

# 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	OCON		
FIRST NAME	FELIX	NAME EXTENSION (JR., SR)	
MIDDLE NAME	LLEVE		
3. DATE OF BIRTH (mm/dd/yyyy)	7/10/1967	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	Abuyog, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input 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 _____ Purok 4 _____ Subdivision/Village _____ Gabas _____ Baybay City _____ Leyte _____ City/Municipality _____ Province _____ ZIP CODE 6521-A
7. HEIGHT (m)	1.62	18. PERMANENT ADDRESS	House/Block/Lot No. _____ Bainsasayao _____ Subdivision/Village _____ Barangay _____ Abuyog _____ Leyte _____ City/Municipality _____ Province _____ ZIP CODE 6510
8. WEIGHT (kg)	63.0		
9. BLOOD TYPE	"O"		
10. GSIS ID NO.	000038800788		
11. PAG-IBIG ID NO.	1700-0025-7689	19. TELEPHONE NO.	None
12. PHILHEALTH NO.	B-000014235-3	20. MOBILE NO.	09105496239
13. SSS NO.	130000 153320	21. E-MAIL ADDRESS (if any)	<a href="mailto:felix.ocon@vsu.edu.ph">felix.ocon@vsu.edu.ph</a>
14. TIN NO.	142-745-136		
15. AGENCY EMPLOYEE NO.	V000674		

## 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	OCON			
FIRST NAME	ZOIL	SR		
MIDDLE NAME	GUITONEZ			
25. MOTHER'S MAIDEN NAME	LLEVE			
SURNAME	OCON			
FIRST NAME	ISEDORA			
MIDDLE NAME	VARGAS			

(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	Primary Education	1977	1981	Certificate	1981	Diploma
SECONDARY	Experimental Rural High School	High School	1981	1985	Diploma	1985	Diploma
VOCATIONAL / TRADE COURSE	None	None			None		None
COLLEGE	Visayas State College of Agriculture	Bachelor of Science in Agriculture - Agronomy	1985	1989	Diploma	1989	Diploma
GRADUATE STUDIES	Visayas State College of Agriculture	Graduate Units	1994	Present	None	not yet	None

(Continue on separate sheet if necessary)


SIGNATURE

DATE



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
	Career service Professional	80.0	Nov. 29, 1992	Ormoc City National High School	None	None
	Agriculturist	Exempted	w/o exam	PRC, Tacloban City	0001284	7/10/2020

**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)			
SIGNATURE		DATE	June 14, 2024

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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		
	Move On Philippines Organization	1/1/2004	Present	Freetime	Trustee

(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)

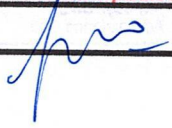
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	35 <sup>th</sup> Joint ViCARP-RRDEN Regional RDE Symposium	11/30/2023	12/1/2023	16	Technical	RDE Hall, VSU, Baybay City, Leyte
	Abaca Regional Abaca Summit 2023	10/25/2023	10/27/2023	24	Technical	Ormoc Suoerdome, Ormoc City
	Annual In-House Review 2023	5/8/2023	5/12/2023	40	Technical	Green Room, VSU, Baybay City, Leyte
	ISO 9001:2015 Awareness/Re-Awareness Seminar	6/30/2022	6/31/2022	16	Technical	VSU RDE Hall, Visayas State Univeristy
	NARC RDE In-House Review	6/28/2022	6/28/2022	8	Technical	NRIB/VSU
	Introduction to Google Docs – an On Line Non-Credit Course	10/30/2020	10/30/2020	8	Technical	On Line, COURSERA Project Network & offered through COURSERA
	Cyber Security Awareness Training	12/16/2019	12/17/2019	16	Technical	NARC, VSU
	31st Joint ViCARP and RRDen Reg'l RDE Sympo. & 1st Reg'l PhilAM Convention	11/21/2019	11/23/2019	24	Technical	RDE Hall, VSU, Visca, Baybay City
	A Reliable and Sensitive Virus Diagnostic in Screening of Abaca Germplasm Accessions for Resistance Against Bunchy Top Virus	4/2/2019	4/2/2019	8	Technical	Training Hall, NARC
	In-House Review 2018	9/10/2018	9/13/2018	32	Technical	Green Room, VSU, Baybay City, Leyte
	Regiona Abaca Summit	7/22/2018	7/23/2018	16	Technical	VSU RDE Hall, Visca, Baybay City, Leyte
	Training on Abaca Prod'n: Productivity Enhancing Measure to Increase Supply in the City of Baybay	7/26/2017	7/27/2017	16	Technical	NRIB/VSU
	Training on Abaca Production, Pest and Disease Identification and Management, and Nuresery and Plantation Establishment and Management	2/20/2017	2/21/2017	16	Technical	NRIB/VSU
	26 <sup>th</sup> Joint ViCARP and RRDEN Reg'l Research, Devpt. and Ext'n Symposium	12/27/2017	12/28/2016	16	Conference	NARC/VICARP-RRDEN/VSU
	Abaca RDE In-House Review	7/21/2016	7/22/2016	16	Review	NARC/VICARP-RRDEN/VSU
	Workshop on the Development of Abaca Proposals and Validation of the Abaca Summit 2015 Proceedings	3/17/2016	3/18/2016	16	Technical	Agricultural Technical Institute-Regional Training Center 8/Visayas State University
	2nd National Organic Agricultural Scientific Conference	2/16/2016	2/19/2016	32	Conference	OASPI, ATI-Regional Training Center 8/VSU
	National Conference on Devp't Initiatives in the Philippine Marginal Uplands	10/22/2013	10/24/2013	24	Conference	VSU, Baybay City

(Continue on separate sheet if necessary)

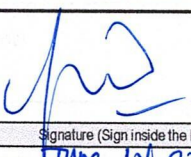

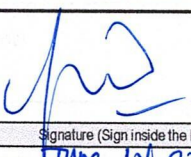

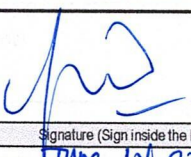


## VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Computer Literature 9MS Word/Excel/PPT) with Knowledge on Powerpoint presentation		Loyalty Awardee (20 years)		Visayas State University Alumni Association
	Documentation and facilitation during workshop and conferences		Four times adviser on highschool researchers - won 2nd and 3rd place in local and regional level science fair		Administrative Personnel Association
	Driving		Co-author of outstanding posters in research		Ormoc Runners Club, Tenderfoot of Enthusiastic Striders
	Florist/Decorator				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 14, 2024
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Dilberto O. Ferraren</td> <td>Philrootcrops</td> <td>9176341488</td> </tr> <tr> <td>Daniel Leslie S. Tan</td> <td>Philrootcrops</td> <td>9328685396</td> </tr> <tr> <td>Dario P. Lina</td> <td>Horticulture</td> <td>9566807275</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Dilberto O. Ferraren	Philrootcrops	9176341488	Daniel Leslie S. Tan	Philrootcrops	9328685396	Dario P. Lina	Horticulture	9566807275
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<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Government issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td>PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government issued ID: V000674</td> </tr> <tr> <td>ID/License/Passport No.: HO3-98-030906</td> </tr> <tr> <td>Date/Place of Issuance: Ormoc City</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: V000674	ID/License/Passport No.: HO3-98-030906	Date/Place of Issuance: Ormoc City	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">             Signature (Sign inside the box)            Date Accomplished: June 14, 2024         </td> <td style="text-align: center;">             Right Thumbmark         </td> </tr> </table>	 Signature (Sign inside the box) Date Accomplished: June 14, 2024	 Right Thumbmark					
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<p>SUBSCRIBED AND SWORN to before me this <u>03 JUL 2024</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;">   <b>ATTY. RYAN C. GUINCOOR</b>  <b>VSU Chief Legal Officer</b>            Person Administering Oath         </div>													



## WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied to.

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: July 1, 1989 – Present
- Position: Science Research Assistant
- Name of Office/Unit: National Abaca Research Center
- Immediate Supervisor: Luz O. Moreno
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Collects/recollects abaca accessions in different abaca producing areas in the Philippines for in vitro conservation and planting of newly collected abaca accessions for quarantine purposes
  - Characterizes the gross morphology of abaca germplasm collection as to their vegetative, inflorescence and fruit/seed parameters
  - Maintains/re-establishes the abaca germplasm collection and disease monitoring
  - Establishes abaca germplasm database which includes passport, morphological and fiber characters and yield.
  - Analyzes data (cluster analysis), photodocumentation of abaca accessions and making of reports
  - Others: supervises laborers, assists in abaca nursery visits, exhibits display at NARC and OVPRE and other duties assigned by the immediate

  
FELIX L. OCON

(Signature over Printed Name  
of Employee/Applicant)

Date: 7/1/24