

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	ORACION		
FIRST NAME	AIZA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CANALES		
3. DATE OF BIRTH (mm/dd/yyyy)	10/15/1991	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	HILONGOS, LEYTE	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	BRGY. GA-AS BAYBAY CITY, LEYTE
7. HEIGHT (m)	1.50 m.		House/Block/Lot No. Street
8. WEIGHT (kg)	62Kg		Subdivision/Village Barangay
9. BLOOD TYPE	O+		City/Municipality Province
10. GSIS ID NO.	None	ZIP CODE	6521
11. PAG-IBIG ID NO.	920328026877	18. PERMANENT ADDRESS	BRGY. GA-AS BAYBAY CITY, LEYTE
12. PHILHEALTH NO.	N/A		House/Block/Lot No. Street
13. SSS NO.	N/A		Subdivision/Village Barangay
14. TIN NO.	482132859		City/Municipality Province
15. AGENCY EMPLOYEE NO.	V-00927	19. TELEPHONE NO.	563-7282
		20. MOBILE NO.	09639629644
		21. E-MAIL ADDRESS (if any)	aiza.oracion@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ORACION	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ROLANDO		10/28/2013
MIDDLE NAME	IBAÑEZ	NAME EXTENSION (JR., SR)	
OCCUPATION	ADMIN AIDE 1	PRIAM QUELIB C. ORACION	
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY	ZAIRON C. ORACION	08/30/2015
BUSINESS ADDRESS	VISCA BAYBAY CITY, LEYTE	ALZARH C. ORACION	07/25/2017
TELEPHONE NO.	(053) 565 0600		
24. FATHER'S SURNAME	CANALES		
FIRST NAME	ANTONIO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	DAGOHOY		
25. MOTHER'S MAIDEN NAME			
SURNAME	SAMBAYON		
FIRST NAME	ROSALIA		
MIDDLE NAME	VALLENTOS		

(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	HAMPANGAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	2001	2005	Graduated	2005	2ND Honor
SECONDARY	STA. MARGARITA NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	2005	2009	Graduated	2009	Top 6
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN DEVELOPMENT EDUCATION	2008	2013	Graduated	2013	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF SCIENCE IN AGRICULTURAL EXTENSION	2013	2016	Graduated	2016	N/A

(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	June 21, 2022

[illegible]

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)			
SIGNATURE		DATE	June 21, 2022

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June 21, 2022

29.	NAME & ADDRESS OF ORGANIZATION (full)	(Write in (mm/dd/yyyy))	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
			From	To		
	N/A					

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)

[illegible]

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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)?	<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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
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)		
NAME	ADDRESS	TEL. NO.
ANTONIA CECILIA Y. SANDOVAL	VSU, Visca, Baybay City, Leyte	0947-8380-348
ROWENA DT. BACONGUIS	University of the Philippines Los Banos	0917-8196-804
VICTOR B. ASIO	VSU, Visca, Baybay City, Leyte	victor.asio@vsu.edu.ph

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.



PHOTO

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
ID/License/Passport No.: P2004430B
Date/Place of Issuance: DFA San Pablo

Signature (Sign inside the box)
June 21, 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. RYSAN Z. GUINOCOR VSU Chief Legal Officer
Person Administering Oath

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: October 18, 2021- Present

- Position: Instructor 1
- Name of Office/Unit: Department of Agricultural Education and Extension (DAEEEx)
- Immediate Supervisor: Dr. Milagros C. Bales
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Prepares and revised teaching materials and submit to department head
 - Facilitates capability development trainings for extension professionals
- Summary of Actual Duties
 - Develop the professional capabilities of undergraduate and graduate students
 - Guide and nurture the values and attitudes of sincere community service on top of theoretical and technical capabilities
 - Teaches assigned subjects and performs other teaching related functions

Duration: April 01, 2021-July 30, 2021

- Position: Part time Instructor
- Name of Office/Unit: Department of Agricultural Education and Extension (DAEEEx)
- Immediate Supervisor: Dr. Karen Luz Y. Teves
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Made PowerPoint presentation for lecture discussion;
 - Checked undergraduate students submission either in VSUEE or email;
 - Recorded all the activities perform by the students via email/VSUEE
- Summary of Actual Duties
 - Conducted online-classes for undergraduate students;
 - Research and study all the topics to be discussed

Duration: January 10, 2016- October 30, 2017

- Position: Extension Assistant
- Name of Office/Unit: Department of Agricultural Education and Extension (DAEEEx)
- Immediate Supervisor: Dr. Antonia Cecilia Y. Sandoval
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Made Accomplishment Report on the project;
 - Collected data needed in the project;
 - Assisted the project leader in all activities conducted in the training; and
 - Facilitated different trainings and workshops


AIZA C. ORACION

(Signature over Printed Name
of Employee/Applicant)

Date: June 21, 2022