

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	BELDIA		
FIRST NAME	KENT JAN	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	AGUIRRE		
3. DATE OF BIRTH (mm/dd/yyyy)	1/18/1985	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	ROXAS CITY	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:		
7. HEIGHT (m)	1.64m	17. RESIDENTIAL ADDRESS	TAMBIS STREET
8. WEIGHT (kg)	64kg		House/Block/Lot No. Street
9. BLOOD TYPE	B+		SAN JOSE VILLAGE BARANGAY TIZA
10. GSIS ID NO.	2005373291		Subdivision/Village Barangay
11. PAG-IBIG ID NO.	1211 0184 6657		ROXAS CITY CAPIZ
12. PHILHEALTH NO.	110503385465	City/Municipality Province	
13. SSS NO.	07-2373327-2	18. PERMANENT ADDRESS	TAMBIS STREET
14. TIN NO.	261-005-240	19. TELEPHONE NO.	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	ON PROCESS		SAN JOSE VILLAGE BARANGAY TIZA
			Subdivision/Village Barangay
			ROXAS CITY CAPIZ
			City/Municipality Province
		20. MOBILE NO.	5800
		21. E-MAIL ADDRESS (if any)	NONE
			0915 747 7394 (Globe)
			kentbeldia@gmail.com

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	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	BELDIA			
FIRST NAME	JUAN	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	BISNAR			
25. MOTHER'S MAIDEN NAME				
SURNAME	AGUIRRE			
FIRST NAME	FE			
MIDDLE NAME	ARCHES		(Continue on separate sheet if necessary)	

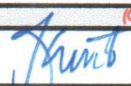
III. EDUCATIONAL BACKGROUND

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	FILAMER CHRISTIAN UNIVERSITY	PRIMARY EDUCATION	1992	1998	N/A	1998	With Honors
SECONDARY	CAPIZ NATIONAL HIGH SCHOOL - SPECIAL SCIENCE & TECHNOLOGY CLASS	HIGH SCHOOL	1998	2002	N/A	2002	None
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF SAN AGUSTIN	BACHELOR OF SCIENCE IN PSYCHOLOGY	2002	2007	N/A	2007	None
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES VISAYAS	MASTER OF EDUCATION (GUIDANCE)	2009	2011	N/A	2011	None

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 8, 2024
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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			
	DIVINE CHILD ACADEMY OF LAWAAAN, E. SAMAR, INC.	06/13/2016	04/30/2017	7200	Guidance Counselor / Teacher	
	JESUIT VOLUNTEERS PHILIPPINES FOUNDATION, INC.	06/01/2015	04/30/2016	7200	Guidance Counselor / 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			
	FOUNDATIONS OF SOLUTION FOCUSED BRIEF THERAPY (SFBT) PART 2 & GROUP PRACTICUM 2	10/12/2023	10/27/2023	21.0	TECHNICAL	INTOUCH COMMUNITY SERVICES
	FOUNDATIONS OF SOLUTION FOCUSED BRIEF THERAPY (SFBT) PART 1 & GROUP PRACTICUM 1	07/03/2023	07/18/2023	21.0	TECHNICAL	INTOUCH COMMUNITY SERVICES
	INTRODUCTION TO SOLUTION FOCUSED BRIEF THERAPY	07/11/2023	07/11/2023	2.0	TECHNICAL	INTOUCH COMMUNITY SERVICES
	PGCA 58TH ANNUAL NATIONAL AND 2023 INTERNATIONAL CONFERENCE	05/15/2023	05/17/2023	24.0	TECHNICAL	PHILIPPINE GUIDANCE & COUNSELING ASSOCIATION
	RACE AGAINST SUICIDE: A GATEKEEPER'S TRAINING FOR SUICIDE PREVENTION IN SCHOOLS	03/22/2023	03/24/2023	24.0	TECHNICAL	UNILAB FOUNDATION, INC.
	22ND ANNUAL ASSEMBLY AND PROFESSIONAL DEVELOPMENT	03/23/2023	03/24/2023	16.0	TECHNICAL	PHILIPPINE GUIDANCE & COUNSELING ASSOCIATION-CEBU CHAPTER
	5TH REGIONAL CAREER ADVOCACY CONGRESS	12/07/2022	12/07/2022	8.0	TECHNICAL	DEPARTMENT OF LABOR & EMPLOYMENT
	56TH ANNUAL VIRTUAL CONFERENCE	05/19/2021	05/21/2021	24.0	TECHNICAL	PHILIPPINE GUIDANCE & COUNSELING ASSOCIATION
	THE THEORETICAL ANCHORS OF MENTAL HEALTH WELLNESS: AN ANTI-COVID RESPONSE PRESCRIPTION	09/28/2020	09/28/2020	3.0	Technical	PHILIPPINE GUIDANCE & COUNSELING ASSOCIATION
	CHARTING, CONQUERING & CREATING A BETTER NORMAL--BALIK SIGLA: TIPS FOR FITNESS, HEALTH & SELF-CARE	09/24/2020	09/24/2020	3.0	Technical	UP DILIMAN OFFICE OF COUNSELING & GUIDANCE
	CHARTING, CONQUERING & CREATING A BETTER NORMAL--GEAR UP: EQUIPPING STUDENTS WITH SKILLS & COMPETENCIES FOR THE NEW NORMAL	09/23/2020	09/23/2020	3.0	Technical	UP DILIMAN OFFICE OF COUNSELING & GUIDANCE
	FAMILY RESILIENCY AND PLAY ACTIVITIES	.09/10/2020	.09/10/2020	4.0	Technical	PHILIPPINE ASSOCIATION FOR CHILD & PLAY THERAPY
	COUNSELING INTERVENTION IN THE MANAGEMENT OF MENTAL HEALTH ISSUES	08/18/2020	08/18/2020	3.0	Technical	PHILIPPINE GUIDANCE & COUNSELING ASSOCIATION
	POSITIVE PSYCHOLOGY AS A TOOL FOR ADDRESSING COVID-19-RELATED MENTAL HAZARDS	08/14/2020	08/14/2020	3.0	Technical	PHILIPPINE GUIDANCE & COUNSELING ASSOCIATION
	UTILIZING TECHNOLOGY IN THE DELIVERY OF VIRTUAL GUIDANCE & COUNSELING SERVICES	12/08/2020	12/08/2020	3.0	Managerial	PHILIPPINE GUIDANCE & COUNSELING ASSOCIATION
	CONDUCTING MENTAL HEALTH RESEARCHES AMIDST COVID-19	07/26/2020	07/26/2020	3.0	Technical	PHILIPPINE GUIDANCE & COUNSELING ASSOCIATION
	MAINTAINING POSITIVITY AMIDST COVID-19	07/15/2020	07/15/2020	3.0	Technical	PHILIPPINE GUIDANCE & COUNSELING ASSOCIATION
	ONLINE CLINICAL INTERVIEWING: INTAKE, ASSESSMENT & ALLIANCE	06/27/2020	06/27/2020	1.5	Technical	PHILIPPINE ASSOCIATION FOR COUNSELOR EDUCATION, RESEARCH & SUPERVISION
	DEVELOPING RESILIENCE & GRIT IN AN ONLINE COMMUNITY OF LEARNERS & TEACHERS	06/27/2020	06/27/2020	3.0	Technical	REX BOOKSTORE
	SELF-CARE DURING THE PANDEMIC	06/25/2020	06/25/2020	3.0	Technical	CATHOLIC EDUCATIONAL ASSOC. OF THE PHILIPPINES
	GRIEF DURING THE PANDEMIC	06/23/2020	06/23/2020	3.0	Technical	CATHOLIC EDUCATIONAL ASSOC. OF THE PHILIPPINES
(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)	
	MINDFULNESS		TOP 2 - LICENSURE EXAMINATION FOR GUIDANCE COUNSELORS		PHILIPPINE GUIDANCE & COUNSELING ASSOCIATION	
					PHILIPPINE GUIDANCE & COUNSELING ASSOCIATION-EASTERN VISAYAS CHAPTER, INC.	
					PHILIPPINE ASSOCIATION OF PRACTITIONERS OF STUDENT AFFAIRS & SERVICES-EASTERN VISAYAS CHAPTER	
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	January 8, 2024	



[illegible]

(Continue on separate sheet if necessary)

**V. WORK EXPERIENCE**  
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>	<i>Shant</i>
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DATE

January 8, 2024



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:  
RESIGNATION FROM ESSU-SALCEDO

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.
REV. FR. REY ANTHONY P. NAVIDAD, Ph.D.	DIOCESE OF BORONGAN, EASTERN SAMAR	09171183992
PROF. LYNN O. ALOBBA	UP VISAYAS, ILOILO CITY	09175792919
ROSS FORTUNADO	JVP OFFICE, ATENEO DE MANILA UNIVERSITY	09171187802

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.



Kent Jan A. Beldia




Right Thumbmark

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

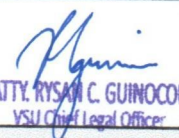
ID/License/Passport No.: 0003394

Date/Place of Issuance: 09-04-2021/ ORMOC CITY



Signature (Sign inside the box)  
01/08/2024  
Date Accomplished

SUBSCRIBED AND SWORN to before me this 10 JAN 2024, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. RYSAN C. GUINOCOR  
YSU 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: January 17, 2022 – November 30, 2023
- Position: Guidance Counselor III (Director, Guidance & Counseling)
- Name of Office/Unit: University Guidance & Counseling Center
- Immediate Supervisor: Vicente A. Agda, Jr., Ph.D.
- Name of Agency/Organization and Location: Eastern Samar State University-Salcedo Campus, Salcedo, Eastern Samar
- List of Accomplishments and Contributions
  - Crafted the vision, mission, goals & objectives of the Guidance Office
  - Reorganized the structure of the Guidance Office
  - Drafted the revisions for the Guidance & Counseling section in the Office Operations Manual
  - Authored the new Guidance & Counseling framework of the campus
  - Developed the Guidance & Counseling program
  - Authored the Guidance Manual (faculty & student editions)
  - Organized career summits
  - Crafted modules for recollection
  - Served as recollection master
  - Organized psychosocial support groups (for LGBTQI++; PWDs)
  - Organized orientation-seminars
  - Developed Guidance classes / homeroom encounters
  - Established the student development facilitators program
  - Gave trainings on paraprofessional COVID-19 psychosocial support
  - Conducted stress management sessions for employees and students
  - Conducted COVID-19 psychosocial support caravan to selected municipalities
  - Established online counseling platform
  - Established virtual Guidance services
  - Conducted survey research on students' perceived difficulties & coping strategies toward remote learning
  - Acted as resource speaker/ facilitator to different institutions
  - Provided individual & group counseling to students
  - Administered personality tests & qualifying examinations

- Provided parent consultations
  - Established linkages to other organizations and institutions for the delivery of the Guidance services
- Summary of Actual Duties
  - Develop and administer the Guidance & Counseling Program of the university
  - Plan, coordinate, and supervise the conduct of the qualifying examination to incoming freshmen
- Duration: June 13, 2016 – April 30, 2017
- Position: Guidance Counselor (Full-time Volunteer)
- Name of Office/Unit: Guidance & Counseling Office
- Immediate Supervisor: Rev. Fr. Rey Anthony P. Navidad, Ph.D.
- Name of Agency/Organization and Location: Divine Child Academy, Lawaan, Eastern Samar
- List of Accomplishments and Contributions
  - Established the organizational structure of the Office of Student Affairs
  - Developed operations manual of the Office of Student Affairs
  - Supervised student development activities
  - Gave trainings to members of the Office of Student Affairs
  - Established linkages with different organizations and institutions in the delivery of student development programs
- Summary of Actual Duties
  - Develop and supervise the delivery of Guidance program
  - Manage tasks and evaluate outcomes of personnel assigned for student services
  - Provide reports to the School Director
- Duration: June 01, 2015 – June 12, 2016
- Position: Guidance Counselor (Full-time Volunteer)
- Name of Office/Unit: Office of Student Affairs
- Immediate Supervisor: Rev. Fr. Rey Anthony P. Navidad, Ph.D.
- Name of Agency/Organization and Location: Divine Child Academy, Lawaan, Eastern Samar
- List of Accomplishments and Contributions
  - Developed the school's Guidance Program
  - Established the Quiet Time Program of the school – a mindfulness meditation program for all students
  - Established the TeAM (Teachers' Achieving More) Program of the school – a learning professional community development for teachers
  - Gave trainings/seminars on mental health to students and parents
  - Gave seminars to teacher about student's well-being



- Facilitated psychospiritual recollections
  - Provided individual & group counseling
- Summary of Actual Duties
  - Implement the school's Guidance Program
  - Provide counseling sessions to students
  - Coordinate with teachers and parents to resolve students' issues
- Duration: January 02, 2012 – May 01, 2014
- Position: Guidance Counselor
- Name of Office/Unit: Guidance & Counseling Office
- Immediate Supervisor: Cecilia V. Japitana, RGC
- Name of Agency/Organization and Location: University of Iloilo-PHINMA, Iloilo City
- List of Accomplishments and Contributions
  - Gave trainings/seminars on mental health to students and parents
  - Gave seminars to teacher about student's well-being
  - Established psychosocial support groups
- Summary of Actual Duties
  - Implement the school's Guidance Program
  - Conduct psychological assessment
  - Provided individual & group counseling

  
**KENT JAN A. BELDIA, RGC**  
(Signature over Printed Name  
of Employee/Applicant)

Date: January 8, 2024