

CS Form No. 212  
Revised 2017

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	Tejara		
FIRST NAME	Nelson	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Hernando		
3. DATE OF BIRTH (mm/dd/yyyy)	05/06/1991	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	Bansalan, Davao Del Sur	If holder of dual citizenship, please indicate the details.	Philippines
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	Visca House/Block/Lot No. Street Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.62	ZIP CODE	6521
8. WEIGHT (kg)	65.00		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	Purok Caimito House/Block/Lot No. Street Liberty Subdivision/Village Barangay HILONGOS LEYTE City/Municipality Province
10. GSIS ID NO.	021144181208	ZIP CODE	NULL
11. PAG-IBIG ID NO.	121093206771		
12. PHILHEALTH NO.	130501497011	19. TELEPHONE NO.	N/A
13. SSS NO.	N/A	20. MOBILE NO.	926-297-4326
14. TIN NO.	434368083	21. E-MAIL ADDRESS (if any)	nelsontejara@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00852		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Nerves	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Rio	N/A	N/A
MIDDLE NAME	Vinculado		
OCCUPATION	Housewife		
EMPLOYER/BUSINESS NAME	NA		
BUSINESS ADDRESS	NA		
TELEPHONE NO.			
24. FATHER'S SURNAME	Tejara		
FIRST NAME	Artemio		
MIDDLE NAME	Notarte		
25. MOTHER'S MAIDEN NAME	Lydia Ipong Hernando		
SURNAME	Tejara		
FIRST NAME	Lydia		
MIDDLE NAME	Hernando		

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	Bagumbayan Elementary School	Elementary	1998	2004		2004	N/A
SECONDARY	The Sisters of Mary School	High School	2004	2007		2007	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Saint Joseph College	Bachelor of Science in Secondary Education	2019	2019	18 Units	2019	N/A
GRADUATE STUDIES	University of the Philippines Los Baños	Master in Information Technology	2016	2018		2018	N/A

SIGNATURE

DATE

05/01/2024

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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
	Honor Graduate Eligibility		N/A	SOUTHERN LEYTE STATE UNIVERSITY	100108120031	N/A
	Licensed Professional Teacher	90.00	09/26/2021	Tacloban City	1893271	05/06/2025

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description 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")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
01/01/2023	PRESENT	Instructor I	Visayas State University	29,737.00	12-3	Temporary	Y
01/01/2023		Instructor I	Visayas State University	29,737.00	12-3	Temporary	Y
05/18/2022		Instructor I	Visayas State University	28,180.00	12-3	Temporary	Y
01/01/2022		Instructor I	Visayas State University	27,892.00	12-2	Temporary	Y
01/01/2022	12/31/2022	Instructor I	Visayas State University	26,336.00	12-2	Temporary	Y
01/01/2021		Instructor I	Visayas State University	26,336.00	12-2	Temporary	Y
01/01/2021	12/31/2021	Instructor I	Visayas State University	24,779.00	12-2	Temporary	Y
01/01/2020		Instructor I	Visayas State University	22,938.00	12-1	Temporary	Y
01/01/2020	12/31/2020	Instructor I	Visayas State University	24,495.00	12-1	Temporary	Y
01/01/2019		Instructor I	Visayas State University	22,149.00	12-1	Temporary	Y
01/01/2019	12/31/2019	Instructor I	Visayas State University	22,938.00	12-1	Temporary	Y
01/01/2018	12/31/2018	Instructor I	Visayas State University	22,149.00	12-1	Temporary	Y
06/01/2017	12/31/2017	Instructor I	Visayas State University	21,387.00	12-1	Temporary	Y
01/01/2017	05/31/2017	Instructor I	Visayas State University	21,387.00	12-1	Temporary	Y
06/01/2016	12/31/2016	Instructor I	Visayas State University	20,651.00	12-1	Temporary	Y
01/01/2016	05/31/2016	Instructor I	Visayas State University	20,651.00	12-1	Temporary	Y
06/01/2015	12/31/2015	Instructor I	Visayas State University	19,940.00	-	Temporary	Y
06/09/2014	05/31/2015	Instructor I	Visayas State University	19,940.00	-	Temporary	Y
04/13/2013	12/12/2013	Outsourcing IT Specialist	Powell Thomas International Accounting Services	15,000.00	-	Contractual	N
06/12/2012	12/12/2013	Visiting Instructor	Southern Leyte State University - Tomas Oppus Campus	13,000.00	-	Part-Time	N

(Continue on separate sheet if necessary)

SIGNATURE	DATE	05/01/2024
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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		
	KABALIKAT CIVICOM Visca Baybay City Leyte	06/01/2016	PRESENT	1	Member

(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 positions)

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			
	Training-Workshop on Preparing Research Manuscripts for ISI and Scopus Publications	02/27/2024	02/29/2024	24	Research	Asian Society of Teachers for Research, Inc.
	52nd PAFTE National and 13th International Convention	10/11/2023	10/12/2023	16	Instruction	Philippine Association for Teachers and Educators (PAFTE), Inc.
	8th National Research Conference and Training Workshop 2023	07/27/2023	07/29/2023	24	Research	Association of Science and Mathematics Coaches of the Philippines
	Annual Teachers and Educators Convention and Research Colloquium 2023 Theme: PAFTE 4A: Gearing Up for Research Trends and Global Educational Transformation	07/21/2023	07/21/2023	8	Research	Philippine Association for Teachers and Educators (PAFTE), Inc.
	Evidence-Based Practices and Innovations in Education through Research and Integration for Sustainability	06/15/2023	06/16/2023	16	Instruction	Philippine Association for Teachers and Educators (PAFTE), Inc.
	DOST Project Sparta	08/26/2020	11/30/2022	183	Technical	DOST - PCIEERD
	NOSTE 2019 International Research Conference, Training Workshop and Biennial Convention	05/17/2019	05/19/2019	24	Research	National Organization of Science Teachers and Educators (NOSTE)
	1st UPY International Conference on Applied Science and Education (1st UP-INCASE) and 5th International Conference on Education for Sustainable Development 2018	10/24/2018	10/26/2018	24	Research	Association of Science and Mathematics Coaches of the Philippines (ASMAC)
	Seminar- Workshop on Preparing Logframe for Effective Research Proposal	10/13/2018	10/13/2018	8	Research	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Writeshop on Outcomes-Based Education Course Syllabi	07/26/2018	07/26/2018	8	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Extension Proposal Writing	07/18/2018	07/18/2018	8	Research	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	7th Annual Conference on Environmental Science	06/13/2018	06/15/2018	24	Research	Philippine Environmental Science Association (PESA)
	2nd Internationalization of Graduate Education for Agricultural and Rural Development International Conference	10/19/2017	10/20/2017	16	Research	University of the Philippines Los Baños Graduate School
	Data, Connectivity, and Intelligence : Data Science Track of the Data Science Course under Coursera	10/09/2017	03/29/2018	255	Technical	DOST-PCIEERD
	1st Internationalization of Graduate Education for Agricultural and Rural Development International Conference	11/22/2016	11/23/2016	16	Research	University of the Philippines Los Baños Graduate School

(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 Programming		One of the Top Performing Scholar for Data Science Pathway by DOST- PCIEERD Project Sparta		International Multidisciplinary Organization for Research and Extension, Inc.
					Association of State Universities and Colleges Qualitative Researchers, Inc.
					Center for Scholarly Researches of Educators in the Philippines, Inc.
					National Organization of Science Teachers and Educators(NOSTE), Inc.
					Pinoy Educators Advocating Social Media Education, Inc.
					Association of Science and Mathematics Coaches of the Philippines, Inc.

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/01/2024
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## Attachment A.1

### VIII. OTHER INFORMATION

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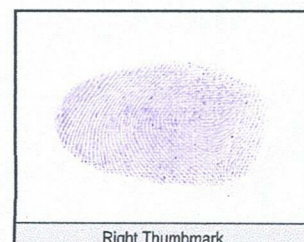
<p>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,</p> <p>a. within the third degree?</p> <p>b. within 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 checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <p>_____</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> <p>_____</p> <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>_____</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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details:</p> <p style="text-align: center;"><b>End of Contract</b></p> <p>_____</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>_____</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>

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
Salvador M. Catre	VSU Visca Baybay City Leyte	053-563-7027
Christy M. DesadeS	VSU Visca Baybay City Leyte	053-563-7027
Shalom Grace C. Sugano	VSU Visca Baybay City Leyte	053-563-7027
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.) <i>PLEASE INDICATE ID Number and Date of Issuance</i>
Government Issued ID: <b>TIN</b>
ID/License/Passport No.: <b>434368083</b>
Date/Place of Issuance: <b>04/04/2013 / Sogod, Southern Leyte</b>

  
Signature (Sign inside the box)  
05/01/2024  
Date Accomplished



SUBSCRIBED AND SWORN to before me this 09 MAY 2024, affiant exhibiting his/her validly issued government ID as indicated above.

  
**ATTY. BRYAN C. GUINDOOR**  
 VSU Chief Legal Officer



### 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: June 9, 2014 – present
- Position: Instructor I
- Name of Office/Unit: VSUIHS
- Immediate Supervisor: Shalom Grace C. Sugano
- Name of Agency/Organization and Location: Visayas State University , Visca Baybay City Leyte
- List of Accomplishments and Contributions (if any)
  - LIS Coordinator (2014- present)
  - JS Coordinator (2016)
  - Restructured the computer laboratory and requested for additional computer units.
  - Awarded as One of the Top Performing Scholar from DOST PCIEERD Project SPARTA Data Science Pathway
  - Attended conferences, seminars and trainings for research and instruction.
  - Submitted research proposals to DOST, DA-BAR and VSU for evaluation.
- Summary of Actual Duties
  - Ensures student learning in an effective manner.
  - Provide feedback as to the progress of the student.
  - Performs other duties as assigned by the immediate supervisor.

  
NELSON H. TEJARA

(Signature over Printed Name  
of Employee/Applicant)

Date: 05/02/24



**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: April 13, 2013 – December 12, 2013
- Position: IT Outsourcing Specialist
- Name of Office/Unit: Powell Thomas International Accounting Services
- Immediate Supervisor: Carmele O. Thomas
- Name of Agency/Organization and Location: P.T International Accounting Services, Sogod Southern Leyte
- List of Accomplishments and Contributions (if any)
  - Performed maintenance on server computers remotely
  - Created application programs for clients
- Summary of Actual Duties
  - Performed IT-related task as assigned by the supervisor
  - Create programs as required by the client

  
NELSON H. TEJARA

(Signature over Printed Name  
of Employee/Applicant)

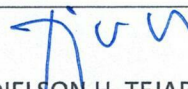
Date: 05/02/24



## 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: June 12, 2012 – December 12, 2013
- Position: Visiting Instructor
- Name of Office/Unit: SLSU Tomas Oppus
- Immediate Supervisor: Alex C. Mabulay
- Name of Agency/Organization and Location: Southern Leyte State University , Tomas Oppus Southern Leyte
- List of Accomplishments and Contributions (if any)
  - Speaker for the Teacher's Training Workshop on MS Excel
  - Facilitator for Student Training on Sony Vegas Pro
- Summary of Actual Duties
  - Ensures student learning in an effective manner
  - Provide feedback as to the progress of the student
  - Performs other duties as assigned by the immediate supervisor



NELSON H. TEJARA

(Signature over Printed Name  
of Employee/Applicant)

Date: 05/02/24