

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	VALENCIA		
FIRST NAME	KATHLEEN MAE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	BARONDA		
3. DATE OF BIRTH (mm/dd/yyyy)	November 3, 1998	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	ABUYOG, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
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"/> Other/s:	17. RESIDENTIAL ADDRESS	LOT 5, BLOCK 11 House/Block/Lot No. Street DONA RUFINA SUBD. CATUBLIAN Subdivision/Village Barangay ABUYOG LEYTE City/Municipality Province
7. HEIGHT (m)	1.48 (m)	ZIP CODE	6510
8. WEIGHT (kg)	45 (kg)	18. PERMANENT ADDRESS	LOT 5, BLOCK 11 House/Block/Lot No. Street DONA RUFINA SUBD. CATUBLIAN Subdivision/Village Barangay ABUYOG LEYTE City/Municipality Province
9. BLOOD TYPE	" B + "	ZIP CODE	6510
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	1212-5402-1866	20. MOBILE NO.	09263682659
12. PHILHEALTH NO.	12-125402186=6	21. E-MAIL ADDRESS (if any)	kathleen.valencia@vsu.edu.ph
13. SSS NO.	06-3988253-4		
14. TIN NO.	748-991-496		
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	VALENCIA			
FIRST NAME	ERNESTO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	SILVANO			
25. MOTHER'S MAIDEN NAME	JOYCE B. BARONDA			
SURNAME	VALENCIA			
FIRST NAME	JOYCE			
MIDDLE NAME	BAUTISTA		(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	GABALDON CENTRAL SCHOOL	PRIMARY EDUCATION	01/06/2005	27/06/2011	GRADUATED	2011	SALUTATORIAN
SECONDARY	ABUYOG ACADEMY	SECONDARY EDUCATION	01/06/2011	30/03/2015	GRADUATED	2015	SALUTATORIAN
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 COMMUNICATION	02/06/2015	15/06/2019	GRADUATED	2019	MAGNA CUM LAUDE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF SCIENCE IN DEVELOPMENT COMMUNICATION	05/10/2020	12/08/2022		2022	TOP GRADUATE

(Continue on separate sheet if necessary)


SIGNATURE		DATE	03/16/2023	CS FORM 212 (Revised 2017), Page 1 of 4
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**V. WORK EXPERIENCE**  
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.










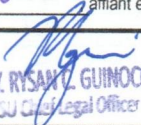
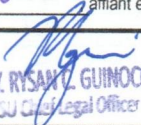
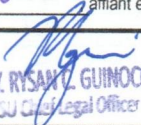
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SIGNATURE		DATE	03/16/2023	CS FORM 212 (Revised 2017), Page 2 of 4
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	EDUCATIONAL BROADCAST PROGRAM FOR ELEMENTARY PUPILS IN BAYBAY CITY, LEYTE				VOLUNTEER TEACHER	
(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			
	28TH ANNUAL BIODIVERSITY CONSERVATION SOCIETY OF THE PHILIPPINES	8/13/2019	8/16/2019	32.0	TECHNICAL	DENR, BCSP
	9TH ADCEP CONFERENCE	11/29/2019	12/02/2019	24.0	PRESENTER	ADCEP PHILIPPINES
	WRITING A RESEARCH REVIEW OF THE LITERATURE AS HIGHLY PUBLISHABLE PAPER	10/28/2021	10/28/2021	8.0	TECHNICAL	INNOVATIVE TECHNOLOGY AND MANAGEMENT JOURNAL (ITMJ)
	INTERNATIONAL WEBINAR AND WORKSHOP ON FOOD VALUE CHAIN IN THE NEW NORMAL	10/18/2021	10/22/2021	40.0	TECHNICAL	ASEAN
	CONDUCTING RESEARCH IN THE NEW NORMAL	05/12/2022	05/12/2022	8.0	TECHNICAL	SOUTHEAST ASIAN REGIONAL CENTER FOR GRADUATE STUDY AND RESEARCH
	FICS MASTERCLASS ON THE CONSTITUTIVE METAMODEL OF COMMUNICATION THEORY	07/07/2021	07/07/2021	8.0	TECHNICAL	UNIVERSITY OF THE PHILIPPINES
	CONCEPTUALIZING RESEARCH TOPICS FOR EXTERNAL FUNDING	4/21/2022	4/21/2022	8.0	TECHNICAL	INNOVATIVE TECHNOLOGY AND MANAGEMENT JOURNAL (ITMJ)
	DEVCOM TALKS RESEARCH WEBINAR SERIES	06/05/2021	0/22/2021	32.0	TECHNICAL	VISAYAS STATE UNIVERSITY
(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)	
	GOOD COMMUNICATION SKILL		N/A		N/A	
	COMMUNITY ENGAGEMENT					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	03/16/2023	
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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)													
<table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>CHRISTINA A. GABRILLO, PhD</td><td>Visca, Baybay City, Leyte</td><td>9060519067</td></tr><tr><td>EDITHA G. CAGASAN, PhD</td><td>Visca, Baybay City, Leyte</td><td>9182700721</td></tr><tr><td>ROTACIO S. GRAVOSO</td><td>Visca, Baybay City, Leyte</td><td>9276333892</td></tr></table>		NAME	ADDRESS	TEL. NO.	CHRISTINA A. GABRILLO, PhD	Visca, Baybay City, Leyte	9060519067	EDITHA G. CAGASAN, PhD	Visca, Baybay City, Leyte	9182700721	ROTACIO S. GRAVOSO	Visca, Baybay City, Leyte	9276333892
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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><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: TIN</td></tr><tr><td>ID/License/Passport No.: 748-991-496</td></tr><tr><td>Date/Place of Issuance: 08/07/2019</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: TIN	ID/License/Passport No.: 748-991-496	Date/Place of Issuance: 08/07/2019	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>01/03/2023</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	01/03/2023	Date Accomplished				
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Right Thumbmark													
SUBSCRIBED AND SWORN to before me this <u>31 MAR 2023</u> affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td>ATTY. RYSAN L. GUINOCOR VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYSAN L. GUINOCOR VSU Chief Legal Officer	Person Administering Oath									
													
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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: June 2019 – December 2019
- Position: Science Research Assistant
- Name of Office/Unit: Department of Development Communication
- Immediate Supervisor: Dr. Christina A. Gabrillo
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Conducted interviews among research participants in Leyte, Cebu, and Nueva Ecija
  - Analyzed data and wrote a synthesis of results
  - Made a terminal report
- Summary of Actual Duties
  - Responsible for the conduct and analysis of data for DDC's CHED-COD Project.

- Duration: January 2020 – July 2020
- Position: Media Production Assistant
- Name of Office/Unit: Department of Development Communication
- Immediate Supervisor: Dr. Christina A. Gabrillo
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Produced IEC materials for YRRP project
  - Conducted pre-test and post-test of IEC materials produced
- Summary of Actual Duties
  - Responsible for the production of IEC materials for the Yolanda Recovery and Rehabilitation Project

- Duration: September 2022 – December 2022
- Position: Science Research Assistant L2
- Name of Office/Unit: DBM-Extension
- Immediate Supervisor: Dr. Antonio P. Abamo
- Name of Agency/Organization and Location: Visayas State University – ACIAR, Visca Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
  - Gathered and analyzed for the Inclusive Value Chain study
  - Facilitated field works in Cebu City
- Summary of Actual Duties
  - Responsible for gathering and analyzing data for IVC-Philippines, an ACIAR-funded research project.



KATHLEEN MAE B. VALENCIA

(Signature over Printed Name  
of Employee/Applicant)

Date: March 16, 2023