

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	VILLAR		
FIRST NAME	MARY ANNILYN	NAME EXTENSION (JR., SR.) N/A	
MIDDLE NAME	LOPEZ		
3. DATE OF BIRTH (mm/dd/yyyy)	01/02/1990	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 type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.42 m		House/Block/Lot No. Street
8. WEIGHT (kg)	50		PATAG
9. BLOOD TYPE	B+		Subdivision/Village Barangay
10. GSIS ID NO.	2004222357		BAYBAY CITY LEYTE
11. PAG-IBIG ID NO.	912270229415		City/Municipality Province
12. PHILHEALTH NO.	1300-0107-5730		5621-A
13. SSS NO.	N/A	18. PERMANENT ADDRESS	PUROK CALACHUCHI
14. TIN NO.	419-970-062		House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	V00739		DONGON
			Subdivision/Village Barangay
			MAASIN CITY SOUTHERN LEYTE
			City/Municipality Province
			6600
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09196811824
		21. E-MAIL ADDRESS (if any)	annilyn.villar@vsu.edu.ph

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
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	VILLAR			
FIRST NAME	ANICETO	NAME EXTENSION (JR., SR.)		
MIDDLE NAME	CORTAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	LOPEZ			
FIRST NAME	GENELYN			
MIDDLE NAME	ACCOMPAÑADO			

(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 (VFES)	PRIMARY EDUCATION	01/06/1997	25/03/2003	N/A	2003	N/A
SECONDARY	LEYTE STATE UNIVERSITY SAINT JOSEPH COLLEGE (SJC)	HIGH SCHOOL	6/2003 6/2004	6/2004 3/2007	N/A	2007	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY (VSU)	BS CHEMISTRY	01/06/2007	20/03/2011		2011	CUM LAUDE
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES LOS BAÑOS (UPLB)	MS BIOCHEMISTRY	11/08/2014	16/12/2016	N/A	2017	DOST-ASTHRDP

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/30/2019
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	07/30/2019
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SIGNATURE

DATE _____

07/30/2019

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIL GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
Office of Continuing Education and Pahinungod (OCEP), University of the Philippines Tacloban College (UPVTC), Tacloban City	21/07/2012	7 /21/ 2012	8 hours	Faculty Volunteer in Chemistry
	20/07/2013	7/ 20/ 2013	8 hours	Faculty Volunteer in Chemistry
	28/05/2014	5 / 31 / 2014	32 hours	Faculty Volunteer in Chemistry

(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			
34th Philippine Chemistry Congress	5/28/2019	5/30/2019	24 hours	N/A	Kapisanan Kimika ng Pilipinas ; Philippine Federation of Chemistry
1st General Assembly and Symposium of ICP-Leyte	4/26/2019	4/26/2019	8 hours	Organizer	ICP-Leyte Chapter ; Visayas State University
2nd Regional Symposium of the Philippine Society of Biochemistry and Molecular Biology - Visayas Chapter	2/21/2019	2/22/2019	16 hours	Presenter	PSBMB-Visayas Chapter ; Visayas State University
Training on Water Analysis Techniques	12/12/2018	12/14/2018	24 hours	N/A	NASAT Labs Services to the Nano World
45th PSBMB Annual Convention	11/28/2018	11/29/2018	16 hours	N/A	Philippine Society of Biochemistry and Molecular Biology
ASTHRDP Graduate Scholars Conference - Year 7	6/18/2018	06/19/2018	16 hrs	N/A	Department of Science and Technology
33rd Philippine Chemistry Congress	5/30/2018	06/01/2018	24 hrs	N/A	Integrated Chemist of the Philippines
Echo-Seminar Workshop on the 1st Association of Education Researchers and Trainers (ASSERT)	02/07/2018	02/07/2018	8 hrs	N/A	Visayas State University
Intellectual Property Foundation Course	12/05/2017	12/06/2017	16 hrs	N/A	Visayas State University
Textbook Writing	10/11/2017	10/11/2017	8 hrs	N/A	Mutya Publishing House
Innovative Teaching Strategies	9/14/2017	9/15/2017	16 hrs	N/A	Visayas State University
Gender and Development Orientation Seminar on Gender Matters	7/ 21/ 2017	7/ 21/ 2017	8 hrs	N/ A	Visayas State University
32nd Philippine Chemistry Congress	5/31/2017	06/02/2017	24 hrs	N/A	Philippine Association of Chemistry Societies and Philippine Association of
17 th PSSN Annual Scientific Conference (ICoNSIE 2017)	4/18/2017	4/21/2017	32 hrs	N/A	Philippine Society for the Study of Nature
Participation of Newly Hired Regular and Part - time Faculty Members	03/07/2017	03/10/2017	16 hrs	N/A	VSU Cooperative
Lecture on Compliance to R.A. 10657: Certificate to Operate for Chemical Laboratories	16/02/2017	16/02/2017	8 hrs	N/A	Integrated Chemist of the Philippines
Atomic Absorption Spectrophotometer AA-7000 Training	21/02/2017	22/02/2017	16 hrs	N/A	Shimadzu Philippines Corporation
Utility of geo-informatics for disaster- risk management: Linking structural, assessment, recovery and resilience	22/07/2014	22/07/2014	6 hours	N/A	UP Visayas Tacloban College

(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 OR ORGANIZATION (Write in full)
cooking, reading	N/A	Integrated Chemist of the Philippines (ICP)
		Philippine Society for the Study of Nature (PSSN)
		Visayas State University Faculty Association - Main Campus
		Philippine Society of Biochemistry and Molecular Biology

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/30/2019
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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:
End of contract for SUBSTITUTE regular position at University of the Philippines Visayas Tacloban College

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.
Dr. Felix M. Salas	Visca, Baybay City Leyte	053-563-7747
Dr. Sheryl B. Arreola	UP Los Baños Laguna	0915-420-0154
Prof. Alice M. Acabal	Visca, Baybay City Leyte	0915-347-1039


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 misinterpretation 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: PRC
ID/License/Passport No.: 0011370
Date/Place of Issuance: 08/03/2018; Tacloban

Mary Annilyn L. Villar

Signature (Sign inside the box)
07/30/2019
Date Accomplished


PHOTO


Right Thumbmark

SUBSCRIBED AND SWORN to before me this 13th AUG 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSA C. GUINOCOR
VSU LEGAL OFFICER
Person Administering Oath

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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: Jan. 1, 2019 to Present
 - Position: Instructor I
 - Name of Office/Unit: Department of Pure and Applied Chemistry (DoPAC)
 - Immediate Supervisor: Prof. Jacob Glenn F. Jansalin, DoPAC Head
 - Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Developed course syllabus in Chem 127.2 (Organic Chemistry)
 - Developed Laboratory Manual for Chem 127.2 (Organic Chemistry)
 - Handled thesis advisory and appointed chair and member of student research committee
 - Summary of Actual Duties
 - Teaches assigned subjects and performs other teaching related functions, among others, such as: prepares and revises teaching materials/guides and submit to department head, prepares and gives examinations (mid/final/long/quizzes), checks test papers and returns to students one week after examination, submits grade sheets within prescribed period to the Registrar through the department, turns over class records to the department head within two weeks after final examination, and provides consultation to students (under subject taught) during scheduled consultation hours
 - Performs other functions including those related to committee memberships and other ad hoc assignments such as those associated to quality assurance and other accreditation functions, and those assigned by the Department Head, College Dean, Vice Presidents and the University President
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- Duration: Aug. 1, 2017 to Dec. 31, 2018
 - Position: Instructor 1
 - Name of Office/Unit: Department of Pure and Applied Chemistry (DoPAC)
 - Immediate Supervisor: Jacob Glenn F. Jansalin, DoPAC Head
 - Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Developed course syllabus in Chem 115 and Chem 115.2
 - Developed laboratory manual for Chem 115.2, Chem 120.1 and 122.2
 - Handled thesis advisory and appointed chair and member of student research committee
 - Participated in the extension activities of the department.
 - Developed connection in the industries and government laboratories for the OJT.
 - Summary of Actual Duties
 - Teaches assigned subjects and performs other teaching related functions, among others, such as: prepares and revises teaching materials/guides and submit to

- Duration: June 1, 2012 to May 31, 2014
 - Position: Instructor 1 (Substitute)
 - Name of Office/Unit: Division of Natural Science and Mathematics (DNSM)
 - Immediate Supervisor: Roberto Capon, Chair of DNSM
 - Name of Agency/Organization and Location: UP Visayas Tacloban College, Tacloban City
 - List of Accomplishments and Contributions (if any)
 - Handled thesis advisory and appointed chair and member of student research committee
 - Participated in the extension activities of the division
 - Summary of Actual Duties
 - Teaches assigned subjects and performs other teaching related functions, among others, such as: prepares and revises teaching materials/guides and submit to division head, prepares and gives examinations (mid/final/long/quizzes), checks test papers and returns to students one week after examination, submits grade sheets within prescribed period to the Registrar through the department, and turns over class records to the department head within two weeks after final examination
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- Duration: Aug. 25, 2011 to May 31, 2012
 - Position: Science Aide
 - Name of Office/Unit: SRTPAL, Dept. of Agronomy and Soil Science (DASS)
 - Immediate Supervisor: Faustino P. Villamayor
 - Name of Agency/Organization and Location: DASS, Visayas State University, Visca Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Participated in the preparation of papers needed for AACUP
 - Summary of Actual Duties
 - Conducts accurate soil and plant tissue analyses; Do research on method of conducting analyses and Soil test calibration.
 - Assists students in their laboratory classes and the supervisor in conducting trainings, programs and extension activities.
 - Keep records of transaction and prepared reports.
 - Perform other duties assigned by the supervisor and Dept. Head.


MARY ANNILYN L. VILLAR

(Signature over Printed Name of
Employee/Applicant)

Date: 7/30/19