

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	PONCE		
FIRST NAME	BETHLEHEM	NAME EXTENSION (JR., SR) NA	
MIDDLE NAME	ALGODON		
3. DATE OF BIRTH (mm/dd/yyyy)	10/20/1983	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 CITY, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Rm2 Beau CJ Patag Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.65 METERS	ZIP CODE	6521
8. WEIGHT (kg)	60 KGS		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	House/Block/Lot No. Street SAN ROQUE Subdivision/Village Barangay SOGOD SOUTHERN LEYTE City/Municipality Province
10. GSIS ID NO.	02004263907	ZIP CODE	6606
11. PAG-IBIG ID NO.			
12. PHILHEALTH NO.	13-000109048-9		
13. SSS NO.		19. TELEPHONE NO.	NONE
14. TIN NO.	265-714-574-000	20. MOBILE NO.	09616630936
15. AGENCY EMPLOYEE NO.	V-000761	21. E-MAIL ADDRESS (if any)	bethlehem.ponce@vsu.edu.ph

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	na	23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	na	NAME EXTENSION (JR., SR)	na
MIDDLE NAME	na		
OCCUPATION	na		
EMPLOYER/BUSINESS NAME	na		
BUSINESS ADDRESS	na		
TELEPHONE NO.			
24. FATHER'S SURNAME	PONCE		
FIRST NAME	JAIME	NAME EXTENSION (JR., SR)	
MIDDLE NAME	TAN		
25. MOTHER'S MAIDEN NAME			
SURNAME	ALGODON		
FIRST NAME	PABLITA		
MIDDLE NAME	DELA PEÑA	(Continue on separate sheet if necessary)	


III. EDUCATIONAL BACKGROUND







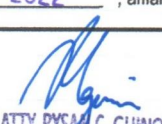
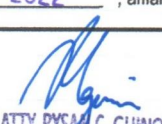
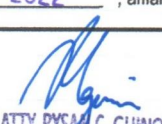
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	SOGOD CENTRAL ELEMENTARY SCHOOL	PRIMARY EDUCATION	1990	1996	graduated	1996	NONE
SECONDARY	SOUTHERN LEYTE STATE COLLEGE OF SCIENCE AND TECHNOLOGY	SECONDARY EDUCATION	1996	2000	graduated	2000	NONE
VOCATIONAL / TRADE COURSE	NONE	NA	NA	NA	NA	NA	NA
COLLEGE	SOUTHERN LEYTE STATE COLLEGE OF SCIENCE AND TECHNOLOGY	Bachelor of Science in Information Technology	2000	2004	graduated	2004	NONE
	UNIVERSITY OF SAN CARLOS	AB Political Science	2004	2007	graduated	2007	NONE
GRADUATE STUDIES	SOUTHERN LEYTE STATE UNIVERSITY - TO CAMPUS	MAEd major in SOCIAL SCIENCE	2009	2012	graduated	2012	NONE
	UNIVERSITY OF SAN CARLOS	PhD in ANTHROPOLOGY	2013	2019	graduated	2019	VSU Fellowship

(Continue on separate sheet if necessary)

SIGNATURE		DATE	September 15, 2022
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IV. CIVIL SERVICE ELIGIBILITY								
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		
	NA	NA	NA	NA	NA	NA		
(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.								
28.	INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
	From	To						
	Nov/2019	Present	Assistant Professor 1	Department of Liberal Arts and Behavioral Sciences, Visayas State University	33, 584	SG 16, S 1	Permanent	Yes
	Jan/2017	Oct/2019	Instructor II	Department of Liberal Arts and Behavioral Sciences, Visayas State University	22, 938	SG 13, S 1	Permanent	Yes
	June/2012	Dec/2016	Instructor I	Department of Liberal Arts and Behavioral Sciences, Visayas State University	19, 940	SG 12, S 1	Temporary	Yes
	June/2011	March/2012	Part-time Instructor	Department of Liberal Arts and Behavioral Sciences, Visayas State University	100/hr		Contractual	Yes
	June/ 2008	Jan / 2009	Sales Assistant	Skycable, Cebu	12, 000		Contractual	No
	June / 2007	March/2008	Part-time Instructor	Southern Leyte State University	100/hr		Contractual	Yes
(Continue on separate sheet if necessary)								
SIGNATURE					DATE		September 15, 2022	

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			
	Ugnayang Pang-Aghamtao, Inc. Anthropological Association of the Philippines	October/ 2012/	Present	NA	MEMBER	
	The Kindred Nomad Project Inc.	09/01/2014	Present	NA	MEMBER	
(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			
	Social Science Symposium	06/02/2022	06/03/2022	12.0	Technical	DLABS, VSU Main Campus, Baybay City Leyte
	Echo-webinar on the TIEC-CHED Flexible Learning Foundation Virtual Conference	03/15/2021	03/15/2021	16.0	Technical	VSU Main Campus, Baybay City Leyte
	Webinar on Covid19 Vaccines: Are you willing to take the shot?	02/23/2021	02/23/2021	8.0	Technical	VSU Main Campus, Baybay City Leyte
	Webinar on Flexible Learning in Social Science	9/6/2020	9/6/2020	8.0	Technical	HEIs, Region VIII
	Workshop Paper Presentation Strategies: Local, Regional, and International Conferences	7/2/2020	7/2/2020	8.0	Technical	DLABS, Visayas StateUniversity, Baybay City Leyte and ASD, Visayas State
	International Research Forum on the Philippines 2019: Constructing Philippine Modernities	11/11/2019	12/11/2019	16.0	Technical	The Philippines-Australia Studies Centre (PASC) of LA trobe University and the Dept. of Liberal Arts and Behavioral Sciences, VSU, Baybay City Leyte
	Ethnography: As Experienced by a Female Ethnographer	9/30/2019	9/30/2019	8.0	Technical	
	1st International Conference on Interdisciplinary Research	11/5/2019	5/13/2019	24.0	Technical	Colegio De San Juan De Letran, Manila P
	UGAT 40TH Annual Conference	8/11/2018	10/11/2018	24.0	Technical	Anthropological Association of the Philippines
	3rd National Research Conference on Arts, Science and Health	10/16/2018	10/18/2018	24.0	Technical	Lyceum of the Philippines University, Batangas City and NONESCOST,
	Sensing Journey	11/6/2018	6/15/2018	40.0	Technical	ATI- Regional Training Center VIII
	2ND International Conference in the Philippine Studies and Asia	3/5/2018	5/5/2018	24.0	Technical	DANUM, De La Salle
	2018 World Interdisciplinary Research Conference	5/4/2018	7/4/2018	24.0	Technical	Lyceum of the Philippines University, Batangas City Philippines and DR Int'
	39th UGAT Annual Conference	9/11/2017	11/11/2017	24.0	Technical	Anthropological Association of the Philippines
	Forum on Conflict on Natural Resource Management and Utilization	7/11/2017	7/11/2017	8.0	Technical	Visayas State University
	Textbook Writing	11/10/2017	11/10/2017	8.0	Technical	Mutya Publishing Inc.
	Re-Echo Training on the New CHED General Education Courses: "Understanding the Self"	2/3/2017	4/3/2017	24.0	Technical	DLABS, Visayas StateUniversity, Baybay City Leyte
	Museography Workshop: Preserving and Conserving the DLABS Museum Collections	2/3/2017	4/3/2017	24.0	Technical	Dept. of Liberal Arts and Behavioral Scienc VSU, Baybay City Leyte
	Training of Trainors for the New General Education Curriculum	10/10/2016	10/28/2016	128.0	Technical	The Commission on Higher Education, Philippines
	2nd SEAMEO SPAFA International Conference on Southeast Asian Archaeology	05/20/2016	06/02/2016	32.0	Technical	SEAMEO SPAFA
	German-Cambodian Conservation course	5/29/2015	8/7/2015	240.0	Technical	German-Cambodian Conservation School
	Seminar Workshop in Teaching Anthropology	05/20/2015	5 / 22 /2015	24.0	Technical	University of San Carlos
	International Conference on Disasters in Asia 2015	01/20/2015	1/ 21/2015	16.0	Technical	Asian Center University of the Philippines Diliman
(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)		
	Photography	NA		Footbelle United Women's Football Club		
	Playing football, table tennis and volleyball					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	09/15/22	

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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: FINISHED CONTRACT														
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>GUIRALDO FERNANDEZ</td><td>VISCA, BAYBAY CITY</td><td>9176540264</td></tr><tr><td>JETT QUEBEC</td><td>PATAG, BAYBAY CITY</td><td>(053) 565-0600 LOC1028</td></tr><tr><td>ZONA AMPER</td><td>UNIVERSITY OF SAN CARLOS, CEBU CITY</td><td>9237152119</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	GUIRALDO FERNANDEZ	VISCA, BAYBAY CITY	9176540264	JETT QUEBEC	PATAG, BAYBAY CITY	(053) 565-0600 LOC1028	ZONA AMPER	UNIVERSITY OF SAN CARLOS, CEBU CITY	9237152119		
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JETT QUEBEC	PATAG, BAYBAY CITY	(053) 565-0600 LOC1028													
ZONA AMPER	UNIVERSITY OF SAN CARLOS, CEBU CITY	9237152119													
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 colspan="2">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:</td><td>DRIVER'S LICENSE</td></tr><tr><td>ID/License/Passport No.:</td><td>H11-11-000024</td></tr><tr><td>Date/Place of Issuance:</td><td>Oct. 20, 2019/ Baybay City Leyte</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:	DRIVER'S LICENSE	ID/License/Passport No.:	H11-11-000024	Date/Place of Issuance:	Oct. 20, 2019/ Baybay City Leyte	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>9/26/22</td></tr><tr><td>Date Accomplished</td></tr></table> <table><tr><td></td></tr><tr><td>Right Thumbmark</td></tr></table>		Signature (Sign inside the box)	9/26/22	Date Accomplished		Right Thumbmark
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Right Thumbmark															
SUBSCRIBED AND SWORN to before me this <u>13 OCT 2022</u> , affiant exhibiting his/her validly issued government ID as indicated above.															
<table><tr><td></td></tr><tr><td>ATTY. RYSA C. GUINOCOR VSU Chief Legal Officer Person Administering Oath</td></tr></table>			ATTY. RYSA C. GUINOCOR VSU Chief Legal Officer Person Administering Oath												
															
ATTY. RYSA C. GUINOCOR VSU Chief Legal Officer 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: July 1, 2019 to present
- Position: Assistant Professor 1
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Jett C. Quebec, Ph.D.
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
 1. Taught social science subjects like Understanding the Self, Contemporary World, and Philippine Indigenous Communities
 2. Designed and Revised course syllabi, learning guides, and other instructional materials
 3. Conducted research and extension projects
 4. Functioned as the section head of the social science section and as a member of the DPC.
- Summary of Actual Duties
Responsible for teaching social science subjects and accomplishing the deliverables for instruction, research, extension, and even administration.
- Duration: January 1, 2017 to June 30, 2019
- Position: Instructor II
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Jett C. Quebec, Ph.D.
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
 1. Taught social science subjects like Understanding the Self, Contemporary World, and Philippine Indigenous Communities
 2. Designed and Revised course syllabi, learning guides, and other instructional materials
 3. Wrote and published a textbook that was utilized by the Department
 4. Conducted research studies
 5. Functioned as the section head of the social science section and as a member of the DPC.
 6. Finished my Ph.D. in Anthropology

- Summary of Actual Duties
Responsible for teaching social science subjects and accomplishing the deliverables for instruction, research, extension, and even administration.

BETHLEHEM A. PONCE
(Signature over Printed Name
of Employee/Applicant)

Date: Sept. 15, 2022