

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	VILLOCINO		
FIRST NAME	MARY ANGELICA	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	ADA		
3. DATE OF BIRTH (mm/dd/yyyy)	04/25/1998	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	DUMAGUETE CITY	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	APARTMENT 18 KILBOURNE DRIVE House/Block/Lot No. Street VISAYAS STATE UNIVERSITY PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s: <input type="checkbox"/> Separated	ZIP CODE	6521 - A
7. HEIGHT (m)	1.65	18. PERMANENT ADDRESS	APARTMENT 18 KILBOURNE DRIVE House/Block/Lot No. Street VISAYAS STATE UNIVERSITY PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
8. WEIGHT (kg)	54.8	ZIP CODE	6521 - A
9. BLOOD TYPE	O	19. TELEPHONE NO.	N/A
10. GSIS ID NO.	2005563399	20. MOBILE NO.	0917 573 7157
11. PAG-IBIG ID NO.	121242497216	21. E-MAIL ADDRESS (if any)	maryangelicavillocino@gmail.com
12. PHILHEALTH NO.	13-000126515-7		
13. SSS NO.	N/A		
14. TIN NO.	497-533-009		
15. AGENCY EMPLOYEE NO.	N/A		

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	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	VILLOCINO		N/A	N/A
FIRST NAME	SANTOS	JR.	N/A	N/A
MIDDLE NAME	BERDIN		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	ADA		N/A	N/A
FIRST NAME	ALELI		N/A	N/A
MIDDLE NAME	FERRER		(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	ALPHA CHRISTIAN SCHOOL	PRIMARY EDUCATION	2004	2010	N/A	2010	SECOND HONORABLE MENTION
SECONDARY	VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL	SECONDARY EDUCATION	2010	2014	N/A	2014	FIRST HONORABLE MENTION
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	SILLIMAN UNIVERSITY	BACHELOR OF SECONDARY EDUCATION MAJOR IN PHYSICAL SCIENCES	2014	2018	N/A	2018	CUM LAUDE, RA10512- DOST-JLSS
GRADUATE STUDIES	UNIVERSITY OF SAN CARLOS	MASTER OF ARTS IN SCIENCE EDUCATION MAJOR IN PHYSICS	2021	present	33 units	N/A	N/A

(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		
	SINAG	10/19/2018	PRESENT	N/A	MEMBER
	YOUTH FOR A UNITED WORLD	06/15/2015	PRESENT	N/A	MEMBER
	FOCOLARE MOVEMENT	04/15/2012	PRESENT	N/A	MEMBER
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A

(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			
	10TH JAGNA INTERNATIONAL WORKSHOP	1/8/2024	1/11/2024	32	TECHNICAL	RESEARCH CENTER FOR THEORETICAL PHYSICS
	TRAINING WORKSHOP ON ASSESSMENT IN HIGHER EDUCATION : CREATION OF TABLE OF SPECIFICATIONS	11/25/2021	11/25/2021	8	TECHNICAL	CENTER OF CONTINUING EDUCATION, VISAYAS STATE UNIVERSITY
	A PUBLIC LECTURE BY THE NOBEL LAUREATE IN PHYSICS PROF. DONNA STRICKLAND	9/17/2021	9/17/2021	2	TECHNICAL	PHYSICS MEETUP, INTERNATIONAL CENTRE FOR THEORETICAL PHYSICS
	PHYSICS MEETUP: THE PHYSICS OF FLIGHT	6/30/2021	6/30/2021	2	TECHNICAL	PHYSICS MEETUP, INTERNATIONAL CENTRE FOR THEORETICAL PHYSICS
	LEARNING AND DEVELOPMENT WORKSHOP CUM L & D NEEDS ASSESSMENT REPORT PRESENTATION	5/19/2021	5/21/2021	24	TECHNICAL	BAYBAY CITY SENIOR HIGH SCHOOL
	ORIENTATION-WORKSHOP ON IMPLEMENTING SUBSYSTEM L & D PLANNING IN SERG PILOT SCHOOLS	4/22/2021	4/24/2021	24	TECHNICAL	BAYBAY CITY DIVISION
	MIDYEAR IN-SERVICE TRAINING FOR TEACHERS 2021	3/15/2021	3/19/2021	40	TECHNICAL	BAYBAY CITY SENIOR HIGH SCHOOL
	ASSESSMENT OF THE 21ST CENTURY SKILLS	3/12/2021	3/14/2021	24	TECHNICAL	DepEd in partnership with PNU and the National Network of Normal Schools
	WHOLE CHILD APPROACH AND 21ST CENTURY SKILLS IN THE SHS CURRICULUM	2/5/2021	2/7/2021	24	TECHNICAL	DepEd in partnership with PNU and the National Network of Normal Schools
	INSERVICE TRAINING FOR TEACHERS	12/16/2020	12/18/2020	24	TECHNICAL	BAYBAY CITY SENIOR HIGH SCHOOL
	ACTION RESEARCH IN BASIC EDUCATION: A WEBINAR AND WORKSHOP FOR THE NATIONAL TRAINING PROGRAM FOR NEWLY-HIRED TEACHERS UNDER RA 10612	11/13/2020	11/15/2020	24	TECHNICAL	DepEd in partnership with PNU and the National Network of Normal Schools
	AFTA'S BALIKTURO ONLINE 2020	5/25/2020	5/25/2020	22	TECHNICAL	AFTA Inc.
	PREPARING EARTH SCIENCE LESSONS IN THE NEW NORMAL: 5E/7E INQUIRY MODEL IN FOCUS	6/1/2020	6/1/2020	2	TECHNICAL	VIBAL GROUP INC.
	CULMINATING ACTIVITY OF THE 18-DAY CAMPAIGN TO END VIOLENCE AGAINST WOMEN AND CHILDREN (VAWC)	12/13/2019	12/13/2019	3	SOCIOCIVIC	BAYBAY CITY SENIOR HIGH SCHOOL
	REGIONAL SEMINAR-WORKSHOP ON SCHOOL-BASED RESEARCH FOR SHS TEACHERS	11/27/2019	12/2/2019	40	TECHNICAL	DEPARTMENT OF EDUCATION - REGION VIII
	DIVISION TRAINING OF THE UNTRAINED SHS TEACHERS RELATIVE TO THE K to 12 BASIC EDUCATION CURRICULUM	11/4/2019	11/8/2019	40	TECHNICAL	BAYBAY CITY DIVISION
	TEACHER INDUCTION PROGRAM: A GABFEST VERSION 2.0	11/28/2019	11/28/2019	8	TECHNICAL	DEPARTMENT OF EDUCATION - REGION VIII
	SUMMER 2019 IN-SERVICE TRAINING FOR TEACHERS	5/22/2019	5/23/2019	16	TECHNICAL	BAYBAY CITY SENIOR HIGH SCHOOL
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A

(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)
	SWIMMING		BAYBAY CITY ATHLETIC MEET, EASTERN VISAYAS REGIONAL ATHLETIC MEET		N/A
	N/A		N/A		N/A
	N/A		N/A		N/A
	N/A		N/A		N/A
	N/A		N/A		N/A
	N/A		N/A		N/A
	N/A		N/A		N/A

(Continue on separate sheet if necessary)

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<p><b>34.</b> 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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <hr/>												
<p><b>35.</b> a. Have you ever been found guilty of any administrative offense?</p>   <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <hr/> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <hr/> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p><b>36.</b> Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <hr/>												
<p><b>37.</b> 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?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <hr/>												
<p><b>38.</b> a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <hr/> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <hr/>												
<p><b>39.</b> Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p>If YES, give details (country):</p> <hr/>												
<p><b>40.</b> 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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No.: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No.: _____</p>												
<p><b>41. REFERENCES</b> (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO./EMAIL ADDRESS</th> </tr> </thead> <tbody> <tr> <td>ROGER O. LINGATONG</td> <td>BAYBAY CITY, LEYTE</td> <td>0917 636 9561</td> </tr> <tr> <td>FRANCIS B. RECTO</td> <td>BAYBAY CITY, LEYTE</td> <td>0917 317 8332</td> </tr> <tr> <td>ANNA LARISSA A. BARGAMENTO</td> <td>BAYBAY CITY, LEYTE</td> <td>0917 662 6623</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO./EMAIL ADDRESS	ROGER O. LINGATONG	BAYBAY CITY, LEYTE	0917 636 9561	FRANCIS B. RECTO	BAYBAY CITY, LEYTE	0917 317 8332	ANNA LARISSA A. BARGAMENTO	BAYBAY CITY, LEYTE	0917 662 6623
NAME	ADDRESS	TEL. NO./EMAIL ADDRESS											
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ANNA LARISSA A. BARGAMENTO	BAYBAY CITY, LEYTE	0917 662 6623											
<p><b>42.</b> 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>													
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: <b>DRIVER'S LICENSE</b></p> <p>ID/License/Passport No.: H12-19-001090</p> <p>Date/Place of Issuance: 03/23/2023/ BAYBAY CITY</p>	<div style="text-align: center;">               Signature (Sign inside the box)  <b>7/17/2024</b>              Date Accomplished           </div>												
<p>PHOTO</p> 													
<p>Right Thumbmark</p> 													
<p>SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____, at _____, Baybay City, Leyte, Philippines, _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 30%;"> <p><b>DOC NO.</b> _____</p> <p><b>PAGE NO.</b> _____</p> <p><b>BOOK NO.</b> _____</p> <p><b>SERIES OF.</b> _____</p> </div> <div style="width: 60%; text-align: center;"> <p><b>ATTY. EDEN R. CHAVEZ-BUTAWAN</b>              Notary Public for the Province of Leyte, City of Baybay              Notarial Commission No. B-23-12-07              Until December 31, 2025              PTR No. BC0210262 - Jan. 3, 2024              IBP G.R. No. 385880 - Jan. 3, 2024              MCLE COMPLIANCE NO. _____ until April 14, 2025              Attorney's Roll No. 22991              TIN No. 207628029              R. Magsaysay Ave., Baybay City, Leyte</p> </div> </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: Aug. 16 – July 31, 2024
- Position: Substitute Instructor
- Name of Office/Unit: Department of Physics
- Immediate Supervisor: Dr. Rev Rhizza L. Aure
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  
- List of Accomplishments and Contributions (if any)
  
- Summary of Actual Duties
  - Facilitated face-to-face classes as scheduled using various strategies to enhance learning
  - Applied/conducted applicable modes of assessment of the learnings gained by the students and gave feedback regarding their performance
  - Monitored and gave feedback regarding students' performance
  - Performed other tasks assigned by the Department Head and College Dean to facilitate the effective delivery of teaching functions.

- Duration: Jul. 6 – Aug. 12, 2023
- Position: Part-time Instructor
- Name of Office/Unit: Department of Physics
- Immediate Supervisor: Dr. Rev Rhizza L. Aure
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  
- List of Accomplishments and Contributions (if any)
  
- Summary of Actual Duties
  - Facilitated face-to-face classes as scheduled using various strategies to enhance learning
  - Applied/conducted applicable modes of assessment of the learnings gained by the students and gave feedback regarding their performance
  - Performed other tasks assigned by the Department Head and College Dean to facilitate the effective delivery of teaching functions.

- Duration: Aug. 16, 2021 – Feb. 1, 2023
- Position: Part-time Instructor
- Name of Office/Unit: Department of Physics
- Immediate Supervisor: Dr. Rev Rhizza L. Aure
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Facilitated face-to-face classes as scheduled using various strategies to enhance learning
- Applied/conducted applicable modes of assessment of the learnings gained by the students and gave feedback regarding their performance
- Performed other tasks assigned by the Department Head and College Dean to facilitate the effective delivery of teaching functions.

- Duration: Dec. 12, 2018 – Aug. 14, 2021
- Position: Special Science Teacher I
- Name of Office/Unit: Baybay City Senior High School
- Immediate Supervisor: Francis B. Recto
- Name of Agency/Organization and Location: DepEd Baybay City Division, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Facilitated a Seminar-Workshop on School-Based Research
- Facilitated In-Service Training for Public School Teachers
- Coached and advised students on co-curricular activities
- Planned and facilitated Learning and Development programs for SERG Pilot Schools

- Summary of Actual Duties

- Prepared lesson plans and facilitated face-to-face and blended learning classes using various strategies to enhance learning in the K-12 curriculum
- Applied/conducted applicable modes of assessment of the learnings gained by the students
- Monitored and gave feedback regarding students' performance
- Undertook activities to improve performance indicators
- Supervised curricular and co-curricular projects and activities
- Supports activities of governmental and non-governmental organizations
- Maintained Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere)
- Maintained harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders



- Duration: Jul. 12, 2018 – Dec. 10, 2018
- Position: Assistant Instructor
- Name of Office/Unit: Kumon Dumaguete Learning Center
- Immediate Supervisor: Geralyn Chiu
- Name of Agency/Organization and Location: Kumon Institute of Education Co., Dumaguete City, Negros Oriental
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Discovered each student's level of academic ability and continuously provided students with worksheets that are suitable to their respective ability levels
  - Observed and guided students to do the worksheets on their own and facilitated self-learning
  - Optimized the study plan suitable to each student
  - Reported on students' learning situation to parents

MARY ANGELICA ALVAREZ  
(Signature over Printed Name  
of Employee/Applicant)

Date: 8/1/24