

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	VALENZONA		
FIRST NAME	JENELYN	N/A	
MIDDLE NAME	VILLAFUERTE		
3. DATE OF BIRTH (mm/dd/yyyy)	11/15/1995	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
4. PLACE OF BIRTH	HILUSIG, MAHAPLAG LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	
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:		BRGY. BUNGA BAYBAY CITY, LEYTE
7. HEIGHT (m)	1.52	ZIP CODE	6521
8. WEIGHT (kg)	50	18. PERMANENT ADDRESS	
9. BLOOD TYPE	A+		BRGY. MALIGAYA MAHAPLAG LEYTE
10. GSIS ID NO.	2005462244	ZIP CODE	6512
11. PAG-IBIG ID NO.	121237192598	19. TELEPHONE NO.	N/A
12. PHILHEALTH NO.	13-025514505-4	20. MOBILE NO.	0997-839-5709
13. SSS NO.	N/A	21. E-MAIL ADDRESS (if any)	jenelyn.valenzona@vsu.edu.ph
14. TIN NO.	350-970-549		
15. AGENCY EMPLOYEE NO.	V01096		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	VALENZONA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JOEL JOHN	NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME	SARDITO			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	VILLAFUERTE			
FIRST NAME	JUDY	N/A		
MIDDLE NAME	COMALING			
25. MOTHER'S MAIDEN NAME				
SURNAME	SOSMEÑA			
FIRST NAME	CESARIA			
MIDDLE NAME	BASILISCO			

(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	HILUSIG ELEMENTARY SCHOOL	PRIMARY EDUCATION	2002	2008	N/A	2008	NA
SECONDARY	MAHAPLAG NATIONAL HIGH SCHOOL	HIGH SCHOOL	2010	2014	N/A	2014	VALEDICTORIAN
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION major in MATHEMATICS	2014	2018	N/A	2018	CUM LAUDE
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	MASTER IN EDUCATION major in MATHEMATICS	2019	PRESENT	36 units		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	SEPTEMBER 19, 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		DATE	SEPTEMBER 19, 2022
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Walenzon

SEPTEMBER 19, 2022

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&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100		

[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)
Microsoft Office (Excel, PPT, Word, etc.)	N/A	VSU Faculty Association
GARDENING		
HAND CRAFTING (Do It Yourself)		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	SEPTEMBER 19, 2022
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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

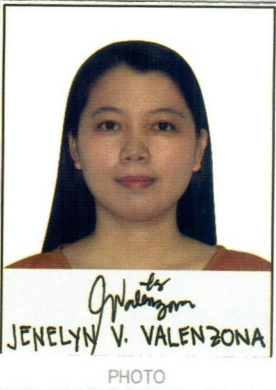
☒ NO

If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
DR. EUSEBIO R. LINA JR.	VISAYAS STATE UNIVERSITY	9293697060
JOY ANN A. CANETE	LAPU-LAPU CEBU CITY	9224631719
IRISH C. SIDAYA	VISAYAS STATE UNIVERSITY	99362912476

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.

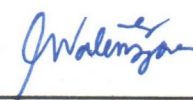


Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: TIN

ID/License/Passport No.: 350-970-549


Date/Place of Issuance: 10/12/18



Signature (Sign inside the box)

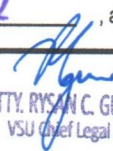
SEPTEMBER 19, 2022

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 20 SEP 2022, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. RYLAN C. GUINOCOR
VSU Chief 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: August 1, 2018 - Present
- Position: Instructor I
- Name of Office/Unit: Department of Mathematics
- Immediate Supervisor: Dr. Eusebio R. Lina Jr.
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City Leyte, Philippines
- List of Accomplishments and Contributions (if any)

Published Articles:

1. **Modeling students' innovativeness and its factors in learning mathematics amidst COVID-19 pandemic**

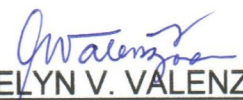
Jenelyn V Valenzona, Leomarich F Casinillo, Emily L Casinillo
 Date published: 2022

2. **How Challenging It Is to Learn Mathematics Online**

Leomarich F Casinillo, Emily L Casinillo, **Jenelyn V Valenzona**, Myrna Rissa C Almonite, Divina L Valenzona
 Date published: March 27, 2022

Summary of Actual Duties

1. Teaches assigned subjects and performs other related functions, among others, the following:
 - a. Prepares and revised teaching materials/guides and submit to department head
 - b. Prepares and gives examination (mi/final/long/quizzes)
 - c. Check 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 department heads within two weeks after final examination
 - f. Makes himself available for consultation by his/her students during schedules consultation hours
2. Performs research and/or extension function, among others the following:
 - a. Prepares research/extension proposals
 - b. Implements duly approved research/extension projects with time frame
 - c. Prepares reports within the prescribed period
 - d. Presents research/extension outputs during conferences/ for a legitimate professional organization
 - e. Submits output for possible publication/patenting
3. Performs administrative functions (if applicable)
4. Performa other functions, among others:
 - a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions
 - b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President


JENELYN V. VALENZONA
 (Signature over Printed Name
 of Employee/Applicant)

Date: December 5, 2022