- Summary of Actual Duties
  - Develop the professional capabilities of undergraduate and graduate students
  - Guide and nurture the values and attitudes of sincere community service on top of theoretical and technical capabilities
  - Teaches assigned subjects and performs other teaching related functions

Duration: June 2016 - December 2016

- Position: Extension Assistant
- Name of Office/Unit: Department of Agricultural Education and Extension
- Immediate Supervisor: Dr. Antonia Cecilia Y. Sandoval
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)

Made Accomplishment Report on the project entitled, "Enhancing Agricultural Productivity In The City Of Baybay Using The Bidani Strategy: Academe-Ati-Lgu Partnership In Testing Extension Modaliries (Phase I) in Brgy. Biasong, Baybay Leyte
- Summary of Actual Duties
  - Responsible in facilitating trainings on Meat Production in Brgy. Biasong, Baybay Leyte;
  - Conducted Monitoring and Evaluation in the assigned area.

Duration: August 2015 to December 2015

- Position: Data Encoder
- Name of Office/Unit: Department of Agricultural Education and Extension
- Immediate Supervisor: Dr. Antonia Cecilia Y. Sandoval
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Prepared for the AACUP supporting documents
- Summary of Actual Duties
  - Assisted the department head for the preparation of AACUP accreditation

  
**AIZA C. ORACION**  
(Signature over Printed Name  
of Employee/Applicant)

Date: November 12, 2021