

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	INSIK		
FIRST NAME	MARIA ROBELYN	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	AUREO		
3. DATE OF BIRTH (mm/dd/yyyy)	1/29/1985	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, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street KAN-IPA Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.63	ZIP CODE	6521
8. WEIGHT (kg)	65		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	House/Block/Lot No. Street KAN-IPA Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	02004001198	ZIP CODE	6521
11. PAG-IBIG ID NO.	121095803936		
12. PHILHEALTH NO.	13-000115138-0		
13. SSS NO.		19. TELEPHONE NO.	N/A
14. TIN NO.	249-525-022	20. MOBILE NO.	09179640037
15. AGENCY EMPLOYEE NO.	V00058	21. E-MAIL ADDRESS (if any)	mariarobelyn.insik@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	INSIK		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ERWIN	NAME EXTENSION (JR., SR) N/A	N/A	
MIDDLE NAME	BAUTISTA			
OCCUPATION	SALES REPRESENTATIVE			
EMPLOYER/BUSINESS NAME	INNOVET AGRIVENTURES , INC.			
BUSINESS ADDRESS	210 M.E. DIMASUAY ST. SAN NICOLAS BAY LAGUNA			
TELEPHONE NO.				
24. FATHER'S SURNAME	AUREO			
FIRST NAME	ROBERTO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	VALENZONA			
25. MOTHER'S MAIDEN NAME				
SURNAME	MANAGBANAG			
FIRST NAME	ELENA			
MIDDLE NAME	GODOY		(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	BAYBAY NORTH ELEMENTARY SCHOOL	PRIMARY EDUCATION	JUNE 1992	MARCH 1998	Graduated	1998	N/A
SECONDARY	LEYTE STATE UNIVERSITY LABORATORY HIGH SCHOOL	AGRICULTURAL EDUCATION	JUNE 1998	MARCH 2002	Graduated	2002	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	LEYTE STATE UNIVERSITY	BACHELOR OF SCIENCE IN CHEMISTRY	JUNE 2002	APRIL 2006	Graduated	2006	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF EDUCATION IN CHEMISTRY	JUNE 2009	APRIL 2012	Graduated	2012	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 22, 2022
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#### IV. CIVIL SERVICE ELIGIBILITY

[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)

maurice

June 22, 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		
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			
	Laboratory Animal Training for Biomedical Research Virtual Lectures for Tuklas-Lunas Development Centers	April 12, 21, 26, May 3, 2021		12.0	Technical	UP Natural Sciences Research Institute UP Diliman Institutional Animal Care and Use Committee Philippine Council for Health Research and Development
	Mental Wellness-Sanitized Sanity and Immunity	3/25/2021	3/25/2021	2.0	Technical/Superv	Philippine Alliance of Laboratory Equipment Users PALEU
	Akadasia's Teacher Up-Skilling Program Creating Your First Online Course	12/14/2020	12/18/2020	40.0	Technical	AKADASIA/Visayas State University
	4th National Conference of Chemical Laboratories	11/23/2020	11/25/2020	24.0	Technical	Integrated Chemists of the Philippines
	Learn and Relearn: VSU TOS and Item Analysis	11/12/2020	11/12/2020	8.0	Technical	Visayas State University
	VSU E-Learning Environment Training-Workshop Series in the VSU System	11/19/2020	11/20/2020	16.0	Technical	Visayas State University
	Webinar for Integration of Training Activities	8/3/2020	8/4/2020	16.0	Technical	Eastern Visayas Higher Education Institutions Flexible Learning Management Systems
	Drinking Water: Regulations, Testing and Consumer Responsibility	7/23/2020	7/23/2020	2.0	Technical/Superv	Philippine Metrology, Standards, Testing and Quality (PhilMSTQ), Inc. and the PhilMSTQ NQI Academy
	3rd National Conference of Chemical Laboratories	10/16/2019	10/17/2020	16.0	Technical	Integrated Chemists of the Philippines
	33rd Philippine Chemistry Congress	5/30/2018	6/1/2018	24.0	Technical	Integrated Chemists 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)
	Gardening		None		Integrated Chemists of the Philippines
	Mountain Climbing				Natural Products Society of the Philippines
					Philippine Association of Chemistry Teachers
					Philippine Society of Biotechnology and Molecular Biology
					Kapisanang Kimika ng Pilipinas, Inc.

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 20, 2022
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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 due to change of address

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.
Ma. Theresa P. Loreto	DoPAC, Visayas State University	565-0600 loc 1099
Prof. Jacob Glenn F. Jansalin	DoPAC, Visayas State University	565-0600 loc 1032
Elizabeth S. Quevedo	DoPAC, Visayas State University	565-0600 loc 1032

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.

INSIK, MARIA ROBELYN A.

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: PASSPORT

ID/License/Passport No.: P9792280A

Date/Place of Issuance: DECEMBER 3, 2018

Signature (Sign inside the box)

June 22, 2022

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 01 JUL 2022

affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAM C. GUINOCOR  
VSU 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: August 1, 2020 – Present  
October 2008 – November 2014
- Position: Instructor 1/Part-time Instructor
- Name of Office/Unit: Department of Pure and Applied Chemistry
- Immediate Supervisor: Dr. Elizabeth S. Quevedo/ Dr. Candelario L. Calibo
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
  - Developed learning modules and syllabi

- Summary of Actual Duties

- Teaches assigned chemistry subjects both lecture and laboratory
- Prepares syllabi and other related materials
- Performs research and extension
- Guides and advises students on their theses and manuscripts

- Duration: June 2015 – October 2016
- Position: Part-time Instructor
- Name of Office/Unit: University of San Agustin
- Immediate Supervisor: Ms. Marjorie S. Caresma
- Name of Agency/Organization and Location: General Luna St., Iloilo City, Iloilo

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Teaches assigned chemistry subjects both lecture and laboratory
- Prepares presentations and other related materials
- Prepares grades of students

- Duration: March 2008 – August 2008
- Position: Water Analyst
- Name of Office/Unit: Specialty Pulp Manufacturing, Inc.
- Immediate Supervisor: Jaime Asanza Jr.
- Name of Agency/Organization and Location: Hilapnitan, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Performs water quality assessment analyses of the water in the reservoir and effluent
  - Prepares reports of the water quality assessment
  - Monitors sources of pollutants and other toxic materials within the company's vicinity

- Duration: November 2006-March 2008
- Position: Quality Analyst
- Name of Office/Unit: Universal Robina Corporation-Universal Corn Products
- Immediate Supervisor: Charisse Villalobos
- Name of Agency/Organization and Location: URC-UCP Paknaan, Mandaue City, Cebu  
URC-UCP Pasig City, Metro Manila
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Performs sampling and proximate analyses of raw materials and finished feed products
  - Prepares daily accomplishment reports and certificate of analysis to the immediate supervisor
  - Always keeps the laboratory clean and safe

  
MARIA ROBELYN A. INSIK  
(Signature over Printed Name  
of Employee/Applicant)

Date: June 22, 2022