

# 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 ( ) 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	PALEN		
FIRST NAME	MAY ANN		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	ESTOY		
3. DATE OF BIRTH (mm/dd/yyyy)	05/02/1989	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: Philippines
4. PLACE OF BIRTH	BAYBAY CITY, 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	1474 ZONE 3 House/Block/Lot No. Street Subdivision/Village GUADALUPE Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.57	ZIP CODE	6521
8. WEIGHT (kg)	59		
9. BLOOD TYPE	A+		
10. GSIS ID NO.	0200-405-9705		
11. PAG-IBIG ID NO.	1210-0662-2139	18. PERMANENT ADDRESS	401 LOWER House/Block/Lot No. Street Subdivision/Village ELEVADO Barangay MATALOM LEYTE City/Municipality Province
12. PHILHEALTH NO.	13-000101371-9	ZIP CODE	6526
13. SSS NO.	N/A	19. TELEPHONE NO.	NONE
14. TIN NO.	406-701-081	20. MOBILE NO.	09178524436
15. AGENCY EMPLOYEE NO.	V00702	21. E-MAIL ADDRESS (if any)	me.ann_s2y@yahoo.com

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	PALEN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	DAVE	NAME EXTENSION (JR., SR)	KHAEL E. PALEN	07/27/2020
MIDDLE NAME	ITALLO		N/A	N/A
OCCUPATION	TEACHER		N/A	N/A
EMPLOYER/BUSINESS NAME	University of the Philippines Visayas - Tacloban College		N/A	N/A
BUSINESS ADDRESS	UPVTC, Magsaysay Blvd. Tacloban City, Leyte		N/A	N/A
TELEPHONE NO.	053-832-2878		N/A	N/A
24. FATHER'S SURNAME	ESTOY		N/A	N/A
FIRST NAME	EDUARDO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	DELA CRUZ		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	SANCHEZ		N/A	N/A
FIRST NAME	LUCENITA		N/A	N/A
MIDDLE NAME	POLANCOS		(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	PRIMARY EDUCATION	1996	2002	N/A	2002	WITH HONORS
SECONDARY	LEYTE STATE UNIVERSITY LABORATORY HIGH SCHOOL	HIGH SCHOOL	2002	2006	N/A	2006	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN STATISTICS	2006	2010	N/A	2010	CUM LAUDE
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES-DILIMAN	MASTER OF SCIENCE IN STATISTICS	2013	2016	N/A	2016	DOST-ASTHRDP

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/07/2022
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[illegible]

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

[illegible]

SIGNATURE	<i>Morgan Ship</i>	DATE	10/07/2022
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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		
DEPARTMENT OF STATISTICS	02/24/2022	PRESENT	-	HEAD
DEPARTMENT OF STATISTICS	09/01/2021	02/23/2022	-	OIC-HEAD
VSU STATISTICAL SOCIETY (VSU-SS)	08/06/2018	03/27/2020	-	ADVISER
VISAYAS STATE UNIVERSITY FACULTY ASSOCIATION-MAIN CAMPUS MEMBERSHIP COMMITTEE	07/27/2017	01/25/2018	-	CHAIRMAN
DEPARTMENT OF STATISTICS	07/01/2016	07/30/2017	-	SECRETARY
COLLEGE OF ENGINEERING BATTLE OF THE BRAINS 2013	03/13/2013	03/13/2013	4.0	ARBITER
DEPARTMENT OF MATHEMATICS, PHYSICS AND STATISTICS	06/04/2012	05/31/2013	-	SECRETARY
COLLEGE OF ARTS AND SCIENCES-SUPREME STUDENT COUNCIL (CAS-SSC)	06/04/2012	03/19/2013	-	ADVISER
COLLEGE OF ARTS AND SCIENCES-SUPREME STUDENT COUNCIL (CAS-SSC)	07/07/2011	03/21/2012	-	ADVISER
2011 MATH AND SCIENCE FAIR AND CONGRESS (VSULHS)	09/12/2011	09/13/2011	16.0	EVALUATOR

(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			
SUPERVISORY DEVELOPMENT COURSE (SDC) TRACK 1	09/20/2022	09/23/2022	32.0	Supervisory	VSU & CIVIL SERVICE COMMISSION
INTERNATIONAL COURSE PROGRAM (ICP) SOUTH WORKSHOP	05/24/2022	05/27/2022	32.0	Technical	HASSETT UNIVERSITY, VLIR-UOS, & VSU
SEXUAL ORIENTATION & GENDER IDENTITY: UNDERSTANDING THE COPING MECHANISMS OF THE FILIPINO YOUTH	02/17/2021	02/17/2021	1.0	Supervisory	DOST & NATIONAL ACADEMY OF SCIENCE AND TECHNOLOGY
TRAINING-WORKSHOP ON COURSE MODULES PRODUCTION FOR FLEXIBLE LEARNING IN HIGHER EDUCATION INSTITUTIONS (HEIS) WEBINAR SERIES	06/11/2020	06/19/2020	30.0	Instruction	EASTERN VISAYAS HIGHER EDUCATION INSTITUTIONS FLEXIBLE LEARNING MANAGEMENT CONSORTIUM (EVHEI-FLMSC)
SEMINAR-WORKSHOP ON OPEN DATA KIT (ODK)	03/07/2019	03/07/2019	8.0	Technical	DEPARTMENT OF STATISTICS & VISAYAS STATE UNIVERSITY
SEMINAR-WORKSHOP ON CLASSIFICATION AND REGRESSION TREES	02/16/2018	02/17/2018	16.0	Technical	VISAYAS STATE UNIVERSITY
TRAIN THE TRAINERS PROGRAM	01/09/2018	01/12/2018	32.0	Technical	PHILIPPINE STATISTICAL RESEARCH AND TRAINING INSTITUTE
SEMINAR-WORKSHOP ON CLASSIFICATION AND REGRESSION TREES	12/04/2017	12/06/2017	24.0	Technical	UP-CEBU & PHILIPPINE STATISTICAL ASSOCIATION CENTRAL VISAYAS, INC.
TRAINING COURSE ON STATISTICAL DATA MANAGEMENT AND ANALYSIS USING MS EXCEL 2013 AND REPORT WRITING	10/09/2017	10/13/2017	40.0	Technical	PSRTI, VSU & PSAI REGION 8 CHAPTER
INNOVATIVE TEACHING STRATEGIES	09/14/2017	09/15/2017	16.0	Instruction	VISAYAS STATE UNIVERSITY (VSU)
CAREER GUIDANCE AND JOB-SEEKING SEMINAR IN STATISTICS	03/11/2017	03/11/2017	3.0	Technical	DEPARTMENT OF STATISTICS (DEPSTAT)
VISAYAS-WIDE SENIOR HIGH SCHOOL CATCH-ALL TEACHER TRAINING FOR LOCAL AND STATE UNIVERSITIES AND COLLEGES	11/07/2016	11/10/2016	35.0	Instruction	COMMISSION ON HIGHER EDUCATION, NEGROS ISLAND REGIONAL OFFICE
CAREER MOTIVATION SEMINAR IN STATISTICS	10/14/2016	10/14/2016	2.0	Technical	DEPARTMENT OF STATISTICS (DEPSTAT)
DATA APPRECIATION SEMINAR	10/10/2016	10/10/2016	4.0	Technical	DEPARTMENT OF STATISTICS (DEPSTAT)
STRATEGIC PLANNING WORKSHOP OF THE COLLEGE OF ARTS AND SCIENCES	08/25/2016	08/26/2016	16.0	Technical	VISAYAS STATE UNIVERSITY (VSU)
STATISTICAL ANALYSIS USING MS EXCEL 2007	05/21/2013	05/24/2013	32.0	Technical	STATISTICAL RESEARCH AND TRAINING CENTER
PLANNING-WORKSHOP FOR PROGRAM ACCREDITATION	02/04/2013	02/08/2013	32.0	Technical	UNIVERSITY ACCREDITATION CENTER
MONITORING PROGRESS ON DECENT WORK THROUGH STATISTICS: PATHWAY TO INCLUSIVE GROWTH	10/23/2012	10/23/2012	2.0	Technical	DEPARTMENT OF MATHEMATICS, PHYSICS AND STATISTICS (DMPS)
STATISTICAL ANALYSIS AND REPORT WRITING BY STATISTICAL RESEARCH AND TRAINING CENTER	04/30/2012	05/04/2012	40.0	Technical	STATISTICAL RESEARCH AND TRAINING CENTER
ECHO-SEMINAR: ORIENTATION ON THE USE OF STATA	02/25/2012	02/25/2012	4.0	Technical	DEPARTMENT OF MATHEMATICS, PHYSICS AND STATISTICS (DMPS)
JOB ORIENTATION SEMINAR FOR NEW REGULAR AND PART-TIME FACULTY MEMBERS	07/01/2011	07/01/2011	8.0	Technical	VISAYAS STATE UNIVERSITY (VSU)

(Continue on separate sheet if necessary)










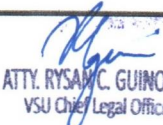
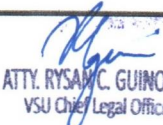
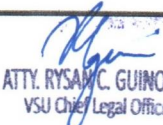
**VIII. OTHER INFORMATION**

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
DATA ANALYST	N/A	VISAYAS STATE UNIVERSITY FACULTY ASSOCIATION-MAIN CAMPUS
		PHILIPPINE COUNCIL OF MATHEMATICS TEACHER EDUCATORS (MATH TED) INC.
		THE MATHEMATICAL SOCIETY OF THE PHILIPPINES, INC
		PHILIPPINE STATISTICAL ASS'N., CENTRAL VISAYAS INC.
		REGIONAL STATISTICS COMMITTEE

(Continue on separate sheet if necessary)

SIGNATURE	DATE
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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>MOBILE. NO.</th></tr></thead><tbody><tr><td>DR. NORBERTO E. MILLA, JR.</td><td>VSU, VISCA, BAYBAY CITY, LEYTE</td><td>09358590890</td></tr><tr><td>PROF. VIRGELIO M. ALAO</td><td>VSU, VISCA, BAYBAY CITY, LEYTE</td><td>09102000484</td></tr><tr><td>PROF. MA. NENA Q. RAMOS</td><td>VSU, VISCA, BAYBAY CITY, LEYTE</td><td>09261731077</td></tr></tbody></table>		NAME	ADDRESS	MOBILE. NO.	DR. NORBERTO E. MILLA, JR.	VSU, VISCA, BAYBAY CITY, LEYTE	09358590890	PROF. VIRGELIO M. ALAO	VSU, VISCA, BAYBAY CITY, LEYTE	09102000484	PROF. MA. NENA Q. RAMOS	VSU, VISCA, BAYBAY CITY, LEYTE	09261731077
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PROF. MA. NENA Q. RAMOS	VSU, VISCA, BAYBAY CITY, LEYTE	09261731077											
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: DRIVER'S LICENSE</td></tr><tr><td>ID/License/Passport No.: H12-13-000190</td></tr><tr><td>Date/Place of Issuance: 01/29/2019 - 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: DRIVER'S LICENSE	ID/License/Passport No.: H12-13-000190	Date/Place of Issuance: 01/29/2019 - BAYBAY CITY	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>10/07/2022</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	10/07/2022	Date Accomplished				
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SUBSCRIBED AND SWORN to before me this <u>26 OCT 2022</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td>ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer	Person Administering Oath									
													
ATTY. RYSAN C. GUINOCOR VSU Chief 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: **July 1, 2019 - Present**
- Position: **Instructor III**
- Name of Office/Unit: **Department of Statistics**
- Immediate Supervisor: **Ma. Theresa P. Loreto**
- Name of Agency/Organization and Location: **Visayas Stet university, Visca, Baybay City, Leyte**

- Summary of Actual Duties

1. Teaches assigned mathematics and statistics courses and performs other teaching related functions, among others, the following:
  - a. Prepares and revises teaching materials/guides and submit to department head.
  - b. Prepares and gives examinations (mid/final/long/quizzes).
  - c. Checks test papers and returns to students one week after examination.
  - d. Submits grade sheets within prescribed period to the Registrar through the department.
  - e. Turns over class records to College Dean within two weeks after final examination.
2. Makes myself available for consultation by my students during scheduled consultation hours.
3. Does research consultations and analyze students' research data.
4. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions
5. Plan, organize, and periodically review and evaluate departmental activities and programs.
6. Assist the Dean in the recruitment, promotion, transfer, and separation of faculty.
7. Perform other functions as assigned by the Dean.

- Duration: **January 5, 2011 – June 30, 2019**
- Position: **Instructor I**
- Name of Office/Unit: **Department of Statistics**
- Immediate Supervisor: **Norberto E. Milla**
- Name of Agency/Organization and Location: **Visayas Stet university, Visca, Baybay City, Leyte**

- Summary of Actual Duties

1. Teaches assigned mathematics and statistics courses and performs other teaching related functions, among others, the following:
  - a. Prepares and revises teaching materials/guides and submit to department head.
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  - e. Turns over class records to College Dean within two weeks after final examination.
2. Makes myself available for consultation by my students during scheduled consultation hours.
3. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions.

  
MAY ANN E. PALEN

(Signature over Printed Name  
of Employee/Applicant)

Date: October 5, 2022