

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 | ONGY | | |
| FIRST NAME | HONEYLENE | | NA |
| MIDDLE NAME | VALENZONA | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 03/04/1986 | 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: |
| 4. PLACE OF BIRTH | BAYBAY 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 | House/Block/Lot No. Street CAN-IPA Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province |
| 7. HEIGHT (m) | 1.5 | 6521 | 6521 |
| 8. WEIGHT (kg) | 65 | ZIP CODE | |
| 9. BLOOD TYPE | O+ | 18. PERMANENT ADDRESS | House/Block/Lot No. Street CAN-IPA Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province |
| 10. GSIS ID NO. | 2005283410 | 6521 | 6521 |
| 11. PAG-IBIG ID NO. | 9172-4168-2944 | ZIP CODE | |
| 12. PHILHEALTH NO. | 13-252322019-9 | | |
| 13. SSS NO. | 06-2802654-7 | 19. TELEPHONE NO. | NA |
| 14. TIN NO. | 261-515-400 | 20. MOBILE NO. | 09159782976 |
| 15. AGENCY EMPLOYEE NO. | V-J00234 | 21. E-MAIL ADDRESS (if any) | honeylene.ongy@vsu.edu.ph |

II. FAMILY BACKGROUND

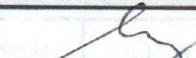
| | | | | |
|--------------------------|---------------------------------|-----|---|----------------------------|
| 22. SPOUSE'S SURNAME | ONGY | | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | JESSIE | NA | RHIANNE XAMANTHA V. ONGY | 12/05/2011 |
| MIDDLE NAME | LANTACA | | IZZY XAVANNAH V. ONGY | 07/12/2015 |
| OCCUPATION | SALES REPRESENTATIVE | | | |
| EMPLOYER/BUSINESS NAME | ES Vet. Distributor | | | |
| BUSINESS ADDRESS | Dumaguete City, Negros Oriental | | | |
| TELEPHONE NO. | NA | | | |
| 24. FATHER'S SURNAME | VALENZONA | | | |
| FIRST NAME | CIPRIANO | Sr. | | |
| MIDDLE NAME | CARIN | | | |
| 25. MOTHER'S MAIDEN NAME | | | | |
| SURNAME | GODOY | | | |
| FIRST NAME | REBECCA | | | |
| MIDDLE NAME | GLORIA | | | |

(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 | BAYBAY NORTH CENTRAL SCHOOL | PRIMARY EDUCATION | 1993 | 1999 | NA | 1999 | WITH HONORS |
| SECONDARY | LEYTE STATE UNIVERSITY LABORATORY HIGH SCHOOL | HIGH SCHOOL | 1999 | 2003 | NA | 2003 | WITH HONORS |
| VOCATIONAL / TRADE COURSE | NA | NA | NA | NA | NA | NA | NA |
| COLLEGE | LEYTE STATE UNIVERSITY | BS BIOLOGY (MAJOR ECOLOGY) | 2003 | 2007 | NA | 2007 | CUM LAUDE |
| GRADUATE STUDIES | VISAYAS STATE UNIVERSITY | MS TROPICAL ECOLOGY (MINOR SOIL SCIENCE) | 2010 | 2017 | NA | 2017 | CHED THESIS GRANT 1YR |


(Continue on separate sheet if necessary)

| | | | | |
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| SIGNATURE |  | DATE | July 1, 2020 | CS FORM 212 (Revised 2017), Page 1 of 4 |
|-----------|---|------|--------------|---|

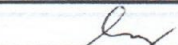
| 27. | CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE | RATING (If Applicable) | DATE OF EXAMINATION / CONFERMENT | PLACE OF EXAMINATION / CONFERMENT | LICENSE (if applicable) | |
|-----|--|---------------------------|--|-----------------------------------|-------------------------|---------------------|
| | | | | | NUMBER | Date of Validity |
| | Presidential Decree # 907 (Civil Service Eligibility) | | Apr-2-2007 | Baybay City, Leyte | 10080229 | lifetime |
| | DRIVER'S LICENSE | | 06/01/2017 | Baybay City, Leyte | H12-14-002400 | 5YRS |
| | | | | | | |
| | | | | | | |
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V. WORK EXPERIENCE
(Include private employment. Start from your recent work.) Description of duties should be indicated in the attached Work Experience sheet

[illegible]

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| SIGNATURE |  | DATE | July 1, 2020 | CS FORM 212 (Revised 2017), Page 2 of 4 |
|-----------|---|------|--------------|---|

CS FORM 212 (Revised 2017), Page 2 of 4

| 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 | | | |
| | VISAYAS STATE UNIVERSITY | 4/16 /2007 | 5/24 /2007 | | VOLUNTEER RESEARCHER | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
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| | | | | | | |
| (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) | CONDUCTED/ SPONSORED BY (Write in full) |
| | | From | To | | | |
| | State of Philippine Marine Biodiversity | May 28, 2020 | May 28, 2020 | 2 | Technical | Visayas State University |
| | Emerging Diseases Coronaviruses in bat Population | May 28, 2020 | May 28, 2020 | 3 | Technical | Visayas State University |
| | State of Philippine Terrestrial Biodiversity | May 27, 2020 | May 27, 2020 | 3 | Technical | Visayas State University |
| | Understanding Flexible Learning | May 27, 2020 | May 27, 2020 | 3 | Technical | Visayas State University |
| | Basics of Data Management and Introduction to Open Source Software for 51st Annual Convention of the Federation of Institutions for Marine and Freshwater Sciences | December 16, 2019 | December 17, 2019 | 16 | Technical | DBS 101, Visayas State University |
| | Seminar on Outcome-Based Education (OBE) and Assessments Table of Specifications (TOS) | October 2, 2019 | October 2, 2019 | 8 | Technical | SLSU, Sogod, So. Leyte |
| | BIOTA Scientific Symposium | August 31, 2019 | August 31, 2019 | 8 | Technical | Philippine Science High School - Eastern Visayas, Palo, Leyte |
| | 28th Annual Philippine Biodiversity Symposium | 13-Aug-19 | 16-Aug-19 | 32 | Technical | Visayas State University |
| | RDE In House Review | 02-Jul-19 | 02-Jul-19 | 8 | Technical | Visayas State University |
| | Annual Senior High Research Congress of the VSU Integrated High School | 08-May-19 | 08-May-19 | 8 | Supervisory | Multimedia Center, Visayas State University |
| | 2 nd Regional Symposium of the Philippine society of Biochemistry and Molecular Biology - Visayas Chapter | Feb/ 21 / 2019 | Feb / 22 / 2019 | 16 | Technical | PSBMB - Visayas Chapter, DBS, DoPAC, Dept. of Biotech |
| | Perspectives for research on fragmented aquatic plant population: Survival strategy and resilience in coastal landscapes | Nov/ 19 / 2018 | Nov/ 19 / 2018 | 4 | Technical | DBS |
| | Scientific Conference on Biodiversity and CEBREM 7 th Anniversary | Nov/ 15 / 2018 | Nov/ 16 / 2018 | 16 | Technical | CEBREM and Central Mindanao University |
| | 50 th Annual Convention of the Federation of Institutions for Marine and Freshwater Sciences (FIMFS) | Oct/ 24 / 2018 | Oct/ 25 / 2018 | 24 | Technical | FIMFS and Silliman University |
| | AAACU 22 nd Biennial Conference and General Assembly | Oct/ 15 / 2018 | Oct/ 18 / 2018 | 32 | Technical | AAACU and VSU |
| | Gender Sensitivity Training and Anti-sexual Harassment Orientation | Sept/ 4 / 2018 | Sept/ 4 / 2018 | 8 | Supervisory | Institute of Strategic Research and Dev. Studies |
| | 15th Asian Symposium on Medicinal Plants, Spices and Other Natural Products | Dec/ 6 / 2017 | Dec/ 8 / 2017 | 28.5 | Technical | National Products Society of the Philippines, The Philippine Council for Health Research and Development, Environmental Society of the Philippines |
| | 22nd Annual Convention of the Natural Products Society of the Philippines | Dec/ 6 / 2017 | Dec/ 8 / 2017 | 28.5 | Technical | National Products Society of the Philippines, The Philippine Council for Health Research and Development, Environmental Society of the Philippines |
| | National Public Orientation on the Policies, Standards and Guidelines for the Bachelor of Science in Biology/Molecular Biology Program | Dec/ 6 / 2017 | Dec/ 6 / 2017 | 2 | Technical | Commission on Higher Education (CHED) |
| | Training - Workshop on Writing Scientific Paper for Peer-Reviewed Publication | Oct/ 16/ 2017 | Oct/ 18/ 2017 | 24 | Technical | Center for Continuing Education and Annals of Tropical Ecology |
| | Orientation on Camote Bio-ethanol Production | Oct/16 /2012 | Oct/16 /2012 | 8.0 | Technical | Institute of Strategic Research and Dev. Studies, JE Hydro Philpos Corp, Dept. of Agrarian Reform |
| | Business Planning Workshop for Coconut and | Aug/ 5 /2012 | Aug/ 5 /2012 | 8.0 | Technical | Institute for Strategic Research and Developmental Studies |
| | Multi-Stakeholder Seminar on Integrating Conflict | Aug/ 4 /2012 | Aug/ 5 /2012 | 16.0 | Technical | Institute for Strategic Research and Developmental Studies |
| | Attract-and-Kill: A New Technology for the Management | Jul/18 /2012 | Jul/18 /2012 | 4.0 | Technical | PHIL. ROOTCROPS |
| | Livelihood Systems Analysis Workshop for LGU's, | Apr /6 /2011 | Apr / 11 /2011 | 40.0 | Supervisory | Institute of Tropical Ecology, VSU and LGU Silago |
| | Team Building and Leadership Seminar for | Mar/31 /2011 | Apr /2 /2011 | 24.0 | Supervisory | Institute of Tropical Ecology, VSU and LGU Silago |
| | 39 th Annual FIMFS (Federation of Institutions for Marine | Oct/28 /2007 | Oct / 30 /2007 | 24.0 | Technical | FIMFS and 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) | |
| | Collecting plants | | Publication Awardee 2017 | | The Natural Products Society of the Philippines | |
| | Reading | | Publication Awardee 2018 | | Phytochemical Society of Asia | |
| | Computer literate | | | | Organization of Biology Students | |
| | | | | | Federation of Institutions for Marine and Freshwater Sciences | |
| | | | | | Philippine society of Biochemistry and Molecular Biology - Visayas Chapter | |
| (Continue on separate sheet if necessary) | | | | | | |
| SIGNATURE | |  | | DATE | July 1, 2020 | |
| CS FORM 212 (Revised 2017), Page 3 of 4 | | | | | | |

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

☐ 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

☐ YES☒ NO

If YES, give details:

☐ YES☒ NO

If YES, give details (country):

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

☐ YES☒ NO

☐ YES☒ NO

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. |
|---------------------|-------------------|------------|
| ANALYN M. MAZO | VSU, BAYBAY CITY | 563-7536 |
| BEATRIZ S. BELONIAS | VSU, BAYBAY, CITY | 9173113309 |
| SENONA A. CESAR | VSU, BAYBAY, CITY | 563-7536 |

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: VISAYAS STATE UNIVERSITY

ID/License/Passport No.: VJ00234

Date/Place of Issuance: VISCA, BAYBAY, CITY

Signature (Sign inside the box)

July 1, 2020

Date Accomplished

Right Thumbmark

HONGYLENE V. SONGY

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 15 JUL 2020, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR

VSU LEGAL OFFICER

Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4

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 2018 - Present
- Position: Instructor I
- Name of Office/Unit: Department of Biological Sciences
- Immediate Supervisor: Dr. Analyn M. Mazo
- Name of Agency/Organization and Location: Visayas State University (VSU), Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Study leader and presented report of the study entitled "Assessment and Monitoring of Plankton Community in VSU Water Resources".
 - Focal person during enrollment.
 - Submitted grades on time.
 - Submitted reports and syllabus.
 - Published articles.
 - Participated in national and international conferences/symposia.
 - Served as thesis and academic adviser for BS Biology students.
- Summary of Actual Duties
 - Handled classes (lecture and/ or laboratory) in Introduction to Wildlife Ecology (Ecol 115), Terrestrial Ecology (Ecol 142), Plant Ecology (Botn 142), Fundamentals in Ecology (Ecology 21), General Ecology (Ecol 21n) lab, Ecology (MarB 11) lab, and Earth Science (MarB 18). Make exams and quizzes for the assigned classes. Submit laboratory grades to the respective lecturers and submit overall grades to cumulus and the registrar for lecture classes one week after the exam.
 - Submit to the laboratory technician the list of materials needed for each exercise a week before the conduct of the experiment.
 - Assist students during enrollment.
 - Help and guide students in the conduct and making of their research studies (thesis).
 - Make report of research study and present it during the R and D symposium.

- Duration: August 2017 – July 2018
- Position: Substitute Instructor
- Name of Office/Unit: Department of Biological Sciences (DBS)
- Immediate Supervisor: Dr. Analyn M. Mazo
- Name of Agency/Organization and Location: Visayas State University (VSU), Visca, Baybay City, Leyte

- List of Accomplishments and Contributions
 - Submitted grades on time.
 - Submitted reports on time.
 - Participated in national and international conferences/symposia.
 - Served as Immersion Teacher for Senior High School students.
- Summary of Actual Duties
 - Handled laboratory classes in Terrestrial Ecology (Ecol 142), Plant Ecology (Botn 142), Fundamentals in Ecology (Ecology 21), Vascular Plants Systematics (Biol 141), Fundamentals in Botany (Botn 21), General Botany (Botn11) and Plant Morphology and Anatomy (Biol 122). Conduct exams and quizzes for the assigned classes. Submit laboratory grades to the respective lecturers on time or one week after the exam.
 - Laboratory coordinator in Ecology and Botany. Submit to the laboratory technician the list of materials needed for each exercise a week before the conduct of the experiment.
 - Help and guide SHS students in the conduct and making of their research studies (thesis).


HONEYLENE V. ONGY
(Signature over Printed Name
of Employee/Applicant)

Date: July 1, 2020