

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	POGADO		
FIRST NAME	FRETZELJANE		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	OLOR		
3. DATE OF BIRTH (mm/dd/yyyy)	06/02/1995	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Tagum City, Davao del Norte	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	Lito's Boarding House Zone 2 House/Block/Lot No. Street Subdivision/Village Palag Baybay Barangay City/Municipality Leyte Province
7. HEIGHT (m)	1.46	ZIP CODE	6521
8. WEIGHT (kg)	54		
9. BLOOD TYPE	B	18. PERMANENT ADDRESS	San Roque St House/Block/Lot No. Street Subdivision/Village Tinago Inopacan Barangay City/Municipality Leyte Province
10. GSIS ID NO.	2005461932	ZIP CODE	6522
11. PAG-IBIG ID NO.	121187845094		
12. PHILHEALTH NO.	130253564556	19. TELEPHONE NO.	N/A
13. SSS NO.	N/A	20. MOBILE NO.	09465139500
14. TIN NO.	472522215	21. E-MAIL ADDRESS (if any)	fretzeljane.olor@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V01080		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	POGADO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JHAD	NAME EXTENSION (JR., SR)	THYO O. POGADO	26/11/2016
MIDDLE NAME	YAMSON			
OCCUPATION	NONE			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	OLOR			
FIRST NAME	DARIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CASERA			
25. MOTHER'S MAIDEN NAME	AILYN AYOC OJOYLAN			
SURNAME	OJOYLAN			
FIRST NAME	AILYN			
MIDDLE NAME	AYOC		(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	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	2020	39 Units		CHED K-12

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/07/2020	CS FORM 212 (Revised 2017), Page 1 of 4
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(Continue on separate sheet if necessary)

V. WORK EXPERIENCE	
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(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/07/2020	CS FORM 212 (Revised 2017), Page 2 of 4
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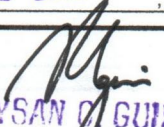
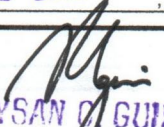
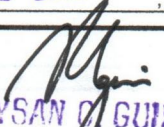
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(Continue on separate sheet if necessary)

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Spirit

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: _____ END OF 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>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></td></tr><tr><td>Emmanuel Ryan C. De Chavez</td><td>University of the Philippines Los Banos, Los Banos, Laguna</td><td>63391540062</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		Emmanuel Ryan C. De Chavez	University of the Philippines Los Banos, Los Banos, Laguna	63391540062
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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 cases against me.													
<table><tr><td>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: NBI Clearance</td></tr><tr><td>ID/License/Passport No.: O46E59-GO124066</td></tr><tr><td>Date/Place of Issuance: January 3, 2020</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: NBI Clearance	ID/License/Passport No.: O46E59-GO124066	Date/Place of Issuance: January 3, 2020	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>January 7, 2020</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	January 7, 2020	Date Accomplished				
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Right Thumbmark													
SUBSCRIBED AND SWORN to before me this <u>03 FEB 2020</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td>ATTY. RYSAN O. GUINOCOR</td></tr><tr><td>VSU LEGAL OFFICER</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYSAN O. GUINOCOR	VSU 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 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 9, 2018 – present
- Position: Instructor I
- 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: January 7, 2020