

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	BELONIAS		
FIRST NAME	TED DOMINIQUE		NAME EXTENSION (JR., SR)
MIDDLE NAME	SATENTES		
3. DATE OF BIRTH (mm/dd/yyyy)	09/17/1992	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	8 Kilbourne St. House/Block/Lot No. Street Visca Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.70 m	ZIP CODE	6521
8. WEIGHT (kg)	95 kg	18. PERMANENT ADDRESS	8 Kilbourne St. House/Block/Lot No. Street Visca Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
9. BLOOD TYPE	B	ZIP CODE	6521
10. GSIS ID NO.	NA	19. TELEPHONE NO.	+6353 563 7233
11. PAG-IBIG ID NO.	NA	20. MOBILE NO.	+63917 323 3836
12. PHILHEALTH NO.		21. E-MAIL ADDRESS (if any)	ted.belonias@vsu.edu.ph
13. SSS NO.	NA		
14. TIN NO.	416-388-967-000		
15. AGENCY EMPLOYEE NO.			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NA	NAME EXTENSION (JR., SR)	NA	NA
MIDDLE NAME	NA			
OCCUPATION	NA			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	BELONIAS			
FIRST NAME	NEMESIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CAÑETE			
25. MOTHER'S MAIDEN NAME	SATENTES			
SURNAME	BELONIAS			
FIRST NAME	BEATRIZ			
MIDDLE NAME	PAL		(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	VISCA Foundation Elementary School	Elementary	06/01/1999	03/20/2005	NA	2005	
SECONDARY	Visayas State University Laboratory High School	High School	06/05/2005	03/25/2009	NA	2009	with Honors
VOCATIONAL / TRADE COURSE	NA	NA			NA		
COLLEGE	Visayas State University	Bachelor of Science in Biology - Ecology	06/05/2009	04/20/2013	NA	2013	Cum Laude
GRADUATE STUDIES	University of the Philippines Los Baños	Master of Science in Botany	01/18/2016	06/21/2019	NA	2019	

(Continue on separate sheet if necessary)

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## IV. CIVIL SERVICE ELIGIBILITY

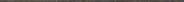
[illegible]

(Continue on separate sheet if necessary)

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

[illegible]

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>	
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July 27, 2021



## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

## VII. LEARNING AND DEVELOPMENT (L&amp;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)

[illegible]

(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)
Drawing	NA	Philippine Society for the Study of Nature
Playing badminton	NA	Organization of Biology Students
		Association of Systematic Biologists of the Philippines
		Philippine Society of Biochemistry and Molecular Biology: Visayas Chapter
		International Society of Southeast Asian Agricultural Sciences
		Federation of Crop Science Society of the Philippines
		Weed Science Society of the Philippines

(Continue on separate sheet if necessary)

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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:  
\_\_\_\_\_

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.
Senona A. Cesar	VSU, Visca, Baybay City, Leyte	09978179877
Analyn M. Mazo	VSU, Visca, Baybay City, Leyte	09171624920
Art Russel R. Flandez	Baybay City, Leyte	09090121212

PHOTO

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: Passport

ID/License/Passport No.: P6024707A

Date/Place of Issuance: Feb. 14, 2018, DFA Tacloban

Signature (Sign inside the box)

July 27, 2021

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 31 AUG 2021, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN L. GUINOCOR  
VSU Chief Legal Officer

Person Administering Oath



## WORK EXPERIENCE SHEET

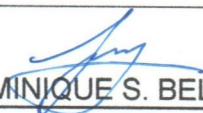
**Instructions:** 1. Include only the work experiences relevant to the position being applied for.

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 Supervising Administrative Officer

- Duration: February 11, 2011 – present
- Position: Human Resource Management Officer III
- Name of Office/Unit: Finance and Administrative Service
- Immediate Supervisor: Maria Estrada
- Name of Agency/Organization and Location: Department of Human Resources, Metro Manila
  - List of Accomplishments and Contributions (if any)
    - Developed recruitment plan
    - Designed training program for retirees under EO 366
  - Summary of Actual Duties
    - Responsible for the management of the recruitment and selection process and the coordination of training activities of the Department; provides assistance in the management of the Division's programs and activities and performs other related functions.

- Duration: August 2019 – Present
- Position: Instructor 1
- Name of Office/Unit: Department of Biological Sciences
- Immediate Supervisor: Dr. Analyn M. Mazo
- Name of Agency/Organization and Location: Department of Biological Sciences
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - Responsible in teaching assigned subjects and performs other teaching related functions (e.g., preparation/revision of instructional materials, creation of OBE syllabus, TOS and exams, submits grade sheet within prescribed period); makes herself available for consultation by her students during scheduled consultation hours.
- Duration: June 2013 – March 2015
- Position: Part-time Instructor
- Name of Office/Unit: Department of Biological Sciences
- Immediate Supervisor: Dr. Analyn M. Mazo
- Name of Agency/Organization and Location: Department of Biological Sciences
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - Responsible in teaching assigned subjects and performs other teaching related functions e.g., prepares and revise teaching materials and visual aids, prepares and gives examinations (mid/final/long/quizzes), checks test papers and returns to students one week after examination, submits grade sheet within prescribed period to lecturers and makes herself available for consultation by her students during scheduled consultation hours

  
 TED DOMINIQUE S. BELONIAS  
 (Signature over Printed Name  
 of Employee/Applicant)

Date: July 27, 2021