

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 box ( ) 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	OCLINARIA		
FIRST NAME	AVELINA		
MIDDLE NAME	VILLACORTE		3. NAME EXTENSION (e.g. Jr., Sr.) N/A
3. DATE OF BIRTH (mm/dd/yyyy)	04/29/1965	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	BAYBAY, LEYTE	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	61 R. MAGSAYSAY ST. House/Block/Lot No. Street ZONE-17 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.58m	ZIP CODE	
8. WEIGHT (kg)	61kg		
9. BLOOD TYPE	A	18. PERMANENT ADDRESS	61 R. MAGSAYSAY ST. House/Block/Lot No. Street ZONE-17 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
10. GSIS ID NO.	2004001220	ZIP CODE	
11. PAG-IBIG ID NO.	RT913228739019		
12. PHILHEALTH NO.	13-050034223-5		
13. SSS NO.	06-1815686-7	19. TELEPHONE NO.	N/A
14. TIN NO.	922-427-512	20. MOBILE NO.	09202757626
15. AGENCY EMPLOYEE NO.	V000639	21. E-MAIL ADDRESS (if any)	aoclinaria92@gmail.com

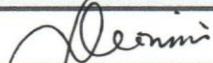
II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	OCLINARIA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ROMAN	NAME EXTENSION (JR., SR)	IAN JUNE V. OCLINARIA	06/22/1987
MIDDLE NAME	DAMING		IAN ROVEL V. OCLINARIA	07/20/1989
OCCUPATION	RETIRED (SEAMAN)		INAH VIRGIE V. OCLINARIA	04/27/1993
EMPLOYER/BUSINESS NAME	N/A		INAH VISHEN V. OCLINARIA	1/26/2001
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	VILLACORTE			
FIRST NAME	FRANCISCO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BANDE			
25. MOTHER'S MAIDEN NAME	BRAGA			
SURNAME	VILLACORTE			
FIRST NAME	VIRGILIA			
MIDDLE NAME	CERNA		(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	ESQUINA COMMUNITY SCHOOL	PRIMARY	1972	1978	NA/	1978	VALEDICTORIAN
SECONDARY	BAYBAY HIGH SCHOOL	HIGH SCHOOL	1978	1982	NA/	1982	7TH HONORS
VOCATIONAL / TRADE COURSE	NA/	N/A			NA/		
COLLEGE	VISAYAS STATE COLLEGE OF AGRICULTURE	Bachelor of Science in Agricultural Education Extension	1982	1986	NA/	1989	NA
GRADUATE STUDIES	SOUTHWESTERN UNIVERSITY	Master of Arts in Teaching -Filipino	2011	2013	NA/	2014	NA
	CEBU NORMAL UNIVERSITY	Doctor of Education- Filipino Language Teaching	2015	2018	NA/	2018	VSU Fellowship

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 9, 2019
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[illegible]

## V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)			
SIGNATURE	<i>Heirach</i>	DATE	July 9/2019



[illegible]

**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)

[illegible]

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	COOKING AND SEWING		N/A	Visayas State University Faculty Association
				Sanggunian sa Filipino (SANGFIL)
				Pambansang Samahan sa Linggwistika at Literaturang Filipino, Inc. (PSLLFI)
				Pambansang Samahan sa Linggwistika at Literaturang Filipino, Inc. (PSLLFI)
				Culture, Arts and Design Association of the Philippines-Foundation, Inc.(CADAP-FI)
				Pambansang Asosasyon ng mga Tagapagtaguyod ng Salin (PATAS)
				Pampelikulang Samahan ng mga Dalubguro

SIGNATURE	<i>[Signature]</i>	DATE	July 9, 2019
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*Almisi*

July 9, 2019  
CS FORM 212 (Revised 2017)



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:

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

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.ANNIE P. GRAVOSO	VSU	N/A
DR.GUIRALDO C. FERNANDEZ	VSU	N/A
HON.JOSE ALEX ALEA	ZONE-17 BAYBAY,LEYTE	N/A

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.



AVELINA V. OCLINARIA

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

Government Issued ID: VSU ID

ID/License/Passport No.: v-00369

Date/Place of Issuance: N/A

Signature (Sign inside the box)

07/09/2019

Date Accomplished

Right Thumbmark

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

ATTY. RYSAN G. GUINOCOR

Person Administering Oath



# 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: November 2007- May 31,2012
- Position: Part-Time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Dr. Norberto S. Canada
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Taught Filipino subject
  - Designed and revised a number of course syllabi and instructional materials
- Summary of Actual Duties
  - Responsible in teaching Filipino subjects, submitting grades and accomplishing other necessary requirements.

- Duration: June 1, 2010– present
- Position: Instructor II (Permanent)
- 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 Filipino major subjects and Gen.Ed. Filipino subject in college
  - 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 Filipino subjects, ensuring a quality service as instructor, 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.

  
**AVELINA V. OCLINARIA**

(Signature over Printed Name  
 of Employee/Applicant)

Date: 07/09/2019