

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

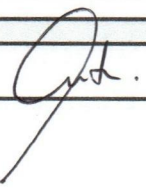
2. SURNAME	ECO		
FIRST NAME	KENNETH	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ORTEGA		
3. DATE OF BIRTH (mm/dd/yyyy)	02/04/1995	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☒ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	IPHO, MAASIN CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	☒ Male ☐ Female		
6. CIVIL STATUS	☒ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.68	ZIP CODE	6521
8. WEIGHT (kg)	45	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay IMELDA LABOON City/Municipality Province MAASIN SOUTHERN LEYTE
9. BLOOD TYPE	O+	19. TELEPHONE NO.	N/A
10. GSIS ID NO.	N/A	20. MOBILE NO.	09555979049
11. PAG-IBIG ID NO.	N/A	21. E-MAIL ADDRESS (if any)	kennetheco59@gmail.com / kenneth.eco@vsu.edu.ph
12. PHILHEALTH NO.	132013379819		
13. SSS NO.	N/A		
14. TIN NO.	472-522-721		
15. AGENCY EMPLOYEE NO.			

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
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ECO			
FIRST NAME	CATALINO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	PEDARIA			
25. MOTHER'S MAIDEN NAME	MA. CRISTINA ORTEGA			
SURNAME	ECO			
FIRST NAME	MA. CRISTINA			
MIDDLE NAME	ORTEGA			

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	LABOON ELEMENTARY SCHOOL	PRIMARY EDUCATION	2001	2007	Graduated	2007	CLASS VALEDICTORIAN
SECONDARY	THE COLLEGE OF MAASIN	HIGH SCHOOL	2007	2011	Graduated	2011	1ST HON. MENTION
VOCATIONAL / TRADE COURSE	N/A	N/A			N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN BIOLOGY	2011	2016	Graduated	2016	CUM LAUDE
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES- LOS BANOS	MASTER OF SCIENCE IN BOTANY	2016	PRESENT	34 UNITS		CHED K12-SGS LOCAL

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	August 20, 2019
		CS FORM 212 (Revised 2017), Page 1 of 4	

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

[illegible]

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

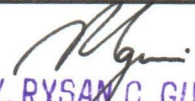
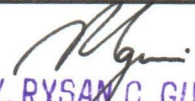
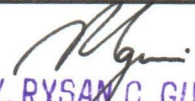
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(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
PLANT COLLECTION AND PROPAGATION	N/A	VISAYAS STATE UNIVERSITY ALUMNI ASSOCIATION
MICROSCOPY		PHI SIGMA BIOLOGICAL SCIENCES HONOR SOCIETY
HOSTING		

7. (Continue on separate sheet if necessary)

SIGNATURE		DATE	August 20, 2019	CS FORM 212 (Revised 2017), Page 3 of 4
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34. Are you related by consanguinity or affinity to 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: _____ 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?	☐ 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)																	
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>DR. BEATRIZ S. BELONIAS</td><td>OFFICE OF THE VICE-PRESIDENT, VSU, BAYBAY</td><td></td></tr><tr><td>DR. ANALYN M. MAZO</td><td>HEAD, DEPARTMENT OF BIOLOGICAL SCIENCES, VSU-BAYBAY</td><td></td></tr><tr><td>DR. LOURDES B. CARDENAS</td><td>IBS, UP-LOS BANOS, LAGUNA</td><td>N/A</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	DR. BEATRIZ S. BELONIAS	OFFICE OF THE VICE-PRESIDENT, VSU, BAYBAY		DR. ANALYN M. MAZO	HEAD, DEPARTMENT OF BIOLOGICAL SCIENCES, VSU-BAYBAY		DR. LOURDES B. CARDENAS	IBS, UP-LOS BANOS, LAGUNA	N/A				
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DR. LOURDES B. CARDENAS	IBS, UP-LOS BANOS, LAGUNA	N/A															
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.																	
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SUBSCRIBED AND SWORN to before me this <u>11 SEP 2019</u> , affiant exhibiting his/her validly issued government ID as indicated above.																	
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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

Sample: If applying to Supervising Administrative Officer

- Duration: February 11, 2011 – present
- Position: Human Resource Management Officer III
- Name of Office/Unit: Finance and Administrative Service
- Immediate Supervisor: Maria Estrada
- Name of Agency/Organization and Location: Department of Human Resources, Metro Manila

- List of Accomplishments and Contributions (if any)
 - Developed recruitment plan
 - Designed training program for retirees under EO 366

- Summary of Actual Duties
 - Responsible for the management of the recruitment and selection process and the coordination of training activities of the Department; provides assistance in the management of the Division's programs and activities and performs other related functions.

- Duration: August 1, 2019 - present
- Position: Instructor
- Name of Office/Unit: Department of Biological Sciences
- Immediate Supervisor: Dr. Analyn M. Mazo
- Name of Agency/Organization and Location: Department of Biological Sciences

- List of Accomplishments and Contributions (if any)
 - Successfully organized the welcome dinner of the department held last August 14, 2019

- Summary of Actual Duties
 - Responsible for teaching assigned subjects and performs other teaching related functions e.g., prepares and revise teaching materials and visual aids, prepares and gives examinations (mid/final/long/quizzes), checks test papers and returns to students one week after examination, submits grade sheet within prescribed period to lecturers and makes herself available for consultation by her students during scheduled consultation hours. Also is the current head of the socio-cultural committee of the department and adviser of the Organization of Biology Students (OBios)


KENNETH O. ECO

(Signature over Printed Name
of Employee/Applicant)

Date: August 16, 2019