

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 () 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

POGADO

FIRST NAME

FRETZELJANE

MIDDLE NAME

OLOR

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

02/06/1995

4. PLACE OF BIRTH

5. SEX

☐ Male

☒ Female

6 CIVIL STATUS

☐ Single

☒ Married

☐ Widowed

☐ Separated

☐ Other/s:

7. HEIGHT (m)

1.46

8. WEIGHT (kg)

67

9. BLOOD TYPE

B

10. GSIS ID NO.

2005461932

11. PAG-IBIG ID NO.

121187845094

12. PHILHEALTH NO.

130253564556

13. SSS NO.

N/A

14. TIN NO.

472522215

15. AGENCY EMPLOYEE NO.

V01080

16. CITIZENSHIP

☒ Filipino

☐ Dual Citizenship

☒ by birth

☐ by naturalization

Pls. indicate country:

Philippines

If holder of dual citizenship, please indicate the details.

17. RESIDENTIAL ADDRESS

House No. 820

Purok 5

House/Block/Lot No.

Street

Gabas

Subdivision/Village

Barangay

Baybay City

Leyte

City/Municipality

Province

ZIP CODE

6521

18. PERMANENT ADDRESS

House/Block/Lot No.

San Roque St.

Street

Tinago

Subdivision/Village

Barangay

Inopacan

Leyte

City/Municipality

Province

ZIP CODE

6522

19. TELEPHONE NO.

N/A

20. MOBILE NO.

09465139500

21. E-MAIL ADDRESS (if any)

fretzeljane.olor@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME

POGADO

FIRST NAME

JHAD

MIDDLE NAME

NAME EXTENSION (JR., SR)

Thyo O. Pogado

OCCUPATION

YAMSON

EMPLOYER/BUSINESS NAME

Jail Officer 1

BUSINESS ADDRESS

Bureau of Jail Management and Penology Region VIII

TELEPHONE NO.

Brgy. Guindapunan, Palo, Leyte

24. FATHER'S SURNAME

OLOR

FIRST NAME

DARIO

MIDDLE NAME

NAME EXTENSION (JR., SR)

CASERA

25. MOTHER'S MAIDEN NAME

OJOYLAN

FIRST NAME

AILYN

MIDDLE NAME

AYOC

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

DATE OF BIRTH (mm/dd/yyyy)

11/26/2016

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

APOKON ELEMENTARY SCHOOL

PRIMARY EDUCATION

2001

2007

2007

Salutatorian

SECONDARY

TAGUM NATIONAL TRADE SCHOOL

HIGH SCHOOL

2007

2011

2011

With honors

VOCATIONAL /
TRADE COURSE

N/A

N/A

N/A

N/A

N/A

N/A

COLLEGE

VISAYAS STATE UNIVERSITY

BSBIOLOGY

2011

2015

2015

Cum Laude

GRADUATE STUDIES

UNIVERSITY OF THE PHILIPPINES LOS BANOS

MSZOOLOGY

2016

2021

2021

CHED K-12

SIGNATURE

DATE

05/02/2024

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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
	Honor Graduate Eligibility PD 907		22/04/2015	Visayas State University	


(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	GOVT SERVICE (Y/N)
From	To						
01/01/2023	Present	Instructor I	Visayas State University	30622.00	12-6	Permanent	Y
06/03/2023		Instructor I	Visayas State University	29065.00	12-6	Permanent	Y
01/01/2022		Instructor I	Visayas State University	29065.00	12-6	Temporary	Y
01/01/2022		Instructor I	Visayas State University	28471.00	12-4	Temporary	Y
01/01/2022	12/31/2022	Instructor I	Visayas State University	26915.00	12-4	Temporary	Y
08/09/2021		Instructor I	Visayas State University	26915.00	12-4	Temporary	Y
01/01/2021		Instructor I	Visayas State University	26624.00	12-3	Temporary	Y
01/01/2021	01/01/2021	Instructor I	Visayas State University	24495.00	12-1	Temporary	Y
01/01/2020		Instructor I	Visayas State University	25067.00	12-3	Temporary	Y
01/01/2020		Instructor I	Visayas State University	24495.00	12-1	Temporary	Y
01/01/2020	12/31/2020	Instructor I	Visayas State University	22938.00	12-1	Temporary	Y
01/01/2019	12/31/2019	Instructor I	Visayas State University	22938.00	12-1	Temporary	Y
01/01/2019		Instructor I	Visayas State University	22938.00	12-1	Temporary	Y
08/09/2018	12/31/2018	Instructor I	Visayas State University	22149.00	12-1	Temporary	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/02/2024
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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		
	N/A	N/A	N/A	N/A	N/A

(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			
	Scientific Conference on Biodiversity and CEBREM 11th Anniversary	11/15/2023	11/16/2023	16.0	Technical	Center for Biodiversity Research and Extension in Mindanao (CEBREM)
	Training on the Development of a Tropical Ecosystem Health (TrEcH) Scorecard	01/30/2023	01/31/2023	16.0	Technical	Visayas State University, University of Sto. Tomas, University of the Philippines Diliman, LGU Baybay City
	First Animal Welfare Training at Visayas State University	11/23/2022	11/23/2022	8.0	Technical	College of Veterinary Medicine, Visayas State University
	Short course on Freshwater Biomonitoring	11/03/2022	11/07/2022	28.0	Technical	Visayas State University, University of Sto. Tomas, University of the Philippines Diliman
	Capacity Building: Laboratory Techniques for Parasite Surveillance	10/20/2022	10/20/2022	8.0	Technical	Visayas State University
	NRCP Visayas Regional Cluster Annual Scientific Conference and 19th Membership Assembly	10/19/2022	10/19/2022	6.0	Technical	National Research Council of the Philippines
	NRCP Division V Scientific Session	09/23/2022	09/23/2022	6	Technical	National Research Council of the Philippines
	International Malacological Forum	11/18/2021	11/18/2021	8	Technical	Malacological Society of London
	Virtual Seminar Lecture on Intellectual Property Awareness and Commercialization of Technologies	08/21/2021	08/21/2021	4	Technical	Office of the Director for Innovation, Visayas State University
	Google classroom training	05/19/2021	05/21/2021	24	Technical	Visayas State University
	8th National Malacological Convention	03/15/2021	03/17/2021	15	Technical	Malacological Society of the Philippines
	2021 Association of Systematic Biologists of the Philippines Symposium and Annual Meeting	05/31/2021	06/02/2021	21	Technical	Association of Systematic Biologists of the Philippines
	Open-Data Kit for Paperless Survey	03/17/2021	03/17/2021	8	Technical	Visayas Socio-Economic Research and Data Analytics Center
	Level 2 Museum Management Training for HEIs: Transforming University Museums as Sites of Cultural Education and Creativity	02/26/2021	02/26/2021	8	Technical	Museo Kordilyera, Museum Management Training
	Level 1 Museum Management Training for HEIs: Transforming University Museums as Sites of Cultural Education and Creativity	10/14/2020	11/28/2020	78	Technical	Museo Kordilyera, Museum Management Training
	Exploring the World of Parasites through Remote Learning	08/20/2020	08/20/2020	8	Technical	The Philippine Society of Parasitology
		11/20/2019	11/24/2019	24	Technical	Integrated Natural Resources and Environmental Management- University of the Philippines Los Banos
	2nd International Integrated Natural Resources and Environmental Management Educational Technology Echo-Seminar	07/23/2019	07/24/2019	15	Technical	College of Arts and Sciences, Visayas State University
	2019 Association of Systematic Biologists of the Philippines Symposium and Annual Meeting	05/29/2019	05/31/2019	24	Technical	Association of Systematic Biologists 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)
	Licensed Open Water Diver				Association of Systematic Biologists in the Philippines (ASBP)
					Malacological Society of the Philippines
					Biology Teachers Association Inc.
					National Research Council of the Philippines

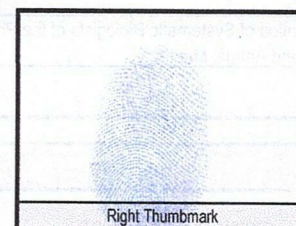
(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/02/2024
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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>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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: <u>end of contract</u></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>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Analyn M. Mazo</td> <td>Department of Biological Sciences, Visayas State University</td> <td></td> </tr> <tr> <td>Keshia N. Tingson</td> <td>University of the Philippines Los Banos, Los Banos, Laguna</td> <td>9209596759</td> </tr> <tr> <td>Emmanuel Ryan C. De Chavez</td> <td>University of the Philippines Los Banos, Los Banos, Laguna</td> <td>9391540062</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Analyn M. Mazo	Department of Biological Sciences, Visayas State University		Keshia N. Tingson	University of the Philippines Los Banos, Los Banos, Laguna	9209596759	Emmanuel Ryan C. De Chavez	University of the Philippines Los Banos, Los Banos, Laguna	9391540062
NAME	ADDRESS	TEL. NO.											
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Emmanuel Ryan C. De Chavez	University of the Philippines Los Banos, Los Banos, Laguna	9391540062											
<p>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.</p>													
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: VSU ID</p> <p>ID/License/Passport No.: V01080</p> <p>Date/Place of Issuance: Baybay City, Leyte</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; height: 80px;">  Signature (Sign inside the box) 05/02/2024 Date Accomplished </td> <td style="text-align: center; height: 100px;">  Right Thumbmark </td> </tr> </table>	 Signature (Sign inside the box) 05/02/2024 Date Accomplished	 Right Thumbmark										
 Signature (Sign inside the box) 05/02/2024 Date Accomplished	 Right Thumbmark												
<p>SUBSCRIBED AND SWORN to before me this <u>14 MAY 2024</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;">  ATTY. RYAN C. GUINOCOR VSU Chief Legal Officer Person Administering Oath </div>													



Handwritten: FRETZELTANE D. POGADO



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: January 1, 2019 – Present
- Position: Instructor 1
- 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)
 - Zoology 11 Lecture and Laboratory Coordinator
 - Zoology 21 Lecture and Laboratory Coordinator
 - Biol127e Developmental Animal Biology Coordinator
 - Course instructor for BSBiolog- Zoo Major Internship Course
 - Project Staff of DBS research engagement with National Research Council of the Philippines
 - Study leader of DBS research projects
 - Short-term consultant for Lake Mahagnao BAMS
 - Developed instructional materials and course syllabus for Zoo major courses
 - Undergraduate Thesis Research Panel
 - Published research papers in scientific journals (Journal of Wetlands Biodiversity, Philippine Journal of Science)
 - DBS Library Committee Chair
 - Area III Coordinator for BS Marine Biology AACUP accreditation
 - CAS Outstanding Faculty For year 2020
 - Adviser (Organization of Biology Students; OBioS) awarded as best student-related organization in 2020
- Summary of Actual Duties
 - Responsible in teaching assigned subjects and performs other teaching related functions (e.g., preparation/revision of instructional materials, creation of OBE syllabus, TOS and exams, submits grade sheet within prescribed period); makes herself available for consultation by her students during scheduled consultation hours.
 - Undertakes research and submits paper for Annual In-house review and publication
- Duration: August 9, 2018 – December 2018
- Position: Substitute 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)
- Summary of Actual Duties
 - Responsible in 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

- Duration: June 2015 – March 2016
- Position: Part-time 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)
- Summary of Actual Duties
 - Responsible in 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


FRETZELJANE O. POGADO
(Signature over Printed Name
of Employee/Applicant)

Date: May 2, 2024