

# 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 ☐ yes ( ) 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	VILLOCINO		
FIRST NAME	ALELI	NAME EXTENSION (JR., SR) <i>N/A</i>	
MIDDLE NAME	ADA		
3. DATE OF BIRTH (mm/dd/yyyy)	12/16/1963	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	DUMAGUETE CITY	If holder of dual citizenship, please indicate the details.	Peru ▼
5. SEX	<input type="checkbox"/> Male <input checked="" 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	Apartment 18 Kilbourne Drive House/Block/Lot No. Street Visayas State University Pangasugan Subdivision/Village Barangay Baybay Leyte City/Municipality Province ZIP CODE 6521-A
7. HEIGHT (m)	1.52	18. PERMANENT ADDRESS	#26 San Juan House/Block/Lot No. Street Poblacion 5 Subdivision/Village Barangay Dumaguete Negros Oriental City/Municipality Province ZIP CODE 6521-A
8. WEIGHT (kg)	49		
9. BLOOD TYPE	"O"		
10. GSIS ID NO.	CRN-006-0077-8260-0		
11. PAG-IBIG ID NO.	0801-128041-04	19. TELEPHONE NO.	053 563 1344
12. PHILHEALTH NO.	13-000015610-9	20. MOBILE NO.	0917 304 0879
13. SSS NO.	N/A	21. E-MAIL ADDRESS (if any)	<a href="mailto:aleli.villocino@vsu.edu.ph">aleli.villocino@vsu.edu.ph</a>
14. TIN NO.	104-766-328		
15. AGENCY EMPLOYEE NO.	V00719		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	VILLOCINO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	SANTOS	JR	MARY ANGELICA ADA VILLOCINO	04/25/1998
MIDDLE NAME	BERDIN		MARI FAUSTINA ADA VILLOCINO	05/05/2002
OCCUPATION	FACULTY		N/A	N/A
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY		N/A	N/A
BUSINESS ADDRESS	PANGASUGAN, BAYBAY CITY, LEYTE		N/A	N/A
TELEPHONE NO.	053 563 7396		N/A	N/A
24. FATHER'S SURNAME	ADA		N/A	N/A
FIRST NAME	CRESENCIO	NAME EXTENSION (JR., SR) <i>N/A</i>	N/A	N/A
MIDDLE NAME	DAEL		N/A	N/A
25. MOTHER'S MAIDEN NAME	FERRER		N/A	N/A
SURNAME	ADA		N/A	N/A
FIRST NAME	EMMA		N/A	N/A
MIDDLE NAME	FLORES		(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	SILLIMAN UNIVERSITY ELEMENTARY SCHOOL	PRIMARY EDUCATION	1970	1976	N/A	1976	N/A
SECONDARY	SILLIMAN UNIVERSITY HIGH SCHOOL	SECONDARY EDUCATION	1976	1980	N/A	1980	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	SILLIMAN UNIVERSITY	BACHELOR OF SECONDARY EDUCATION major in Physical Education Minor in Library Science	1980	1986	N/A	1986	N/A
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES DILIMAN	MASTER OF SCIENCE IN PHYSICAL EDUCATION	1993	2001	N/A	2001	N/A
POST GRADUATE	SOUTHWESTERN UNIVERSITY	DOCTOR OF EDUCATION IN PHYSICAL EDUCATION MAJOR IN CURRICULUM & INSTRUCTION	2011	2014	N/A	2014	N/A

(Continue on separate sheet if necessary)

SIGNATURE	<i>[Signature]</i>	DATE	11/15/2019
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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
PHILIPPINE BOARD EXAMINATION FOR TEACHERS	77.9	10/26/1998	Cagayan de Oro City, Misamis Oriental	(on process)	

(Continue on separate sheet if necessary)

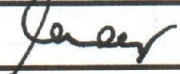
V. WORK EXPERIENCE

on of duties should be indicated in the attached Work Experience sheet.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/N)
From	To						
01/01/2017	present	Assistant Professor IV	Visayas State University	35, 960.00	SG-18	Permanent	Y
01/01/2016	12/31/2016	Assistant Professor IV	Visayas State University	34, 603.00	SG -18	Permanent	Y
7/21/2015	12/31/2915	Assistant Professor IV	Visayas State University	32, 397.00	SG-18	Permanent	Y
07/01/2012	6/31/2015	Assistant Professor IV	Visayas State University	32, 044.00	SG-18	Permanent	Y
06/01/2012	6/30/2012	Assistant Professor IV	Visayas State University	31, 686.00	SG-18	Permanent	Y
06/01/2011	5/31/2012	Assistant Professor IV	Visayas State University	28, 684.00	SG-18	Permanent	Y
6/24/2010	5/31/2011	Assistant Professor IV	Visayas State University	25, 671.00	SG 18	Permanent	Y
07/01/2019	6/23/2010	Assistant Professor IV	Visayas State University	22, 659.00	SG-18	Permanent	Y
02/01/2009	6/302009	Assistant Professor IV	Visayas State University	19, 168.00	SG-18	Permanent	Y
07/01/2008	1/31/2009	Assistant Professor IV	Visayas State University	19, 168.00	SG-18	Permanent	Y
07/01/2007	6/30/2008	Assistant Professor IV	Visayas State University	17, 425.00	SG-18	Temporary	Y
12/01/2005	11/30/2005	Assistant Professor IV	Visayas State University	15, 841.00	SG-18	Temporary	Y
07/01/2001	11/302001	Instructor III	Visayas State University	12, 546.00	SG-18	Temporary	Y
01/01/2000	6/302001	Instructor I	Visayas State University	11, 167.00	SG-18	Temporary	Y
11/01/1997	12/31/1999	Instructor I	Visayas State University	10, 635.00	SG-18	Temporary	Y
01/01/1997	10/31/1999	Instructor I	Visayas State University	9, 668.00	SG-18	Temporary	Y
1/1/1/1997	10/311999	Instructor I	Visayas State University	8, 118.00	SG-18	Temporary	Y
01/01/1996	12/31/1996	Instructor I	Visayas State University	6, 568.00	SG-18	Temporary	Y
01/01/1995	12/31/1995	Instructor I	Visayas State University	5, 240.00	SG-18	Temporary	Y
01/01/1994	12/31/1994	Instructor I	Visayas State University	4, 240.00	SG-18	Temporary	Y
06/01/1990	12/31/1993	Instructor I	Visayas State University	3, 540.00	SG-18	Temporary	Y
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE



DATE

11/15/2019



29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	Eastern Visayas Regional Football Association (EVRFA)	04/01/2006	present	n/a	Member, Board of Directors
	Holy Spirit Parish, Visca, Baybay, Leyte	12/15/2015	10/07/1905	n/a	Children's Mass Commentator
	Daughters of Mary Immaculate International, ViSCA Chapter	08/18/2017	present	n/a	Member
	Special Education, SpEd Center, Baybay North Central School	12/06/2006	present	n/a	SpEd Camp Coordinator
	n/a	n/a	n/a	n/a	n/a
	n/a	n/a	n/a	n/a	n/a
	n/a	n/a	n/a	n/a	n/a

**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)

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Driving a 4-wheeled car, bicycle	Sports Director - State Universities & Colleges Athletic Association, Region 8	PAN Asian Sports & Physical Education Society
organizing storage solutions	Coach, Women's Swimming Team	Board of Director, Eastern Visayas Football Association
Arts & Craft Work	Adviser, University Supreme Student Council	Philippine Sports-for-All Association-International ((PSFAA)
Playing the piano, reading and collecting books	Keeper of Service Award	Rizal Youth Club Fraternity/Sorority
Open Water Swimming	Loyalty Award - 25 Years in Government Service	Silliman Alumni Association, VSU Chapter
	Gold Medalist, Olango Island Open Water Marathon	Visayas State University Faculty Association
		Lupon Ng Mga Guro

(Continue on separate sheet if necessary)			
SIGNATURE	<i>James</i>	DATE	11/15/2019



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

If YES, give details:  
\_\_\_\_\_

☐ YES☒ 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?

☐ 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:  
\_\_\_\_\_

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

If YES, give details: \_\_\_\_\_

☐ YES☒ NO

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.
Dr. Dolores Llano Alcober	Barangay Gabas, Baybay, Leyte	053 563 1957
Rev. Fr. Enrique Flores - Balongag	24 San Juan Street, Dumaguete City	0917 702 6722
Mr. Amelito Borneo	Baybay City, Leyte	0932 875 8270

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.



ALELI A. VILLOCINO

PHOTO




Right Thumbmark

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

Government Issued ID: VISAYAS STATE UNIVERSITY

ID/License/Passport No.: V00719

Date/Place of Issuance: Baybay City, Leyte



Signature (Sign inside the box)

November 15, 2019

Date Accomplished

SUBSCRIBED AND SWORN to before me this 12 DEC 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINODON

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

### POSITION APPLIED FOR: ASSOCIATE PROFESSOR V

Duration: December 1, 2005 – present

**Position:** Assistant Professor IV

Name of Office/Unit: Institute of Human Kinetics, College of Education

Immediate Supervisor: Dr. Beatriz S. Belonias

Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)
  - Taught undergraduate, graduate education courses
  - Served as academic adviser, course-related organization adviser, coach – Varsity Swimming Team
  - Served as Director of the Institute of Human Kinetics
  - Served as committee chairperson/member of university committees
  - Sports Director of the Visayas State University in Regional and National SCUAA
  - Attended seminars/conferences/trainings relevant to physical education and professional education.
  - Served as resource persons in sports management, leadership and officiating and coaching swimming
- Summary of Actual Duties
  - Responsible for the performance of the functions of the university, namely: instruction, research, extension, and production.
  - Accomplish other tasks assigned by the immediate supervisor and other school administrators.
  - Provide assistance in the management of the college, department, section and unit programs and activities.
  - Participates actively in university activities and performs other related functions.

Duration: July 1, 2001 – November 30, 2001

**Position:** Instructor III

Name of Office/Unit: Institute of Human Kinetics, College of Education

Immediate Supervisor: Prof. Remedios Ravello – Russel

Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)
  - Taught undergraduate, graduate education courses
  - Served as academic adviser, course-related organization adviser
  - Coach, Varsity Swim Team in Regional and National SCUAA
  - Attended seminars/conferences/trainings relevant to physical education and professional education.
  - Served as resource persons in sports management, leadership and officiating and coaching swimming

- Summary of Actual Duties

- Responsible for the performance of the functions of the university, namely: instruction, research, extension, and production.
- Accomplish other tasks assigned by the immediate supervisor and other school administrators.
- Provide assistance in the management of the college, department, section and unit programs and activities.
- Participates actively in university activities and performs other related functions.

Duration: June 1, 1990 – June 30, 2001

**Position: Instructor I**

Name of Office/Unit: Institute of Human Kinetics, College of Education

Immediate Supervisor: Prof. Remedios Ravello – Russel

Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)

- Taught undergraduate, graduate education courses
- Served as academic adviser, course-related organization adviser
- Coach, Varsity Swim Team in Regional and National SCUAA
- Attended seminars/conferences/trainings relevant to physical education and professional education.
- Served as resource persons in sports management, leadership and officiating and coaching swimming

- Summary of Actual Duties

- Responsible for the performance of the functions of the university, namely: instruction, research, extension, and production.
- Accomplish other tasks assigned by the immediate supervisor and other school administrators.
- Provide assistance in the management of the college, department, section and unit programs and activities.
- Participates actively in university activities and performs other related functions.

  
**ALELI A. VILLOCINO**  
Signature over Printed Name  
of Employee/Applicant

Date: 19 November 2019