

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	HELEN GRACE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	FERRERAS		
3. DATE OF BIRTH (mm/dd/yyyy)	9/11/1996	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	PARAÑAQUE, METRO MANILA	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street BRGY. GAAS Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.51	ZIP CODE	6521
8. WEIGHT (kg)	45.8	18. PERMANENT ADDRESS	House/Block/Lot No. Street BRGY. GAAS Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
9. BLOOD TYPE	B	ZIP CODE	6521
10. GSIS ID NO.	NA	19. TELEPHONE NO.	NA
11. PAG-IBIG ID NO.	121226009688	20. MOBILE NO.	0909-101-3905
12. PHILHEALTH NO.	13-025489771-0	21. E-MAIL ADDRESS (if any)	hgfo911@gmail.com
13. SSS NO.	NA		
14. TIN NO.	716-052-370		
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NA	NAME EXTENSION (JR., SR)	NA
MIDDLE NAME	NA		
OCCUPATION	NA		
EMPLOYER/BUSINESS NAME	NA		
BUSINESS ADDRESS	NA		
TELEPHONE NO.	NA		
24. FATHER'S SURNAME	ORACION		
FIRST NAME	RODULFO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BAGASLAO		
25. MOTHER'S MAIDEN NAME			
SURNAME	FERRERAS		
FIRST NAME	NIDA		
MIDDLE NAME	ESTIPONA		

(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 SOUTH CENTRAL SCHOOL	BASIC EDUCATION (ELEMENTARY)	2003	2009	NA	2009	WITH HONORS
SECONDARY	BAYBAY CITY NATIONAL HIGH SCHOOL	BASIC EDUCATION (HIGH SCHOOL)	2009	2013	NA	2013	WITH HONORS
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN CHEMISTRY	2013	2017	NA	2017	VSU SCHOLAR
GRADUATE STUDIES	NA	NA	NA	NA	NA	NA	NA



#### 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]







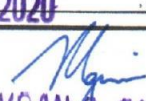
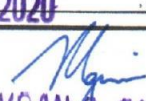
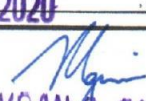
(Continue on separate sheet if necessary)

SIGNATURE	<i>[Signature]</i>	DATE	09/19/20	CS FORM 212 (Revised 2017), Page 2 of 4
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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				
	NA	NA	NA	NA	NA		
(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  (in full)	(Write
		From	To				
	Online Training on Moodle Classroom Management	6/24/20	6/26/20	24	TECHNICAL	Prof. Winston M. Tabada/ Department of Computer Science and Technology Visayas State University Main Campus	
	Training-Workshop on Course Modules Production for Flexible Learning in Higher Education Institutions (HEIs)	06/11-12/20	6/15-19/20	54	TECHNICAL	Commission on Higher Education Regional Office VIII Youtube Channel (Webinar)	
	Echo-Seminar/Workshop on Educational Technologies for the 21st Century Teachers	07/23/2019	07/24/2019	16	TECHNICAL	College of Arts and Sciences of Visayas State University	
	Seminar-Workshop on Open Data Kit (ODK)	03/7/2019	03/7/2019	8	TECHNICAL	Department of Statistics of Visayas State University	
	2nd Regional Symposium of the Philippine Biochemistry and Molecular Biology	02/21/2019	02/22/2019	16	TECHNICAL	PSBMB and Visayas State University (Main Campus)	
	45th Philippine Society of Biochemistry and Molecular Biology (PSBMB) Annual Convention	11/28/2018	11/29/2018	16	TECHNICAL	PSBMB and University of the Philippines - VISAYAS (Ilo-ilo)	
	ASIAN ASSOCIATION OF AGRICULTURAL COLLEGES (AAACU) 22nd BIENNIAL CONFERENCE AND GENERAL ASSEMBLY	10/16/18	10/18/18	24	TECHNICAL	ASIAN ASSOCIATION OF AGRICULTURAL COLLEGES AND UNIVERSITIES AND VISAYAS STATE UNIVERSITY	
	33rd PHILIPPINE CHEMISTRY CONGRESS	05/30/2018	06/01/2018	24	TECHNICAL	INTEGRATED CHEMISTS OF THE PHILIPPINES	
	BIOGEOCHEMISTRY SERIES OF LECTURES	03/14/2018	03/15/2018	16	TECHNICAL	DR. MARIFE D. CORRE (GOTTINGEN UNIVERSITY)	
	OPSI SUGARCANE FARM MANAGEMENT TRAINING	02/20/2018	02/22/2018	24	MANAGERIAL	SUGAR REGULATORY ADMINISTRATION	
	HANDS-ON TRAINING ON SOIL CHEMICAL ANALYSES	12/12/2017	12/15/2019	24	TECHNICAL	SUGAR REGULATORY ADMINISTRATION	
(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)	
	STITCHING		NA			INTEGRATED CHEMISTS OF THE PHILIPPINES	
	READING					PHILIPPINE SOCIETY OF BIOCHEMISTRY AND MOLCEULAR BIOLOGY	
	SURFING THE INTERNET						
	DRAWING						
	WATCHING SHOWS						
	PAINTING						
(Continue on separate sheet if necessary)							
SIGNATURE				DATE	09/19/20		CS FORM 212 (Revised 2017), Page 3 of 4



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)													
<table border="1"><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO</th></tr></thead><tbody><tr><td>DR. ANDRESITO D. ACABAL</td><td>VSU, VISCA, BAYBAY CITY, LEYTE</td><td>9179777298</td></tr><tr><td>DR. SUZETTE B. LINA</td><td>VSU, VISCA, BAYBAY CITY, LEYTE</td><td>9199613921</td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table>		NAME	ADDRESS	TEL. NO	DR. ANDRESITO D. ACABAL	VSU, VISCA, BAYBAY CITY, LEYTE	9179777298	DR. SUZETTE B. LINA	VSU, VISCA, BAYBAY CITY, LEYTE	9199613921			
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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 case/s against me.													
<table border="1"><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: PRC LICENSE</td></tr><tr><td>ID/License/Passport No.: 0013606</td></tr><tr><td>Date/Place of Issuance: OCTOBER 24, 2017</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: PRC LICENSE	ID/License/Passport No.: 0013606	Date/Place of Issuance: OCTOBER 24, 2017	<table border="1"><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>09/19/20</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	09/19/20	Date Accomplished				
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Right Thumbmark													
SUBSCRIBED AND SWORN to before me this <u>24 AUG 2020</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table border="1"><tr><td> ATTY. RYSAN C. GUINOCOR VSU LEGAL OFFICER Person Administering Oath</td></tr></table>		 ATTY. RYSAN C. 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: August 1, 2018 to present
- Position: Instructor I
- Name of Office/Unit: Department of Pure and Applied Chemistry
- Immediate Supervisor: Jacob Glenn F. Jansalin
- Name of Agency/Organization and Location: Visayas State University, Baybay City
  
- List of Accomplishments and Contributions (if any)
  - On-going**
- Summary of Actual Duties
  - Teaches assigned subjects and performs other teaching related functions, among others..

- Duration: December 11, 2017 – July 31, 2018
- Position: Chemist
- Name of Office/Unit: DSS-SRA Soil and Plant Analysis Laboratory
- Immediate Supervisor: Suzette B. Lina
- Name of Agency/Organization and Location: Visayas State University
  
- Summary of Actual Duties
  - Assist the project/component leaders in doing literature review regarding different soil management & crop nutrition for sugarcane;
  - Perform laboratory analysis of plant and soil samples;
  - Ensures quality laboratory results;
  - Maintain records of laboratory activities and assists in preparation of accomplishment report;
  - Help maintain equipment and facilities; and
- Perform other related functions that maybe assigned by the project leaders

  
 HELEN GRACE FLORACION  
 (Signature over Printed Name  
 of Employee/Applicant)

Date: August 19, 2020