

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	PONCE		
FIRST NAME	BETHLEHEM	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	ALGODON		
3. DATE OF BIRTH (mm/dd/yyyy)	10/20/1983	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	CEBU CITY	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"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street VSU DUPLEX Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.65 METERS	ZIP CODE	6521
8. WEIGHT (kg)	55 KGS		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	111 House/Block/Lot No. Street Subdivision/Village Barangay SOGOD SOUTHERN LEYTE City/Municipality Province
10. GSIS ID NO.	02004263907	ZIP CODE	6606
11. PAG-IBIG ID NO.	913165266975		
12. PHILHEALTH NO.	13-000109048-9	19. TELEPHONE NO.	N/A
13. SSS NO.		20. MOBILE NO.	09552194236
14. TIN NO.	265-714-574-000	21. E-MAIL ADDRESS (if any)	bethlehemponce@gmail.com
15. AGENCY EMPLOYEE NO.	V-000761		

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	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	PONCE			
FIRST NAME	JAIME	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	TAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	ALGODON			
FIRST NAME	PABLITA			
MIDDLE NAME	DELA PEÑA		(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	SOGOD CENTRAL ELEMENTARY SCHOOL	N/A	1990	1996		1996	N/A
SECONDARY	SOUTHERN LEYTE STATE COLLEGE OF SCIENCE AND TECHNOLOGY	N/A	1996	2000		2000	N/A
VOCATIONAL / TRADE COURSE	NONE						
COLLEGE	SOUTHERN LEYTE STATE COLLEGE OF SCIENCE AND TECHNOLOGY	Bachelor of Science in Information Technology	2000	2004		2004	N/A
	UNIVERSITY OF SAN CARLOS	AB Political Science	2004	2007		2007	Varsity Scholarship
GRADUATE STUDIES	SOUTHERN LEYTE STATE UNIVERSITY - TO CAMPUS	MAEd major in SOCIAL SCIENCE	2009	2012		2012	N/A
	UNIVERSITY OF SAN CARLOS	PhD in ANTHROPOLOGY	2013	2019		2019	VSU Fellowship

(Continue on separate sheet if necessary)

SIGNATURE		DATE	11 / 18 / 19
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[illegible]

V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

(Continue on separate sheet if necessary)

✓ PA.

11/18/19

IV. CIVIL SERVICE ELIGIBILITY					
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
N/A					
		N/A			

V. WORK EXPERIENCE

[illegible]

SIGNATURE	<i>GA.</i>	DATE	11/18/19
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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

☐ YES☒ NO

If YES, give details:

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

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

☐ YES☒ NO

If YES, give details:

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.
GUIRALDO FERNANDEZ	VISCA, BAYBAY CITY	9176540264
LILIAN NUÑEZ	GABAS, BAYBAY CITY	9051963789
ZONA AMPER	UNIVERSITY OF SAN CARLOS, CEBU CITY	9237152119

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.

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

Government Issued ID: DRIVER'S LICENSE

ID/License/Passport No.: H11-11-000024

Date/Place of Issuance: Oct. 20, 2019 Baybay City

Signature (Sign inside the box)

11/18/19

Date Accomplished

BETHLEHEM A. PONCE

PHOTO

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 20 NOV 2019, affiant exhibiting his/her validly issued government ID as indicated above.

Atty. Rysan C. Guinocor

Person Administering Oath

CS FORM 212 (Revised 2017). Page 4 of 4

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.

Sample: If applying to Supervising Administrative Officer

- Duration: June 03, 2007 – March 31, 2008
- Position: Part-Time Instructor
- Name of Office/Unit: Department of Information Technology (1st Semester) and Department of Arts and Sciences (2nd Semester)
- Immediate Supervisor: Mr. Bacalla and Mrs. Luz Olayvar
- Name of Agency/Organization and Location: Southern Leyte State University, Sogod Southern Leyte

- List of Accomplishments and Contributions (if any)
 - Taught Programming and Social Science subjects

- Summary of Actual Duties
 - Responsible in teaching programming and social sciences subjects, submitting grades and accomplishing other necessary requirements.

- Duration: June 03, 2011 – April 30, 2012
- Position: Part-time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Prof. Guiraldo C. Fernandez Jr.
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Taught Social Science minor courses,
 - Designed and revised a number of course syllabi and instructional materials
 - Participated in DLABS and also in the University's activities
 - Attended trainings, seminars and conferences to enhance teaching method and learn new strategies

- Summary of Actual Duties
 - Responsible in teaching social sciences subjects, adviser and mentor to the students
 - Perform task assigned by the head, dean and other university authorities
 - Submit grades and accomplishing other necessary requirements asked by the department, the university and other governing bodies.



BETHEHEM A. PONCE

(Signature over Printed Name
of Employee/Applicant)

Date: 01/25/2019