

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 ( ) ☐ 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	Y CONG		
FIRST NAME	HELMAR	NAME EXTENSION (JR., SR)	
MIDDLE NAME	GONTIÑAS		
3. DATE OF BIRTH (mm/dd/yyyy)	01/04/1991	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	ORMOC CITY, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
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:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street MAYBOG Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.55 m	ZIP CODE	
8. WEIGHT (kg)	61 kgs.		
9. BLOOD TYPE	A+		
10. GSIS ID NO.	02 004245 644		
11. PAG-IBIG ID NO.	1201102297584	18. PERMANENT ADDRESS	House/Block/Lot No. Street MAYBOG Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
12. PHILHEALTH NO.	1300-01096002	ZIP CODE	6521
13. SSS NO.	On process	19. TELEPHONE NO.	N/A
14. TIN NO.	437-581-058	20. MOBILE NO.	09275424182, 09397218106
15. AGENCY EMPLOYEE NO.	V000765	21. E-MAIL ADDRESS (if any)	hgycong@gmail.com, hgycong@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			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	YCONG			
FIRST NAME	MARCIANO	JR.		
MIDDLE NAME	CABULONG			
25. MOTHER'S MAIDEN NAME				
SURNAME	GONTIÑAS			
FIRST NAME	HELEN			
MIDDLE NAME	BLORECIA			

(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	CARIDAD ELEMENTARY SCHOOL	PRIMARY EDUCATION	JUNE 2002	APRIL 2003	N/A	2003	2ND HONORABLE MENTION
SECONDARY	CARIDAD NATIONAL HIGH SCHOOL	HIGH SCHOOL	JUNE 2003	APRIL 2007	N/A	2007	SALUTATORIAN
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION (MATHEMATICS)	JUNE 2007	APRIL 2011	N/A	2011	N/A
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	MASTER OF EDUCATION (MATHEMATICS)	NOVEMBER 2012	MARCH 2016	N/A	2016	N/A

(Continue on separate sheet if necessary)


SIGNATURE		DATE	10 / 03 / 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	16/03/2022
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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

#### VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

## VIII. OTHER INFORMATION










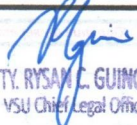
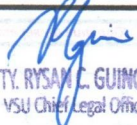
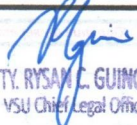
31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Computer skills (Encoding, Printing, Microsoft Applications), Photography, Watching television, Surfing the Internet, Social Networking Sites, Cooking	N/A	Philippine Association for Teachers and Educators
		Visayas State University Faculty Association

**SIGNATURE**

DATE \_\_\_\_\_

10/03/2022



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>TEL. NO.</th></tr></thead><tbody><tr><td>BAYRON S. BARREDO</td><td>DEPARTMENT OF TEACHER EDUCATION</td><td>563-7527</td></tr><tr><td>JOEL Q. MABALHIN</td><td>DEPARTMENT OF TEACHER EDUCATION</td><td>563-7527</td></tr><tr><td>ROSARIO P. ABELA</td><td>DEPARTMENT OF TEACHER EDUCATION</td><td>563-7527</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	BAYRON S. BARREDO	DEPARTMENT OF TEACHER EDUCATION	563-7527	JOEL Q. MABALHIN	DEPARTMENT OF TEACHER EDUCATION	563-7527	ROSARIO P. ABELA	DEPARTMENT OF TEACHER EDUCATION	563-7527
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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: PRC ID</td></tr><tr><td>ID/License/Passport No.: 1115316</td></tr><tr><td>Date/Place of Issuance: 01/31/2012</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: PRC ID	ID/License/Passport No.: 1115316	Date/Place of Issuance: 01/31/2012	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>OCTOBER 3, 2022</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	OCTOBER 3, 2022	Date Accomplished				
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SUBSCRIBED AND SWORN to before me this 13 OCT 2022, affiant exhibiting his/her validly issued government ID as indicated above.													
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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

- Duration: July 17, 2019 – September 14, 2022
- Position: Instructor III
- Name of Office/Unit: Department of Teacher Education
- Immediate Supervisor: Dr. Joel Q. Mabalhin
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay, Leyte
- List of Accomplishments and Contributions (if any)
  - Taught undergraduate courses
  - Served as resource person
  - Computed Faculty workload units
  - Computed Faculty FTE for IPCR
  - Prepared and submitted College of Education Annual Report
  - Presented in a research conference
  - Served as College Secretary
  - Served as adviser for student organizations (College of Education Supreme Student Council and Math Majors' Society)
  - Served as academic adviser for Bachelor of Secondary Education (BSEd) Mathematics Students
  - Published research paper in a journal
- Summary of Actual Duties
  - Responsible for the provision of educational services; prepares and conducts course syllabi, provides classroom instructions, assists in the programs and activities of the College of Education and Department of Teacher Education, and performs other functions.
- Duration: September 30, 2012 – July 16, 2019
- Position: Instructor I
- Name of Office/Unit: Department of Teacher Education
- Immediate Supervisor: Dr. Bayron S. Barredo
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay, Leyte
- List of Accomplishments and Contributions (if any)
  - Taught undergraduate courses
  - Served as resource person
  - Computed Faculty workload units
  - Computed Faculty FTE for IPCR
  - Prepared and submitted College of Education Annual Report
  - Presented in a research conference
  - Served as College Secretary

- Served as adviser for student organizations (College of Education Supreme Student Council and Math Majors' Society)
- Served as academic adviser for Bachelor of Secondary Education (BSEd) Mathematics Students
- Summary of Actual Duties
  - Responsible for the provision of educational services; prepares and conducts course syllabi, provides classroom instructions, assists in the programs and activities of the College of Education and Department of Teacher Education, and performs other functions.



**HELMAR G. YCONG**

(Signature over Printed Name  
of Employee/Applicant)

Date: October 3, 2022