

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	VALENZONA		
FIRST NAME	JENELYN	N/A	
MIDDLE NAME	VILLAFUERTE		
3. DATE OF BIRTH (mm/dd/yyyy)	11/15/1995	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
4. PLACE OF BIRTH	HILUSIG, MAHAPLAG LEYTE	If holder of dual citizenship, please indicate the details.	Philippines ▼
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	APT. 9, KILBOURNE STREET, VISCA, PANGASUGAN, BAYBAY CITY, LEYTE
7. HEIGHT (m)	1.52	ZIP CODE	6521
8. WEIGHT (kg)	50	18. PERMANENT ADDRESS	BRGY. MALIGAYA MAHAPLAG LEYTE
9. BLOOD TYPE	A+	ZIP CODE	6512
10. GSIS ID NO.	2005462244	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	121237192598	20. MOBILE NO.	0997-839-5709
12. PHILHEALTH NO.	13-025514505-4	21. E-MAIL ADDRESS (if any)	jenelyn.valenzona@vsu.edu.ph
13. SSS NO.	N/A		
14. TIN NO.	350-970-549		
15. AGENCY EMPLOYEE NO.	V01096		


II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	VALENZONA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JOEL JOHN	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	SARDITO			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	VILLAFUERTE			
FIRST NAME	JUDY	N/A		
MIDDLE NAME	COMALING			
25. MOTHER'S MAIDEN NAME				
SURNAME	SOSMEÑA			
FIRST NAME	CESARIA			
MIDDLE NAME	BASILISCO		(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	HILUSIG ELEMENTARY SCHOOL	PRIMARY EDUCATION	2002	2008	N/A	2008	N/A
SECONDARY	MAHAPLAG NATIONAL HIGH SCHOOL	HIGH SCHOOL	2010	2014	N/A	2014	VALEDICTORIAN
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION major in MATHEMATICS	2014	2018	N/A	2018	CUM LAUDE
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	MASTER IN EDUCATION major in MATHEMATICS	2019	2023	N/A	2023	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JANUARY 2, 2024
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**V. WORK EXPERIENCE**  
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

(Continue on separate sheet if necessary)

JANUARY 2, 2024



[illegible]

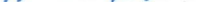
(Continue on separate sheet if necessary)

[illegible]

(Continue on separate sheet if necessary)

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Microsoft Office (Excel, PPT, Word, etc.)		N/A		VSU Faculty Association
	GARDENING				
	HAND CRAFTING (Do it Yourself)				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JANUARY 2, 2024
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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 (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
DR. EUSEBIO R. LINA JR.	VISAYAS STATE UNIVERSITY	9293697060
JOY ANN A. CANETE	LAPU-LAPU CEBU CITY	9224631719
IRISH C. SIDAYA	VISAYAS STATE UNIVERSITY	99362912476
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: <b>TIN</b> ID/License/Passport No.: <b>350-970-549</b> Date/Place of Issuance: <b>10/12/18</b>	<div style="border: 1px solid black; height: 100px; position: relative;"> <div style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%);"> </div> <div style="position: absolute; bottom: 5px; left: 50%; transform: translate(-50%, 0);">             Signature (Sign inside the box)  <b>JANUARY 2, 2024</b>              Date Accomplished           </div> </div>	<div style="border: 1px solid black; height: 100px; position: relative;"> <div style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%);"> </div> <div style="position: absolute; bottom: 5px; left: 50%; transform: translate(-50%, 0);">             Right Thumbmark           </div> </div>
SUBSCRIBED AND SWORN to before me on <b>JAN 31 2024</b> , affiant exhibiting his/her validly issued government ID as indicated above.		
DGC NO. <b>162</b> PAGE NO. <b>33</b> BOOK NO. <b>IXV</b> SERIES OF <b>IV</b>	<div style="border: 1px solid black; padding: 10px; text-align: center;">   <b>ATTY. EDEN B. CHAVAZ-BUTAWAN</b>              Notary Public for the Province of Leyte, City of Baybay              Notarial Commission No. 9-22-12-07              Valid until December 31, 2025              Exp. No. 900110-07, Iss. 3-2014              Exp. 3-2019, Renewed 3-2024           </div>	



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: August 1, 2018 - Present
- Position: Instructor I
- Name of Office/Unit: Department of Mathematics
- Immediate Supervisor: Dr. Eusebio R. Lina Jr.
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City Leyte, Philippines
  
- List of Accomplishments and Contributions (if any)

**Published Articles:**

1. **Modeling students' innovativeness and its factors in learning mathematics amidst COVID-19 pandemic**

Jenelyn V Valenzona, Leomarich F Casinillo, Emily L Casinillo


Date published: 2022

2. **How Challenging It Is to Learn Mathematics Online**

Leomarich F Casinillo, Emily L Casinillo, Jenelyn V Valenzona, Myrna Rissa C Almonite, Divina L Valenzona

Date published: March 27, 2022

- Summary of Actual Duties
  1. Teaches assigned subjects and performs other related functions, among others, the following:
    - a. Prepares and revised teaching materials/guides and submit to department head
    - b. Prepares and gives examination (mi/final/long/quizzes)
    - c. Check 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 department heads within two weeks after final examination
    - f. Makes himself available for consultation by his/her students during schedules consultation hours
  2. Performs research and/or extension function, among others the following:
    - a. Prepares research/extension proposals
    - b. Implements duly approved research/extension projects with time frame
    - c. Prepares reports within the prescribed period
    - d. Presents research/extension outputs during conferences/ for a legitimate professional organization
    - e. Submits output for possible publication/patenting
  3. Performs administrative functions (if applicable)
  4. Performa 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 department head, College Dean, Vice Presidents and the University President

  
JENELYN V. VALENZONA  
(Signature over Printed Name  
of Employee/Applicant)

Date: January 2, 2024