

# 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	LAZONA		
FIRST NAME	YHENA	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	PILAPIL		
3. DATE OF BIRTH (mm/dd/yyyy)	11/21/1992	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	MONTERRAT, PILAR, CEBU	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	MAPLE APARTMENT N/A House/Block/Lot No. Street N/A GUADALUPE Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521-A
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:	18. PERMANENT ADDRESS	N/A N/A House/Block/Lot No. Street N/A MONTERRAT Subdivision/Village Barangay PILAR CEBU City/Municipality Province ZIP CODE 6048
7. HEIGHT (m)	1.43	19. TELEPHONE NO.	N/A
8. WEIGHT (kg)	51	20. MOBILE NO.	09175552712
9. BLOOD TYPE	B	21. E-MAIL ADDRESS (if any)	yhena_lazona@yahoo.com / yhena.lazona@vsu.edu.ph
10. GSIS ID NO.	021-1430-6211-1		
11. PAG-IBIG ID NO.	121133059319		
12. PHILHEALTH NO.	130001173694		
13. SSS NO.	N/A		
14. TIN NO.	433554404		
15. AGENCY EMPLOYEE NO.	V00865		

## 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	N/A
OCCUPATION	N/A	N/A	N/A	N/A
EMPLOYER/BUSINESS NAME	N/A	N/A	N/A	N/A
BUSINESS ADDRESS	N/A	N/A	N/A	N/A
TELEPHONE NO.	N/A	N/A	N/A	N/A
24. FATHER'S SURNAME	LAZONA		N/A	N/A
FIRST NAME	CONSTANTINO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	GARCITOS	N/A	N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	PILAPIL	N/A	N/A	N/A
FIRST NAME	MARIA ELENITA	N/A	N/A	N/A
MIDDLE NAME	GARCIA			

(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	MONTERRAT ELEMENTARY SCHOOL	BASIC EDUCATION	1998	2004	N/A	2004	SECOND HONORS
SECONDARY	DON FILOMENO M. TORRES MEMORIAL NATIONAL HIGH SCHOOL	BASIC EDUCATION	2004	2008	N/A	2008	SALUTATORIAN
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 CHEMISTRY	2008	2012	N/A	2012	CUM LAUDE
GRADUATE STUDIES	UNIVERSITY OF SAN CARLOS - TALAMBAN CAMPUS	MASTER OF SCIENCE IN CHEMISTRY	2015	PRESENT	28	N/A	CHED-FDP II

(Continue on separate sheet if necessary)

SIGNATURE	<i>Yhena Lazona</i>	DATE	June 25, 2019
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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
	CHEMIST LICENSURE EXAMINATION	75.25%	SEPTEMBER 18-19, 2012	MANUEL L. QUEZON UNIVERSITY, MANILA	11657	11/21/2019
	HONOR GRADUATE ELIGIBILITY	N/A	APRIL 11, 2012	VISAYAS STATE UNIVERSITY	100108120208	N/A

## V. WORK EXPERIENCE

[illegible]

**SIGNATURE**

Thora Jensen

DATE \_\_\_\_\_

JUNE 25, 2019



29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	N/A	N/A	N/A	N/A	N/A

(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			
	1ST GENERAL ASSEMBLY AND SYMPOSIUM OF ICP-LEYTE	4/26/19	4/26/19	8	SEMINAR	INTEGRATED CHEMISTS OF THE PHILIPPINES-LEYTE CHAPTER; DEPARTMENT OF PURE AND APPLIED CHEMISTRY; VISAYAS STATE UNIVERSITY
	2ND REGIONAL SYMPOSIUM OF THE PHILIPPINE SOCIETY OF BIOCHEMISTRY AND MOLECULAR BIOLOGY - VISAYAS CHAPTER	2/21/2019	2/22/2019	16	RESEARCH	PHILIPPINE SOCIETY OF BIOCHEMISTRY AND MOLECULAR BIOLOGY - VISAYAS CHAPTER; VISAYAS STATE UNIVERSITY
	AAACU 2ND BIENNIAL CONFERENCE AND GENERAL ASSEMBLY	10/16/18	10/18/18	24	RESEARCH	ASIAN ASSOCIATION OF AGRICULTURAL COLLEGES AND UNIVERSITIES; VISAYAS STATE UNIVERSITY
	TRAINING-WORKSHOP ON PRESENTING RESEARCH RESULTS	10/22/18	10/23/18	16	TRAINING-WORKSHOP	VISAYAS STATE UNIVERSITY
	25 <sup>th</sup> FAOBMB INTERNATIONAL CONFERENCE AND 43 <sup>rd</sup> PSBMB ANNUAL CONVENTION	12/5/2016	12/7/2016	24.0	RESEARCH	FEDERATION OF ASIAN AND OCEANIAN BIOCHEMISTS AND MOLECULAR BIOLOGISTS; PHILIPPINE SOCIETY OF BIOCHEMISTRY AND MOLECULAR BIOLOGY
	21 <sup>st</sup> ANNUAL CONVENTION OF THE NATURAL PRODUCTS SOCIETY OF THE PHILIPPINES	12/1/2016	12/2/2016	16.0	RESEARCH	NATURAL PRODUCTS SOCIETY OF THE PHILIPPINES; UNIVERSITY OF SAN CARLOS
	STRATEGIC PLANNING WORKSHOP OF THE COLLEGE OF ARTS AND SCIENCES	8/25/2016	8/26/2016	16.0	WORKSHOP	VISAYAS STATE UNIVERSITY
	IN-SERVICE TRAINING ON "FT-IR INSTRUMENTATION, MAINTENANCE AND TROUBLESHOOTING"	7/22/2016	7/22/2016	8.0	TECHNICAL	ITS Science (Phils) Inc.; PerkinElmer
	31 <sup>st</sup> PHILIPPINE CHEMISTRY CONGRESS - "CHEMISTRY BEYOND BORDERS: BLURRING TRADITIONAL BOUNDARIES	4/13/2016	4/15/2016	24.0	RESEARCH	PHILIPPINE FEDERATION OF CHEMISTRY SOCIETIES, INC.; KAPISANANG KIMIKA NG PILIPINAS (NATIONAL AND PANAY CHAPTER); INTEGRATED CHEMISTS OF THE PHILIPPINES-PANAY CHAPTER
	WHO-ICP WATER QUALITY TESTING AND ANALYSIS SEMINAR-TRAINING	5/11/2015	5/15/2015	40.0	SEMINAR-TRAINING	WORLD HEALTH ORGANIZATION; INTEGRATED CHEMISTS OF THE PHILIPPINES; VISAYAS STATE UNIVERSITY
	SEMINAR-WORKSHOP ON THE IMPLEMENTATION OF OUTCOMES-BASED EDUCATION (OBE)	5/4/2015	5/5/2015	16.0	SEMINAR-WORKSHOP	VISAYAS STATE UNIVERSITY
	30 <sup>th</sup> PHILIPPINE CHEMISTRY CONGRESS - "ASEAN CHEMISTRY IN RESONANCE"	4/15/2015	4/17/2015	24.0	RESEARCH	PHILIPPINE FEDERATION OF CHEMISTRY SOCIETIES, INC.; INTEGRATED CHEMISTS OF THE PHILIPPINES
	SAFETY IN THE LABORATORY	9/3/2013	9/3/2013	3.0	TECHNICAL	MERCK; VISAYAS STATE UNIVERSITY

(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)
	READING		2015 FACULTY SPORTSFEST TABLE TENNIS CHAMPION		INTEGRATED CHEMISTS OF THE PHILIPPINES
	SINGING		2016 FACULTY SPORTSFEST TABLE TENNIS 2ND PLACER		KAPISANANG KIMIKA NG PILIPINAS
	PLAYING TABLE TENNIS, VOLLEYBALL AND BADMINTON		2018 FACULTY SPORTSFEST TABLE TENNIS CHAMPION		PHILIPPINE ASSOCIATION OF CHEMISTRY TEACHERS
	DANCING				NATURAL PRODUCTS SOCIETY OF THE PHILIPPINES
	COMPUTER SKILLS				VISAYAS STATE UNIVERSITY FACULTY ASSOCIATION
					PHILIPPINE SOCIETY OF BIOCHEMISTRY AND MOLECULAR BIOLOGY

(Continue on separate sheet if necessary)

SIGNATURE *Flora Jhon* DATE JUNE 25, 2019



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.
ANDRESITO D. ACABAL	VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	N/A
JACOB GLENN F. JANSALIN	VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	N/A
ANGEL LYN KRISTIN C. TAN	UNIVERSITY OF SAN CARLOS-TALAMBAN CAMPUS, CEBU	N/A

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.



Yhena P. Lazona

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: VSU ID

ID/License/Passport No.: V00865

Date/Place of Issuance: VISAYAS STATE UNIVERSITY

Signature (Sign inside the box)

JUNE 25, 2019

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 19 AUG 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN Z. 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: Dec. 1, 2014 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 121 (Organic Chemistry)
  - Handled Components 1 and 4 of the research entitled "Levels of Organic Matter and Carbonates in Sediments of the Major River Systems in Leyte" and "NPK Analysis of Water and Sediments in Major River Systems in Leyte"
  - Handled thesis advisory and appointed chair and member of student research committee
  - Appointed Chemistry Laboratory Coordinator
- 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 research functions, among others, such as: prepares research proposals, implements duly approved research projects within time frame, prepares reports within the prescribed period, presents research outputs during conferences/for a of legitimate professional organizations, and submits output for possible publication/patenting
  - 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

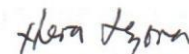
- Duration: Jun. 3, 2013 to Nov. 27, 2014
- Position: Part-time Instructor
- Name of Office/Unit: Department of Pure and Applied Chemistry (DoPAC)
- Immediate Supervisor: Dr. Candelario L. Calibo, DoPAC Head
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

N/A

- 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, and turns over class records to the department head within two weeks after final examination



YHENA P. LAZONA

(Signature over Printed Name  
of Employee/Applicant)

Date: July 29, 2019