

CS Form No. 212
Revised 2017

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

VALENCIA

FIRST NAME

KATHLEEN MAE

MIDDLE NAME

BARONDA

NAME EXTENSION (JR., SR)

N/A

3. DATE OF BIRTH
(mm/dd/yyyy)

November 3, 1998

16. CITIZENSHIP

☒ Filipino

☐ Dual Citizenship

☐ by birth

☐ by naturalization

Pls. indicate country:

Philippines

4. PLACE OF BIRTH

ABUYOG, LEYTE

If holder of dual citizenship, please indicate the details.

5. SEX

☐ Male

☒ Female

6. CIVIL STATUS

☒ Single

☐ Married

☐ Widowed

☐ Separated

☐ Other/s:

17. RESIDENTIAL ADDRESS

LOT 5, BLOCK 11

House/Block/Lot No. Street

DONA RUFINA SUBD. GUINTAGBUCAN

Subdivision/Village Barangay

ABUYOG LEYTE

City/Municipality Province

ZIP CODE

6510

7. HEIGHT (m)

1.48 (m)

18. PERMANENT ADDRESS

LOT 5, BLOCK 11

House/Block/Lot No. Street

DONA RUFINA SUBD. CATUBLIAN

Subdivision/Village Barangay

ABUYOG LEYTE

City/Municipality Province

ZIP CODE

6510

8. WEIGHT (kg)

45 (kg)

19. TELEPHONE NO.

N/A

9. BLOOD TYPE

" B + "

20. MOBILE NO.

09263682659

10. GSIS ID NO.

N/A

21. E-MAIL ADDRESS (if any)

kathleen.valencia@vsu.edu.ph

11. PAG-IBIG ID NO.

1212-5402-1866

12. PHILHEALTH NO.

12-125402186=6

13. SSS NO.

06-3988253-4

14. TIN NO.

748-991-496

15. AGENCY EMPLOYEE NO.

N/A

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME

N/A

23. NAME of CHILDREN (Write full name and list all)

N/A

DATE OF BIRTH (mm/dd/yyyy)

N/A

FIRST NAME

N/A

NAME EXTENSION (JR., SR)

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

VALENCIA

FIRST NAME

ERNESTO

NAME EXTENSION (JR., SR)

MIDDLE NAME

SILVANO

25. MOTHER'S MAIDEN NAME

JOYCE B. BARONDA

SURNAME

VALENCIA

FIRST NAME

JOYCE

MIDDLE NAME

BAUTISTA

(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
GRADUAT
ED

SCHOLARSHIP/
ACADEMIC
HONORS
RECEIVED

ELEMENTARY

GABALDON CENTRAL SCHOOL

PRIMARY EDUCATION

01/06/200527/06/2011

GRADUATED

2011

SALUTATO-
RIAN

SECONDARY

ABUYOG ACADEMY

SECONDARY EDUCATION

01/06/201130/03/2015

GRADUATED

2015

SALUTATO-
RIAN

VOCATIONAL /
TRADE COURSE

N/A

N/A

N/A

N/A

N/A

COLLEGE

VISAYAS STATE UNIVERSITY

BACHELOR OF SCIENCE IN DEVELOPMENT
COMMUNICATION

02/06/201515/06/2019

GRADUATED

2019

MAGNA CUM
LAUDE

GRADUATE STUDIES

VISAYAS STATE UNIVERSITY

MASTER OF SCIENCE IN DEVELOPMENT
COMMUNICATION

05/10/202012/08/2022

N/A

2022

TOP
GRADUATE

(Continue on separate sheet if necessary)

SIGNATURE

DATE

01/03/2023

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[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE	
1. Name of Employer	
2. Position Held	
3. Dates of Employment	
4. Description of Duties and Responsibilities	
5. Name of Supervisor	
6. Date of Reference	
7. Contact Information	
8. Comments	

[illegible]

(Continue on separate sheet if necessary)

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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		
	EDUCATIONAL BROADCAST PROGRAM FOR ELEMENTARY PUPILS IN BAYBAY CITY, LEYTE	✓	✓	✓	VOLUNTEER TEACHER

(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			
	28TH ANNUAL BIODIVERSITY CONSERVATION SOCIETY OF THE PHILIPPINES	8/13/2019	8/16/2019	32.0	TECHNICAL	DENR, BCSP
	9TH ADCEP CONFERENCE	11/29/2019	12/02/2019	24.0	PRESENTER	ADCEP PHILIPPINES
	WRITING A RESEARCH REVIEW OF THE LITERATURE AS HIGHLY PUBLISHABLE PAPER	10/28/2021	10/28/2021	8.0	TECHNICAL	INNOVATIVE TECHNOLOGY AND MANAGEMENT JOURNAL (ITMJ)
	INTERNATIONAL WEBINAR AND WORKSHOP ON FOOD VALUE CHAIN IN THE NEW NORMAL	10/18/2021	10/22/2021	40.0	TECHNICAL	ASEAN
	CONDUCTING RESEARCH IN THE NEW NORMAL	05/12/2022	05/12/2022	8.0	TECHNICAL	SOUTHEAST ASIAN REGIONAL CENTER FOR GRADUATE STUDY AND RESEARCH
	FICS MASTERCLASS ON THE CONSTITUTIVE METAMODEL OF COMMUNICATION THEORY	07/07/2021	07/07/2021	8.0	TECHNICAL	UNIVERSITY OF THE PHILIPPINES
	CONCEPTUALIZING RESEARCH TOPICS FOR EXTERNAL FUNDING	4/21/2022	4/21/2022	8.0	TECHNICAL	INNOVATIVE TECHNOLOGY AND MANAGEMENT JOURNAL (ITMJ)
	DEVCOM TALKS RESEARCH WEBINAR SERIES	06/05/2021	0/22/2021	32.0	TECHNICAL	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)
	GOOD COMMUNICATION SKILL		N/A		N/A
	COMMUNITY ENGAGEMENT				

(Continue on separate sheet if necessary)

<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>Date Filed: _____</p> <p>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.
CHRISTINA A. GABRILLO, PhD	Visca, Baybay City, Leyte	9060519067
EDITHA G. CAGASAN, PhD	Visca, Baybay City, Leyte	9182700721
ROTACIO S. GRAVOSO	Visca, Baybay City, Leyte	9276333892

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.


KATHLEEN MAE B. VALENCIA

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	Signature (Sign inside the box)	
ID/License/Passport No.: 748-991-496	01/03/2023	
Date/Place of Issuance: 08/07/2019	Date Accomplished	
		Right Thumbmark

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


 ATTY. RYSAN L. GUINOCOR
 VSU Chief Legal Officer
 Person Administering Oath

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: June 2019 – December 2019
- Position: Science Research Assistant
- Name of Office/Unit: Department of Development Communication
- Immediate Supervisor: Dr. Christina A. Gabrillo
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Conducted interviews among research participants in Leyte, Cebu, and Nueva Ecija
 - Analyzed data and wrote a synthesis of results
 - Made a terminal report
- Summary of Actual Duties
 - Responsible for the conduct and analysis of data for DDC's CHED-COD Project.

- Duration: January 2020 – July 2020
- Position: Media Production Assistant
- Name of Office/Unit: Department of Development Communication
- Immediate Supervisor: Dr. Christina A. Gabrillo
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Produced IEC materials for YRRP project
 - Conducted pre-test and post-test of IEC materials produced
- Summary of Actual Duties
 - Responsible for the production of IEC materials for the Yolanda Recovery and Rehabilitation Project

- Duration: September 2022 – December 2022
- Position: Science Research Assistant L2
- Name of Office/Unit: DBM-Extension
- Immediate Supervisor: Dr. Antonio P. Abamo
- Name of Agency/Organization and Location: Visayas State University – ACIAR, Visca Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Gathered and analyzed for the Inclusive Value Chain study
 - Facilitated field works in Cebu City

Attachment to CS Form No. 212

- Responsible for gathering and analyzing data for IVC-Philippines, an ACIAR-funded research project.



KATHLEEN MAE B. VALENCIA

(Signature over Printed Name
of Employee/Applicant)

Date: January 03, 2023