

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	MARTINEZ		
FIRST NAME	SEREGENA RUTH	NAME EXTENSION (JR, SR)	
MIDDLE NAME	LABASTIDA		
3. DATE OF BIRTH (mm/dd/yyyy)	1/10/1964	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	ARGAO, CEBU	If holder of dual citizenship, please indicate the details	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Philippines
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	82 BACHELOR'S APT. KILBOURNE ST. House/Block/Lot No. Street Subdivision/Village VISCA Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.45	ZIP CODE	6521
8. WEIGHT (kg)	54	18. PERMANENT ADDRESS	A. Mabini St. House/Block/Lot No. Street Pomponan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
9. BLOOD TYPE	*O*	ZIP CODE	6521
10. GSIS ID NO.	64011002631	19. TELEPHONE NO.	563-7363
11. PAG-IBIG ID NO.	1700-0025-4660	20. MOBILE NO.	None
12. PHILHEALTH NO.	13-000015169-7	21. E-MAIL ADDRESS (if any)	seregenaruth@yahoo.com
13. SSS NO.			
14. TIN NO.	104-768-919		
15. AGENCY EMPLOYEE NO.			

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	MARTINEZ		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ALBERTO	JR.	PETER ANGELO L. MARTINEZ	deceased
MIDDLE NAME	CASIL		RUBERT ANTHONY L. MARTINEZ	4/14/1992
OCCUPATION	DEP. ED TEACHER		CHRISTIAN ALBERT L. MARTINEZ	9/22/1998
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	LABASTIDA			
FIRST NAME	RICARDO	NAME EXTENSION (JR, SR)		
MIDDLE NAME	PUERTO			
25. MOTHER'S MAIDEN NAME				
SURNAME	LUCERO			
FIRST NAME	LUISA			
MIDDLE NAME	ALVIOLA			

(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	Argao Central Elementary School					1977	With Honors
SECONDARY	St. Michael School, F.I.					1981	Salutatorian
VOCATIONAL / TRADE COURSE	NONE						
COLLEGE	University of San Jose-Raceletos	Bachelor of Arts in English				1984	Dean's Lister
GRADUATE STUDIES	Cebu Normal University/University of San Jose-Raceletos	Master of Arts in Education major in English Lang. Tchgr/Ph.D. in English				2006/2013	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 2, 2019	CS FORM 212 (Revised 2017), Page 1 of 4
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IV. CIVIL SERVICE ELIGIBILITY

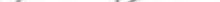
[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	COMMUNITY OUTREACH PROJECTS In Upland/Remote Barangays in Baybay City, Leyte, Dept. of Liberal Arts & Behavioral Sciences, VSU	10/24/2015	6/1/2019		ORGANIZER/COORDINATOR

(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			
	5th International Conference on Phil and Asian Studies - Language, Culture and Media	5/9/2019	5/11/2019	24.0	Educational	De La Salle Lipa, Lipa City, Batangas
	3rd National Research Conference on Arts, Science and Health	10/16/2018	10/18/2019	24.0	Educational	LYCEUM OF THE PHIL. UNIVERSITY & NORTHERN NEGROS STATE COLLEGE OF SCIENCE AND TECHNOLOGY
	Rainforestation Training on Developing a Learning Site for Community-Based Forest Restoration	8/30/2018	9/1/2018	24.0	Educ./Tech.	Environmental Leadership and Training Initiative & VSU
	Echo Seminar on the New CHED Gen. Educ. Courses: Understanding the Self	3/1/2018	3/3/2018	24.0	Educational	Dept. Of Liberal Arts & Behavioral Sciences, VSU
	2nd International Conference on Phil. And Asian Studies	5/3/2018	5/5/2018	24.0	Educational	De La Salle University & VSU
	ACELT 53rd Conference: Literature Teaching in/as a Moment of Change	10/19/2017	10/21/2017	24.0	Educational	Ateneo De Manila 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 and Writing		NA		VSU Faculty Association
					Pambansang Samahan sa Linggwistika at Literaturang Filipino, Inc.

(Continue on separate sheet if necessary)

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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">Status of Case/s: _____</p>
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>

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

NAME	ADDRESS	TEL. NO.
Dr. Edwin A. Pilapil	Cebu Technological Univ., Cebu City	
Dr. Ruben Gapasin	Visca, Baybay City, Leyte	
Dr. Aleli Villocino	VSU, Visca, Baybay City, Leyte	

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: VSU ID

ID/License/Passport No.: V00325

Date/Place of Issuance: VSU, Visca

[Signature]

Signature (Sign inside the box)

August 2, 2019

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 05 AUG 2019, affiant exhibiting his/her validly issued government ID as indicated above.

[Signature]
ATTY. RYSAN C. GUINOCOR
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: January 1, 2017 to present
Position: Associate Prof. V
Name of Office: Department of Liberal Arts & Behavioral Sciences
Immediate Supervisor: Guiraldo Fernandez, Jr.
Name of Agency/Organization & Location:
Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments & Contributions (if any)
 - Organizer/coordinator of community outreach projects for marginalized and upland communities in Baybay City, Leyte. Since 2015 up to the present, the team has already served 10 (ten) communities.
 - Faculty of graduate, OPU and undergraduate programs
 - Adviser/Member of the Graduate Advisory Committee (GAC) of the Graduate School
 - Adviser/Chair/Member of undergraduate students' Research Committee
 - Paper Presenter in both International & National Conferences
 - Won 2nd best paper in an international conference
 - Published one (1) article in an international CHED-recognized journal
 - Participant in various seminars conducted on campus
 - In charge of DLABS' Literary Bulletin; has showcased hundreds of college students' write-ups
 - Chair of VSU's Pageant Question & Speech Clinic Committee in 2019 Search for Mister and Miss VSU
 - Chair of Pageant Questions Committee for the 2017 Search for Mister and Miss SCUAA in Region 8 held at VSU
- Summary of Actual Duties
 - Teaches English and Speech 11 subjects both in the Graduate School and undergraduate programs
 - Performs tasks assigned by the head and other authorities of the university
 - Submits grades and other requirements tasked by the head and other authorities

Duration: January 1, 2015 – December 31, 2016

Position : Associate Professor II

Name of Office : Department of Liberal Arts and Behavioral Sciences

Immediate Supervisor: Guiraldo Fernandez, Jr. / Annie P. Gravoso

Name of Agency and Location: Visayas State University, Visca, Baybay City, Leyte

List of Accomplishments and Contributions (if any)

- Conducted community outreach projects in far-flung/mountain communities in Baybay City, Leyte
- Taught English, Speech and Literature subjects both in the graduate and undergraduate programs
- Served as adviser/panel member for both graduate and undergraduate programs
- Co-partnered with Ms. Maria Victoria De La Cruz in putting up the DLABS' Literary Bulletin
- Served as Language Editor for VSU's 2014 Annual Report
- Prepared course syllabi for English 23 and English 24

Summary of Actual Duties

- Responsible for teaching English, Speech and Literature subjects both in the undergraduate and graduate levels and in the senior high (K to 12 Program)
- Performed tasks assigned by head and other university authorities
- Submitted grades and other requirements asked by the head and other governing bodies


SERGENA RUTH L. MARTINEZ

(Signature over Printed Name
of Employee/Applicant)

Date: 08/02/2019