

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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	PANONCE			
FIRST NAME	JUNITO	NAME EXTENSION (JR., SR) NA		
MIDDLE NAME	ARNAN			
3. DATE OF BIRTH (mm/dd/yyyy)	6/11/1968	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	
4. PLACE OF BIRTH	Doong , Bantayan, Cebu	If holder of dual citizenship, please indicate the details.	<input checked="" 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	Philippines ▼	
7. HEIGHT (m)	1.53m.	ZIP CODE	Duplex C-2	
8. WEIGHT (kg)	65 kgs.		House/Block/Lot No.	Street
9. BLOOD TYPE	B-		VSU Compount, Visca	Pangasugan
10. GSIS ID NO.	CRN-006-0102-6287-4		Subdivision/Village	Barangay
11. PAG-IBIG ID NO.	1700-0025-7644		Baybay City	Leyte
12. PHILHEALTH NO	130000155498	18. PERMANENT ADDRESS	City/Municipality	Province
13. SSS NO.	None	ZIP CODE	6521-A	
14. TIN NO.	104-769-475		House/Block/Lot No.	Street
15. AGENCY EMPLOYEE NO.			Tunga	Doong
			Subdivision/Village	Barangay
			Bantayan	Cebu
		City/Municipality	Province	
		6521-A		
19. TELEPHONE NO.	563-0614	20. MOBILE NO.	09566530759	
21. E-MAIL ADDRESS (if any)	junito.panonce@vsu.edu.ph			

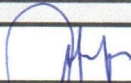
II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Caraballa		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Celia Natividad	NAME EXTENSION (JR., SR) N/A	Marian Grace C. Panonce	5/15/2007
MIDDLE NAME	Apurillo		xxxxxx	xxxxxx
OCCUPATION	Teacher			
EMPLOYER/BUSINESS NAME	Baybay City Senior High School- Department of Education			
BUSINESS ADDRESS	Baybay City, Leyte			
TELEPHONE NO	563-8632			
24. FATHER'S SURNAME	Panonce			
FIRST NAME	Elpedio	Sr.		
MIDDLE NAME	Comiendo			
25. MOTHER'S MAIDEN NAME	Pastor			
SURNAME	Panonce			
FIRST NAME	Resusrecciona			
MIDDLE NAME	Arnan			

(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	Doong Elementary School	Primary	1975	1981	Graduated	1981	5th Honors
SECONDARY	Saitn Paul Academy	Secondary	1982	1986	Graduated	1986	N/A
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	University of San Jose-Recoletos	AB Psychology	1986	1990		1990	Cum Laude
GRADUATE STUDIES	Leyte State University now Visayas State University	Master of Agricultural Education then to MAEd major in Social Science	1993	1996	33 Units	N/A	N/A
GRADUATE STUDIES	Franciscan College of the Immaculate Conception	MAEd - Guidance & Counseling	2004	Present	CAR	N/A	N/A

(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	July 8, 2020



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
Career Service Professional Eligibility under Presidential Decree No. 907 by Presidential Decree No.993		3/24/1990	Cebu City	CN38609	1990-Present
Psychometrician		11/27/2018	Manila	0014083	6/11/2021

(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.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
1/1/2020	Present	Guidance Counselor III	Visayas State University	27383.00	13-3	Permanent	Y
1/1/2019	12/31/2019	Guidance Counselor III	Visayas State University	25861.00	13-3	Permanent	Y
1/1/2017	12/31/2018	Guidance Counselor III	Visayas State University	23517.00	13-2	Permanent	Y
1/1/2016	12/31/2016	Guidance Counselor III	Visayas State University	22564.00	13-2	Permanent	Y
6/1/2012	12/31/2015	Guidance Counselor III	Visayas State University	21436.00	13-1	Permanent	Y
6/1/2011	5/31/2012	Guidance Counselor III	Visayas State University	19291.00	12-5	Permanent	Y
7/1/2009	5/31/2011	Guidance Counselor II	Visayas State University	16050.00	12-4	Permanent	Y
7/1/2008	6/30/2009	Guidance Counselor II	Visayas State University	13726.00	11-4	Permanent	Y
7/1/2007	6/30/2008	Guidance Counselor II	Visayas State University	12478.00	11-4	Permanent	Y
8/1/2006	6/30/2007	Guidance Counselor II	Visayas State University	11344.00	11-4	Permanent	Y
7/1/2001	7/31/2006	Guidance Counselor II	Visayas State University	11068.00	11-3	Permanent	Y
8/1/2000	7/31/2003	Guidance Counselor II	Visayas State University	10298.00	11-3	Permanent	Y
1/1/2000	6/30/2001	Guidance Counselor II	Visayas State University	10284.00	11-2	Permanent	Y
1/1/2000	7/31/2000	Guidance Counselor II	Visayas State University	10033.00	11-2	Permanent	Y
11/1/1997	12/31/1999	Guidance Counselor II	Visayas State University	9121.00	11-1	Permanent	Y
8/1/1997	10/31/1997	Guidance Counselor I	Visayas State University	7682.00	11-1	Permanent	Y
2/11/1997	7/31/1997	Guidance Counselor I	Visayas State University	7558.00	10-2	Permanent	Y
1/1/1997	2/10/1997	Guidance Counselor I	Visayas State University	7433.00	10-2	Permanent	Y
1/1/1996	12/31/1996	Guidance Counselor I	Visayas State University	6044.00	10-2	Permanent	Y
6/1/1995	12/31/1995	Guidance Counselor I	Visayas State University	4902.00	10-2	Permanent	Y
2/11/1994	12/31/1994	Guidance Counselor I	Visayas State University	3902.00	10-1	Permanent	Y
1/1/1994	2/10/1994	Guidance Counselor I	Visayas State University	3902.00	10	Permanent	Y
2/10/1994	12/31/1993	Guidance Counselor I	Visayas State University	3102.00	10	Permanent	Y
2/11/1991	7/7/1992	Guidance Counselor I	Visayas State University	3102.00	10	Temporary	
Dcember 1990	2/10/1991	Guidance Counselor	St. Nicholas Academy	2000.00		Regular	N
7/1/1990	12/15/1990	Guidance Counselor	University of San Jose-Recoletos	48/hr.		Substitute	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 8, 2020
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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		

(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			
	CSR BRAVE ONB DAPE (Community-School Relations: building Responsiveness and Volunteersim Experience on Drug Abuse Prevention and Education)	8/28/2019	8/30/2019			Association of Advocates Agaisnst Dru g Addiction, Inc.
	Disaster Risk Reduction Training for NGCP Partner communities	6/20/2019	6/ 22/2019	36 hrs.		National Grid Corporation of the Philippines
	55th Annual Convention with the theme "Fostering a Psychology of Well-being for the Filipino"	9/20/2018	9/22/2018	20 hrs.		Psychological Association of the Philippines(PAP)
	GSIS Updates	9/14/2018		4 hrs.		Office of the Director for Administration and Human Resource Development
	PRIME-HRM ORIENTATION	8/28/2018		8 hrs.		Office of the Director for Administration and Human Resource Development
	Symposium on Dengue Prevention and Control	8/10/2018		3 hrs.		College of Nursing-Visayas State University
	Radio for Development Workshop	7/30/2018		4 hrs.		VSU Radio DYDC-FM 104.7
	The Diocesan Workshop on Project Renewal and Recover From Drugs: "Rehab Without Walls"	4/22/2017	4/23/2017	16 hrs.		Diocese of Maasin
	Training on How to Handle Sexual Harassment Cases in Academe	11/28/2016		8 hrs.		Visayas State University
	16th Annual Assembly and professional Development with the theme: Love: The Power Tool that Binds and Propels the Filipino Family"	9/9/2016	9/10/2016	16 hrs.		Philippine Guidance and Counseling Association- Cebu Chapter
	5 -day training on Emergency Response Skills Training	3/14/2016	3/18/2016	40 hrs.		Visayas State University
	2nd International Guidance Congress with ther theme "Counseling Across Borders, Across Ages and Across Settings	5/6/2015	5/8/2015	24 hrs.		Chi Sigma Iota and Iota Phi Foundation, Inc. Philippine Chapter
	2nd National Career Advocacy Congress	5/29/2014	5/30/2014	16 hrs.		Department of Labor and Employment
	Anti-Illegal Recruitment & Trafficking in Persons Campaign Seminar	4/12/2013	4/12/2013	8 hrs.		Philippine Overseas Employment Adminsitration
	Yamaha Safety Riding Course	6/8/2012	6/8/2012			Yamaha
	Seminar Workshop on Understanding the Basic Concepts of Guidnace And Counseling	11/15/2012	11/16/2012	16 hrs.		Visayas State University & University Student Services Office
	Echo Seminar on Responsiveness to Cyber Generated Concerns with Focus on Cyber-bullying	1/19/2012	1/19/2012			University Student Services Office
	Projective Techniques as Assessment Tools in School and Clinical Settings	11/17/2011	11/18/2011	16 hrs.		Psychological Resource Center
	47th Annual Convention and Workshops	5/18/2011	5/20/2011	22 hrs.		Philippine Guidance and Counseling Association Inc. in cooperation with Univesity of
	Midyear Assembly and Seminar Workshop on "The Journey to Inner Wellness"	9/1/2010	9/1/2010	7.5hrs.		Philippine Guidanc eAnd Counseling Association Inc. -Cebu Chapter
	Workshop on "Open Space Technology: A Whole System Approach for Counseling Practitioners"	9/2/2010	9/2/2010	4 hrs.		Philippine Guidanc eAnd Counseling Association Inc. -Cebu Chapter
	Workshop on "Heart Sense: Emotional Wellness"	9/2/2010	9/2/2010	4 hrs.		Philippine Guidanc eAnd Counseling Association Inc. -Cebu Chapter

(Continue on separate sheet if necessary)

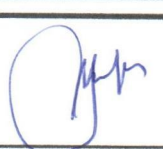
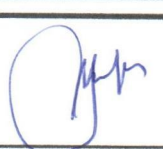
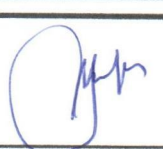



VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Counseling (Individual & Group)		Most Industrious - 1986		Philippine Guidance Counselors Association- National
	Adminsitering, Checking, Scoring and interpreting Psychological Test Results		Workaholic of the Year -1990		Philippine Guidance Counselors Association- Cebu Chapter
	Organizing Seminars, Symposia, and or Workshops		Keeper of Service Award -2006		Knights of Columbus
	Facilatating Varied Activities for Students		Loyalty Award - 25 Years of Continuous and Dedicated Service to VSU - 2016		Psychological Association of the Philippines(PAP)
	Giving Lectures, inputs, Workshops in Classrooms or in Big Groups				
	Module Making for Structured Learning Experiences				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 8, 2020
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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)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Prof. Manolo b. Loreto, Jr.</td><td>University Student Services Office - VSU</td><td>525-0140 local 1070</td></tr><tr><td>Ms. Marwen A. Castañeda, RGC</td><td>University Student Services Office - VSU</td><td>525-0140 local 1070</td></tr><tr><td>Ms. Chona A. Brit, RGC</td><td>University Student Services Office - VSU</td><td>525-0140 local 1070</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Prof. Manolo b. Loreto, Jr.	University Student Services Office - VSU	525-0140 local 1070	Ms. Marwen A. Castañeda, RGC	University Student Services Office - VSU	525-0140 local 1070	Ms. Chona A. Brit, RGC	University Student Services Office - VSU	525-0140 local 1070
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Ms. Chona A. Brit, RGC	University Student Services Office - VSU	525-0140 local 1070											
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 colspan="2">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:</td><td>CRN-006-0102-6287-4</td></tr><tr><td>ID/License/Passport No.:</td><td>GSIS</td></tr><tr><td>Date/Place of Issuance:</td><td>Ormoc 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:	CRN-006-0102-6287-4	ID/License/Passport No.:	GSIS	Date/Place of Issuance:	Ormoc City	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>July 8, 2020</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	July 8, 2020	Date Accomplished
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<table><tr><td></td></tr><tr><td>JUNITO A. PANONCE</td></tr><tr><td>Right Thumbmark</td></tr></table>			JUNITO A. PANONCE	Right Thumbmark									
													
JUNITO A. PANONCE													
Right Thumbmark													
SUBSCRIBED AND SWORN to before me this <u>14 JUL 2020</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td>ATTY. RYSA C. GUINOCOR VSU LEGAL OFFICER Person Administering Oath</td></tr></table>		ATTY. RYSA C. GUINOCOR VSU LEGAL OFFICER Person Administering Oath											
ATTY. RYSA C. GUINOCOR VSU LEGAL OFFICER Person Administering Oath													



## 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

Sample: If applying to Administrative Officer II

- Duration: January 1, 1997 - Present
- Position: Guidance Counselor II and III
- Name of Office/Unit: University Student Services Office
- Immediate Supervisor: Ms. Marwen A. Castañeda
- Name of Agency/Organization and Location: Visayas State University, Visca, Pangasugan, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Administers, checked and scored psychological test and interprets the results to students for counseling, vocational guidance, admission, readmission and job placement for clerks, drivers and security guards off the university.
  - Conducted Guidance and counseling to college students.
  - Conducts correlation research related to test results of students.
  - Involve in the conduct and implementation of different activities sponsored by University Student Services Office and taking part of administering and checking VSU-CAT.
- Summary of Actual Duties
  - Responsible in the planning, designing and implementing testing programs for the university and guidance programs, group growth activities suited for the students for the College of Nursing, Veterinary Medicine, Forestry and Environmental Science and Arts and Sciences. Performs other related functions. Served as officer-in-charge of different section during the absence of the in-charge and resigned in their respective positions such as dormitory manager and student organization in-charge.

- Duration: February 11, 1991 – October 31, 1997
- Position: Guidance Counselor I
- Name of Office/Unit: Office of Student Affairs
- Immediate Supervisor: Aurora S. Alkuino
- Name of Agency/Organization and Location: Office of Student Affairs, Visayas State College of Agriculture
- Proposed and recommend for the approval of a new guidelines on the establishment and operations of student organizations.
- Summary of Actual Duties
  - Evaluate and recommends organizations who applied for the recognition to operate in the college.
  - Evaluate, and recommends for the approval of student activities proposed by recognized organization annual reports.
  - Conduct guidance and counseling to students.

Attachment to CS Form No. 212

  
JUNITO A. PANONCE

(Signature over Printed Name  
of Employee/Applicant)

Date: July 13, 2020