

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 () ☐ 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	BELLEN		
FIRST NAME	JOY	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ABELARDO		
3. DATE OF BIRTH (mm/dd/yyyy)	12/201983	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	CARIDAD, BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Pls. indicate country:
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	A. MABINI
7. HEIGHT (m)	1.6	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	65		POBLACION ZONE 2
9. BLOOD TYPE	A		Subdivision/Village Barangay
10. GSIS ID NO.	BP2003253749		BAYBAY LEYTE
11. PAG-IBIG ID NO.	080145058302		City/Municipality Province
12. PHILHEALTH NO.	13-000097918-0	6521	
13. SSS NO.	34-6618511-3	18. PERMANENT ADDRESS	A. MABINI
14. TIN NO.	946-093-036	ZIP CODE	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	V00787		POBLACION ZONE 2
			Subdivision/Village Barangay
			BAYBAY LEYTE
			City/Municipality Province
		6521	
		19. TELEPHONE NO.	NA
		20. MOBILE NO.	09267916134
		21. E-MAIL ADDRESS (if any)	joy.bellen@vsu.edu.ph

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	BELLEN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	FLORMARY-AL	NAME EXTENSION (JR., SR)	JUNIPER ERIANNEFLEUR BELLEN	12/14/2021
MIDDLE NAME	VARRON			
OCCUPATION	PROFESSIONAL TEACHER			
EMPLOYER/BUSINESS NAME	MAILHI NHS, DEPED			
BUSINESS ADDRESS	MAILHI, BAYBAY CITY			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	BELLEN			
FIRST NAME	JOSE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BELISTA			
25. MOTHER'S MAIDEN NAME				
SURNAME	ABELARDO			
FIRST NAME	ESMERALDA			
MIDDLE NAME	JADENA			

(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	ELEMENTARY GRADUATE	01/06/1992	30/03/1998		1998	2ND HONORS
SECONDARY	CARIDAD NATIONAL HIGH SCHOOL	HIGH SCHOOL GRADUATE	01/06/1998	30/03/2002		2002	1ST HONORS
VOCATIONAL / TRADE COURSE	NA						
COLLEGE	LEYTE STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION	01/06/2002	01/04/2006		2006	CUM LAUDE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF EDUCATION	15/04/2008	31/05/2010		2010	
GRADUATE STUDIES	CEBU NORMAL UNIVERSITY	DOCTOR OF EDUCATION	04/11/2014		54		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Oct 7, 2021
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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
	PD 907		01/04/2006	VISAYAS STATE UNIVERSITY	10080175	29/03/2006
	LICENSURE EXAMINATION FOR TEACHERS	82.2	27/09/2006	TACLOBAN CITY	0927603	07/12/2006


(Continue on separate sheet if necessary)


V. WORK EXPERIENCE


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

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(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		
NA					

(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			
	Eastern Visayas Basic Education Research Conference	25/10/2018	26/10/2018	16	Technical	DepEd Regional Office 8
	International Seminar on Methodological Advances in Research	26/07/2018	26/07/2018	8	Technical	Biology Teachers Association/ Philippine Normal University
	4th Division Research Conference	15/03/2018	16/03/2018	16	Technical	DepEd Baybay City Division
	Pomponan NHS SLAC Session	30/10/2017	30/10/2017	8	Technical	Pomponan NHS, DepEd
	School Learning Action Cell	28/07/2017	28/07/2017	9	Technical	Baybay City National Night High School
	52nd BIOTA Annual National Convention & Scientific Sessions	06/04/2017	08/04/2017	24	Technical	Biology Teachers Association/ Philippine Normal University
	NOSTE 2016 International Research Conference and Seminar Workshop	10/07/2016	10/09/2016	24	Technical	National Organization for Science Teachers and Educators (NOSTE)
	8th Taiwan-Philippines Academic Conference	04/06/2016	04/08/2016	24	Technical	University of San Carlos/ Cebu Normal University/ Aethia University
	Licensure Examination for Teachers' Review	06/26/2014	06/26/2014	8	Technical	University Review Center, Visayas State University
	National-Visayas Seminar Workshop for College Student Leaders on Drug Abuse Prevention and Education	02/19/2014	02/21/2014	24	Technical	Daangeroous Drugs Board
	16th Annual POSTE Regional Convention 2015	11/13/2015	11/15/2015	24	Technical	Philippine Organization of Science and Technology Educators
	International Research Conference in Higher Education	10/03/2013	10/04/2013	16	Technical	Polytechnic University of the Philippines/Polytechnic University of the Philippines
	Seminar Workshop on Basic Computer Operation and Hardware Servicing	09/14/2013	09/14/2013	8	Technical	College of Education, Visayas State University
	14th Annual POSTE Regional Convention Seminar Workshop	08/23/2013	08/25/2013	24	Technical	Philippine Organization of Science and Technology Educators
	Regional Training of Teachers on the Implementation of Grade 7 of the K to 12 Basic Education Curriculum	05/28/2012	06/01/2012	40	Technical	Leyte Normal 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)
	Literate in MS Office application (processor, spreadsheet, publisher, powerpoint)				Visayas State University Faculty Association
	Literate in basic networking (rj45), basic computer repair				National Organization for Science Teachers and Educators
	Hobbies: playing table tennis, chess and raising free-range chicken				Philippine Organization for Science and Technology Educators
					Biology Teachers Association
					Philippine Association for Graduate Education
					Philippine Society of Biochemistry and Molecular Biology

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Oct 7, 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)?

☐ 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

If YES, give details:

☐ 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:
Resignation from Caridad NHS on 05/31/2013

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

If YES, give details:

☐ 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.
MARILYN N. MANAIG	DTE, VSU	9196866636
BAYRON S. BARREDO	DTE, VSU	9272496712
JOEL Q. MABALHIN	DTE, VSU	9977428753

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.

JOY A. BELLEN

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: _____

ID/License/Passport No.: _____

Date/Place of Issuance: _____

Signature (Sign inside the box)

Oct 7, 2022

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 13 OCT 2022, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
VSU Chief Legal Officer

Person Administering Oath

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.

- Duration: **July 17, 2019 – September 14, 2022**
- Position: **Assistant Professor II**
- Name of Office/Unit: **Department of Teacher Education**
- Immediate Supervisor: **Joel Q. Mabalhin**
- Name of Agency/Organization and Location: **Visayas State University Visca Baybay City, Leyte**
- List of Accomplishments and Contributions (if any)
 - Taught Major and ProfEd Subjects
 - Designed and revised a number of course syllabi and instructional materials
 - Participated in DTE 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 Major and ProfEd subjects, submitting grades and accomplishing other necessary requirements.
 - Responsible in teaching Major and ProfEd subjects, ensuring a quality service as instructor, 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.


JOY A. BELLEN

(Signature over Printed Name
of Employee/Applicant)

Date: Oct. 7, 2022