

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	ONGY		
FIRST NAME	HONEYLENE	NAME EXTENSION (JR., SR) NA	
MIDDLE NAME	VALENZONA		
3. DATE OF BIRTH (mm/dd/yyyy)	03/04/1986	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input checked="" type="checkbox"/> by naturalization Pls. indicate country: Philippines
4. PLACE OF BIRTH	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	
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	0147 House/Block/Lot No. Street Kan-ipa Subdivision/Village Barangay Baybay Leyte City/Municipality Province
7. HEIGHT (m)	1.5	ZIP CODE	6521
8. WEIGHT (kg)	70		
9. BLOOD TYPE	0	18. PERMANENT ADDRESS	0147 House/Block/Lot No. Street Kan-ipa Subdivision/Village Barangay Baybay Leyte City/Municipality Province
10. GSIS ID NO.	2005283410	ZIP CODE	6521
11. PAG-IBIG ID NO.	9172-4168-2944		
12. PHILHEALTH NO.	13-252322019-9		
13. SSS NO.	06-2802654-7	19. TELEPHONE NO.	
14. TIN NO.	261-515-400	20. MOBILE NO.	09983470816
15. AGENCY EMPLOYEE NO	V-J00234	21. E-MAIL ADDRESS (if any)	honeylene.ongy@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ONGY	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JESSIE	RHIANNE XAMANTHA V. ONGY	12/05/2011
MIDDLE NAME	LANTACA	IZZY XAVANNAH V. ONGY	07/12/2015
OCCUPATION	SALES REPRESENTATIVE		
EMPLOYER/BUSINESS NAME	ES Vet. Distributor		
BUSINESS ADDRESS	Dumaguete City, Negros Oriental		
TELEPHONE NO.	NA		
24. FATHER'S SURNAME	VALENZONA		
FIRST NAME	CIPRIANO		
MIDDLE NAME	CARIN		
25. MOTHER'S MAIDEN NAME			
SURNAME	GODOY		
FIRST NAME	REBECCA		
MIDDLE NAME	GLORIA		

(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	BAYBAY NORTH CENTRAL SCHOOLL	PRIMARY EDUCATION	1993	1999	NA	1999	WITH HONORS
SECONDARY	LEYTE STATE UNIVERSITY LABORATORY HIGH SCHOOL	HIGH SCHOOL	1999	2003	NA	2003	WITH HONORS
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	LEYTE STATE UNIVERSITY	BS BIOLOGY (MAJOR ECOLOGY)	2003	2007	NA	2007	CUM LAUDE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MS TROPICAL ECOLOGY (MINOR SOIL SCIENCE)	2010	2017	NA	2017	CHED THESIS GRANT 1YR


(Continue on separate sheet if necessary)

SIGNATURE	DATE	December 1, 2020
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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
Presidential Decree # 907 (Civil Service Eligibility)		Apr-2-2007	Baybay City, Leyte	10080229	lifetime
DRIVER'S LICENSE		06/01/2017	Baybay City, Leyte	H12-14-002400	5YRS

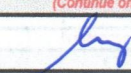
V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.




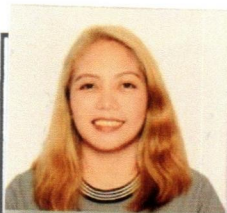

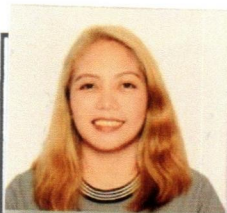

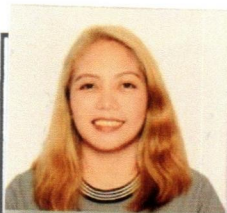




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SIGNATURE		DATE	December 1, 2020
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[illegible]

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			
Trends and Approaches in Aquatic Ecosystems Management and Biodiversity Conservation			December 14, 2020	December 14, 2020	3	Technical	Federation of Institutions for Marine and Freshwater Sciences (FIMFS 2020)
Algae Talks			December 4, 2020	December 4, 2020	3	Technical	Biological Research and Services Laboratory (Natural Sciences Research Institute, UP Diliman) and Philippine Phycological Society, Inc.
Antiviral and Immunomodulatory Philippine Medicinal Plants			August 29, 2020	August 29, 2020	2	Technical	The Natural Products Society of the Philippines (NPSP) and
Marine Natural Products: Potential Antibiotics against Secondary Bacterial Infections due to Ocean Acidification			July 4, 2020	July 4, 2020	1.5	Technical	Center for Information - University of San Agustin
Forest, Health, and Wellness Webinar in Celebration of the 157th Anniversary of the MOODLE Virtual Classroom Management Training			June 26, 2020	June 26, 2020	2	Technical	Philippine Association of Marine Science (PAMS)
			June 25, 2020	June 25, 2020	2	Technical	DENR, Forest Management Bureau
Environment Month Webinar by Wetlands International Phil.			June 24, 2020	June 26, 2020	18	Technical	DCST and VSU
Training-Workshop on Course Modules Production for Flexible Learning in Higher Education			June 22, 2020	June 22, 2020	1	Technical	Wetlands International
State of the Philippines Biodiversity			June 15, 2020	June 19, 2020	24	Technical	EV HEIs Consortium for Flexible Learning in HEIs
Transitioning the Education System to the New Normal (TEENN) Webinar Series Season 1			June 10, 2020	June 13, 2020	2	Technical	MBCFI (Mindoro Biodiversity)
			04-Jun-20	04-Jun-20	5	Technical	CHED, VSU
State of Philippine Marine Biodiversity			May 28, 2020	May 28, 2020	2	Technical	Visayas State University
Emerging Diseases Coronaviruses in bat Population			May 28, 2020	May 28, 2020	3	Technical	Visayas State University
State of Philippine Terrestrial Biodiversity			May 27, 2020	May 27, 2020	3	Technical	Visayas State University
Understanding Flexible Learning			May 27, 2020	May 27, 2020	3	Technical	Visayas State University
Basics of Data Management and Introduction to Open Source Software for Researchers			December 16, 2019	December 17, 2019	16	Technical	DBS 101, Visayas State University
51st Annual Convention of the Federation of Institutions for Marine and Freshwater Sciences			October 16, 2019	October 18, 2019	24	Technical	SLSU, Sogod, So. Leyte
Seminar on Outcome-Based Education (OBE) and Assessments Table of Specifications (TOS)			October 2, 2019	October 2, 2019	8	Technical	DBS Accreditation Room
BIOTA: Scientific Symposium			August 31, 2019	August 31, 2019	8	Technical	Philippine Science High School - Eastern Visayas, Palo, Leyte
28th Annual Philippine Biodiversity Symposium			13-Aug-19	16-Aug-19	32	Technical	Visayas State University
RDE In House Review			02-Jul-19	02-Jul-19	8	Technical	Visayas State University
Annual Senior High Research Congress of the VSU Integrated High School			08-May-19	08-May-19	8	Supervisory	Multimedia Center, Visayas State University
2 nd Regional Symposium of the Philippine Society of Biochemistry and Molecular Biology – Visayas Chapter			Feb/ 21 / 2019	Feb / 22 / 2019	16	Technical	PSBMB - Visayas Chapter, DBS, DoPAC, Dept. of Biotech
Perspectives for research on fragmented aquatic plant population: Survival strategy and resilience in coastal landscapes			Nov/ 19 / 2018	Nov/ 19 / 2018	4	Technical	DBS
Scientific Conference on Biodiversity and CEBREM 7 th Anniversary			Nov/ 15 / 2018	Nov/ 16 / 2018	16	Technical	CEBREM and Central Mindanao University
50 th Annual Convention of the Federation of Institutions for Marine and Freshwater Sciences (FIMFS)			Oct/ 24 / 2018	Oct/ 26 / 2018	24	Technical	FIMFS and Silliman University
AAACU 22 nd Biennial Conference and General Assembly			Oct/ 15 / 2018	Oct/ 18 / 2018	32	Technical	AAACU and VSU
Gender Sensitivity Training and Anti-sexual Harassment Orientation			Sept/ 4 / 2018	Sept/ 4 / 2018	8	Supervisory	Institute of Strategic Research and Dev. Studies
15th Asian Symposium on Medicinal Plants, Spices and Other Natural Products			Dec/ 6 / 2017	Dec/ 8 / 2017	28.5	Technical	Philippine Council for Health Research and Development, Environmental Society of the Philippines
22nd Annual Convention of the Natural Products Society of the Philippines			Dec/ 6 / 2017	Dec/ 8 / 2017	28.5	Technical	Philippine Council for Health Research and Development, Environmental Society of the Philippines
National Public Orientation on the Policies, Standards and Guidelines for the Bachelor of Science in Biology/Molecular Biology Program			Dec/ 6 / 2017	Dec/ 6 / 2017	2	Technical	Commission on Higher Education (CHED)
Training - Workshop on Writing Scientific Paper for Peer-Reviewed Publication			Oct./ 16/ 2017	Oct./ 18/ 2017	24	Technical	Center for Continuing Education and Annals of Tropical Ecology
Orientation on Camote Bio-ethanol Production			Oct/16 /2012	Oct/16 /2012	8.0	Technical	Institute of Strategic Research and Dev. Studies, JE Hydro Philpos Corp, Dept. of Agrarian Reform
Business Planning Workshop for Coconut and			Aug/ 5 /2012	Aug/ 5 /2012	8.0	Technical	Institute for Strategic Research and Developmental Studies
Multi-Stakeholder Seminar on Integrating Conflict			Aug/ 4 /2012	Aug/ 5 /2012	16.0	Technical	Institute for Strategic Research and Developmental Studies
Attract-and-Kill: A New Technology for the Management			Jul/18 /2012	Jul/18 /2012	4.0	Technical	PHIL. ROOTCROPS
Livelihood Systems Analysis Workshop for LGU's,			Apr /6 /2011	Apr / 11 /2011	40.0	Supervisory	Institute of Tropical Ecology, VSU and LGU Silago

Team Building and Leadership Seminar for		Mar/31 /2011	Apr /2 /2011	24.0	Supervisory	Institute of Tropical Ecology, YSU and LGU Silago
39 th Annual FIMFS (Federation of Institutions for Marine		Oct/28 /2007	Oct /30 /2007	24.0	Technical	FIMFS and VSU
(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)				
	Publication Awardee 2017	The Natural Products Society of the Philippines				
	Publication Awardee 2018	Phytochemical Society of Asia				
		Organization of Biology Students				
		Federation of Institutions for Marine and Freshwater Sciences				
		Philippine society of Biochemistry and Molecular Biology – Visayas Chapter				
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	December 1, 2020	

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)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>ANALYN M. MAZO</td><td>VSU, BAYBAY CITY</td><td>563-7536</td></tr><tr><td>BEATRIZ S. BELONIAS</td><td>VSU, BAYBAY, CITY</td><td>9173113309</td></tr><tr><td>SENONA A. CESAR</td><td>VSU, BAYBAY, CITY</td><td>563-7536</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	ANALYN M. MAZO	VSU, BAYBAY CITY	563-7536	BEATRIZ S. BELONIAS	VSU, BAYBAY, CITY	9173113309	SENONA A. CESAR	VSU, BAYBAY, CITY	563-7536
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SENONA A. CESAR	VSU, BAYBAY, CITY	563-7536											
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.													
<table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: VISAYAS STATE UNIVERSITY</td></tr><tr><td>ID/License/Passport No.: VJ00234</td></tr><tr><td>Date/Place of Issuance: VISCA, BAYBAY, CITY</td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: VISAYAS STATE UNIVERSITY	ID/License/Passport No.: VJ00234	Date/Place of Issuance: VISCA, BAYBAY, CITY	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>December 1, 2020</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	December 1, 2020	Date Accomplished				
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	<table><tr><td></td></tr><tr><td>HONEYLENE V. ONGY</td></tr><tr><td>PHOTO</td></tr><tr><td></td></tr><tr><td>Right Thumbmark</td></tr></table>		HONEYLENE V. ONGY	PHOTO		Right Thumbmark							
													
HONEYLENE V. ONGY													
PHOTO													
													
Right Thumbmark													
SUBSCRIBED AND SWORN to before me this <u>27 JAN 2021</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td> ATTY. RYSAN C. GUINOCOR VSU Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>		 ATTY. RYSAN C. GUINOCOR VSU Legal Officer	Person Administering Oath										
 ATTY. RYSAN C. GUINOCOR VSU 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: August 2018 - Present
- Position: Instructor I
- Name of Office/Unit: Department of Biological Sciences
- Immediate Supervisor: Dr. Analyn M. Mazo
- Name of Agency/Organization and Location: Visayas State University (VSU), Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Study leader and presented report of the study entitled "Assessment and Monitoring of Plankton Community in VSU Water Resources".
 - Focal person during enrollment.
 - Submitted grades on time.
 - Submitted reports and syllabus.
 - Published articles.
 - Participated in national and international conferences/symposia.
 - Served as thesis and academic adviser for BS Biology students.

- Summary of Actual Duties
 - Handled classes (lecture and/ or laboratory) in Introduction to Wildlife Ecology (Ecol 115), Terrestrial Ecology (Ecol 142), Plant Ecology (Botn 142), Fundamentals in Ecology (Ecology 21), General Ecology (Ecol 21n) lab, Ecology (MarB 11) lab, Earth and Life Science for SHS, and Earth Science (MarB 18). Make exams and quizzes for the assigned classes. Submit laboratory grades to the respective lecturers and submit overall grades to cumulus and the registrar for lecture classes one week after the exam.
 - Make syllabus, virtual classroom, learning guide, laboratory manual and TOS for the assigned subjects.
 - Submit to the laboratory technician the list of materials needed for each exercise a week before the conduct of the experiment.
 - Assist students during enrollment.
 - Help and guide students in the conduct and making of their research studies (thesis).
 - Make report of research study and present it during the R and D symposium.

- Duration: August 2017 – July 2018
- Position: Substitute Instructor
- Name of Office/Unit: Department of Biological Sciences (DBS)
- Immediate Supervisor: Dr. Analyn M.Mazo
- Name of Agency/Organization and Location: Visayas State University (VSU),
Visca, Baybay City, Leyte

- List of Accomplishments and Contributions
 - Submitted grades on time.
 - Submitted reports on time.
 - Participated in national and international conferences/symposia.
 - Served as Immersion Teacher for Senior High School students.

- Summary of Actual Duties
 - Handled laboratory classes in Terrestrial Ecology (Ecol 142), Plant Ecology (Botn 142), Fundamentals in Ecology (Ecology 21), Vascular Plants Systematics (Biol 141), Fundamentals in Botany (Botn 21), General Botany (Botn11) and Plant Morphology and Anatomy (Biol 122). Conduct exams and quizzes for the assigned classes. Submit laboratory grades to the respective lecturers on time or one week after the exam.
 - Laboratory coordinator in Ecology and Botany. Submit to the laboratory technician the list of materials needed for each exercise a week before the conduct of the experiment.
 - Help and guide SHS students in the conduct and making of their research studies (thesis).


 HONEYLENE V. ONGY

(Signature over Printed Name
 of Employee/Applicant)

Date: December 1, 2020