

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 () a ☐ 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	BELLEN			
FIRST NAME	JOY	NAME EXTENSION (JR., SR) NA		
MIDDLE NAME	ABELARDO			
3. DATE OF BIRTH (mm/dd/yyyy)	12/20/1983	16. CITIZENSHIP	FILIPINO	
4. PLACE OF BIRTH	CARIDAD, BAYBAY CITY	If holder of dual citizenship, please indicate the details.	Pls. indicate country:	
5. SEX	M			
6. CIVIL STATUS	S			
7. HEIGHT (m)	1.56	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street	
8. WEIGHT (kg)	62		Subdivision/Village Barangay	
9. BLOOD TYPE	A		City/Municipality Province	
10. GSIS ID NO.	2003253749		ZIP CODE 6521	
11. PAG-IBIG ID NO.	080145058302	18. PERMANENT ADDRESS	House/Block/Lot No. Street	
12. PHILHEALTH NO.	13-1-00007918		Subdivision/Village Barangay	
13. SSS NO.	3466185113		City/Municipality Province	
14. TIN NO.	946-093-036		ZIP CODE 6521	
15. AGENCY EMPLOYEE NO.	V00787	19. TELEPHONE NO.		
		20. MOBILE NO.	0975-137-5686	
		21. E-MAIL ADDRESS (if any)	joy.bellen@vsu.edu.ph	


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	BELLEN		
FIRST NAME	JOSE	NAME EXTENSION (JR., SR) NA	
MIDDLE NAME	BELISTA		
25. MOTHER'S MAIDEN NAME			
SURNAME	ABELARDO		
FIRST NAME	ESMERALDA		
MIDDLE NAME	JADENA		

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	CARIDAD ELEMENTARY SCHOOL	ELEMENTARY EDUCATION	1992	1998	GRADUATED	1998	SECOND HONORS
SECONDARY	CARIDAD NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	1998	2002	GRADUATED	2002	FIRST HONORS
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	LEYTE STATE UNIVERSITY	BACHELOR IN SECONDARY EDUCATION	2002	2006	GRADUATED	2006	CUM LAUDE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY CEBU NORMAL UNIVERSITY	MASTER IN EDUCATION DOCTOR IN EDUCATION	2008 2014	2010 -	GRADUATED 51	2010 -	NA -

SIGNATURE		DATE	20 Nov 2019
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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		
	PD 907		04/01/2006	VISAYAS STATE UNIVERISTY	10080175	3/29/2006		
	LET	82.20%	09/27/2006	TACLOBAN CITY	0927603	12/07/2006		
(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 "00-00") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
	From	To						
	3/1/2017	Present	INSTRUCTOR III	VISAYAS STATE UNIVERSITY	25,290.00	14-0	P	YES
	06/03/2013	02/28/2017	INSTRUCTOR II	VISAYAS STATE UNIVERSITY	21,436.00	13-0	P	YES
	01/03/2012	05/31/2013	TEACHER III	CARIDAD NHS	19,658.00	13-0	RP	YES
	06/01/2011	01/02/2012	TEACHER I	CARIDAD NHS	17,318.00	11-0	RP	YES
	07/02/2010	05/31/2011	TEACHER I	CARIDAD NHS	15,900.00	11-0	RP	YES
	06/24/2010	07/01/2010	TEACHER I	CARIDAD NHS	15,649.00	11-0	RP	YES
	07/01/2009	06/23/2010	TEACHER I	CARIDAD NHS	14,198.00	11-0	RP	YES
	07/01/2008	06/30/2009	TEACHER I	CARIDAD NHS	10,932.90	11-0	RP	YES
	07/02/2007	06/30/2008	TEACHER I	CARIDAD NHS	9,939.00	11-0	RP	YES
(Continue on separate sheet if necessary)								
SIGNATURE					DATE		20 NOV 2019	

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		
	NONE				

(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			
	NOSTE 2016 International Reseearch Conference and Seminar Workshop	10/07/2016	10/09/2016	24	TECHNICAL	National Organization for Science Teachers and Educators (NOSTE)
	8th Taiwan-Philippines Academic Conference	04/06/2016	04/08/2016	24	TECHNICAL	University of San Carlos
	Licensure Examination for Teachers' Review	06/26/2014	06/26/2014	8	TECHNICAL	University Review Center, Visayas State University
	National-Visayas Seminar Workshop for College Student Leaders on Drug Abuse Prevention and Education	02/19/2014	02/21/2014	24	TECHNICAL	Dangerous Drugs Board
	16th Annual POSTE Regional Convention 2015	11/13/2015	11/15/2015	24	TECHNICAL	Philippine Organization of Science and Technology Educators
	International Research Conference in Higher Education	10/03/2013	10/04/2013	16	TECHNICAL	Polytechnic University of the Philippines
	Seminar Workshop on Basic Computer Operation and Hardware Servicing	09/14/2013	09/14/2013	8	TECHNICAL	College of Education, Visayas State University
	14th Annual POSTE Regional Convention Seminar Workshop	08/23/2013	08/25/2013	24	TECHNICAL	Philippine Organization of Science and Technology Educators
	Regional Training of Teachers on the Implementation of Grade 7 of the K to 12 Basic Education Curriculum	05/28/2012	06/01/2012	40	TECHNICAL	Leyte Normal University
	National Region-Based Training in School Sports Coaching	10/14/2012	10/19/2012	48	TECHNICAL	Department of Education

(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)
	Literate in MS Office application (processor, spreadsheet, publisher, powerpoint)		NONE		Visayas State University Faculty Association
	Literate in basic networking (rj45), basic computer repair				National Organization for Science Teachers and Educators
	Hobbies: playing table tennis, chess				Philippine Organization for Science and Technology Educators
					Biology Teachers Association
					Philippine Association for Graduate Education

(Continue on separate sheet if necessary)

SIGNATURE		DATE	20 NOV 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)?

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?

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?

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?

If YES, give details:
Transfer from DepEd to VSU

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?

If YES, give details:

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

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?

If YES, please specify:
If YES, please specify ID No:
If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
DR. ALELI A. VILLOCINO	DTE, COED, VSU, BAYBAY CITY	563-7527
DR. BAYRON S. BARREDO	DTE, COED, VSU, BAYBAY CITY	563-7528

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.

Joy A. Belen

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.: 0927603

Date/Place of Issuance: 5/28/2019/ TACLOBAN

Signature (Sign inside the box)
20 NOV 2019

Date Accomplished

SUBSCRIBED AND SWORN to before me this 20 NOV 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATMERYSAN 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 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

Position Applied:

Assistant Professor 2

- Duration: March 1, 2017 – present
- Position: Instructor III
- Name of Office/Unit: DTE
- Immediate Supervisor: Bayron S. Barredo
- Name of Agency/Organization and Location: VSU, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Taught assigned subjects and performed other teaching related functions
 - Prepared proposal on capability building for MTs in doing research
- Summary of Actual Duties
 - Teaches assigned subjects and performs other teaching related functions, among others, the following: Prepares and revised 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, makes himself available for consultation by his/her students during scheduled consultation hours
 - Performs research and/or extension functions.

- Duration: June 3, 2013 – February 28, 2017
- Position: Instructor II
- Name of Office/Unit: DTE
- Immediate Supervisor: Dolores L. Alcober
- Name of Agency/Organization and Location: VSU, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Teaches assigned subjects and performs other teaching related functions, among others, the following: Prepares and revised 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, makes himself available for consultation by his/her students during scheduled consultation hours

- Duration: July 2, 2007 – May 31, 2013
- Position: Teacher III
- Name of Office/Unit: Caridad NHS, DepEd
- Immediate Supervisor: Eulita P. Nayre
- Name of Agency/Organization and Location: Caridad NHS, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Teaches assigned subjects and performs other teaching related functions, among others, the following: Prepares and revised teaching materials/guides and submit to department head, prepares and gives examinations (periodical/long/quizzes), checks test papers and returns to students one week after examination, prepares student report card, makes himself available for consultation by his/her students during scheduled consultation hours


JOY A. BELLEN

(Signature over Printed Name
of Employee/Applicant)

Date: 19 Nov 2019