

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	BONCALON		
FIRST NAME	JOSHUA MHEL	NAME EXTENSION (JR., SR)	
MIDDLE NAME	N/A		
3. DATE OF BIRTH (mm/dd/yyyy)	02/17/1993	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	Albuera, 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street GK Village Poblacion Subdivision/Village Barangay Albuera Leyte City/Municipality Province
7. HEIGHT (m)	1.70	ZIP CODE	6542
8. WEIGHT (kg)	70		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	House/Block/Lot No. Street GK Village Poblacion Subdivision/Village Barangay Albuera Leyte City/Municipality Province
10. GSIS ID NO.	2005687868	ZIP CODE	6542
11. PAG-IBIG ID NO.	121186036223		
12. PHILHEALTH NO.	13-025228972-1		
13. SSS NO.	06-3790309-1	19. TELEPHONE NO.	N/A
14. TIN NO.	484-599-315-000	20. MOBILE NO.	(+63) 919-955-2829
15. AGENCY EMPLOYEE NO.	V01172	21. E-MAIL ADDRESS (if any)	jboncalon@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BONCALON		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	EUSHEBELLE	NAME EXTENSION (JR., SR)	ELIAN FAUSTINE L. BONCALON	09/05/2019
MIDDLE NAME	LAURENTE			
OCCUPATION	Admin Aide			
EMPLOYER/BUSINESS NAME	LGU - Ormoc			
BUSINESS ADDRESS	Aunubing St., Brgy. Cogon, Ormoc City			
TELEPHONE NO.	(053) 560 - 8045 / 8055 ; (053) 832-8888			
24. FATHER'S SURNAME	MORALES			
FIRST NAME	ELVERO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	PONGASI			
25. MOTHER'S MAIDEN NAME				
SURNAME	BONCALON			
FIRST NAME	MA. FATIMA			
MIDDLE NAME	CALUB			

(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	Seguinon Elementary Schol	Elementary	05/06/1999	25/03/2005		2005	
SECONDARY	Dr. Geronimo B. Zaldivar Memorial School of Fisheries	High School	05/06/2005	25/03/2009		2009	
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A		N/A	
COLLEGE	Visayas State University	Bachelor of Science in Computer Science	05/05/2010	14/05/2014		2014	
GRADUATE STUDIES	Cebu Institute of Technology University	Master in Computer Science	17/05/2016	Present	34 Units		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 14, 2024
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[illegible]

#### V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	MAY 14, 2024
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(Continue on separate sheet if necessary)

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(Continue on separate sheet if necessary)

## VIII. OTHER INFORMATION

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SIGNATURE		DATE	MAY 14, 2024
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## 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.

- Duration: **Aug. 2020 – Present**
- Position: **Programmer II**
- Name of Office/Unit: **Management Information System (MIS)**
- Immediate Supervisor: **Norman O. Villas**
- Name of Agency/Organization and Location: **Visayas State University, Visca, Baybay City, Leyte**

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  1. Develop an in-house web app for the procurement process using Vue.js and Laravel.
  2. Communicate with the clients for system requirements.
  3. Modify and add system features based on the client's requirements.
  4. Provide training and support to the end-user of the system.

- Duration: **Aug 2019 – Jul 2020**
- Position: **Instructor I**
- Name of Office/Unit: **Department of Computer Science and Technology (DCST)**
- Immediate Supervisor: **Winston M. Tabada**
- Name of Agency/Organization and Location: **Visayas State University, Visca, Baybay City, Leyte**

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  1. Conduct Lecture classes on Programming and other subjects.
  2. Create an OBE Syllabus and other lecture materials.
  3. Conduct laboratory classes about fundamentals in programming.
  4. Attending to students' queries and providing tutorials beyond office hours if requested/needed.
  5. Keep an accurate record of the grades of students.

- Duration: **Oct 2016 – Oct 2017**
- Position: **Software Engineer**
- Name of Office/Unit:
- Immediate Supervisor: **Cresencio . Sabal**
- Name of Agency/Organization and Location: **Kyocera Document Solutions and Dev. Phil., Inc. – Cebu, City**
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  1. Creates and designs documents for development.
  2. Reviewed codes and documents of teammates.
  3. Creates and Performs test cases to ensure the viability of the system.
  4. Fix reported bugs and errors.

- Duration: **Jun 2014 – May 2016**
- Position: **Part-time Instructor**
- Name of Office/Unit: **Department of Computer Science and Technology (DCST)**
- Immediate Supervisor: **Winston M. Tabada**
- Name of Agency/Organization and Location: **Visayas State University, Visca, Baybay City, Leyte**
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  1. Conduct classes about Basic ICT concepts and skills.
  2. Participate in Faculty and Staff sessions.
  3. Attending to student's queries and providing tutorials beyond office hours if requested/needed.
  4. Keep an accurate record of grades of students.

  
**JOSHUA MHEL BONCALON**

(Signature over Printed Name  
of Employee/Applicant)

Date: May 14, 2024