

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	PONCE		
FIRST NAME	BETHLEHEM		NAME EXTENSION (JR., SR)
MIDDLE NAME	ALGODON		
3. DATE OF BIRTH (mm/dd/yyyy)	10/20/1983	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 CITY, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" 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	Apartment 81 Kibourne Drive House/Block/Lot No. Street VSU Pangasugan Subdivision/Village Barangay Baybay Leyte City/Municipality Province
7. HEIGHT (m)	1.65 METERS	ZIP CODE	6521
8. WEIGHT (kg)	60 KGS		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	111 House/Block/Lot No. Street SAN ROQUE Subdivision/Village Barangay SOGOD SOUTHERN LEYTE City/Municipality Province
10. GSIS ID NO.	02004263907	ZIP CODE	6606
11. PAG-IBIG ID NO.	913165266975		
12. PHILHEALTH NO.	13-000109048-9		
13. SSS NO.	NA	19. TELEPHONE NO.	NONE
14. TIN NO.	265-714-574-000	20. MOBILE NO.	09616830936
15. AGENCY EMPLOYEE NO.	V-000761	21. E-MAIL ADDRESS (if any)	bethlehem.ponce@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NA	NAME EXTENSION (JR., SR)	NA	NA
MIDDLE NAME	NA			
OCCUPATION	NA			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	PONCE			
FIRST NAME	JAIME	NAME EXTENSION (JR., SR)		
MIDDLE NAME	TAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	ALGODON			
FIRST NAME	PABLITA			
MIDDLE NAME	DELA PEÑA			

(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	SOGOD CENTRAL ELEMENTARY SCHOOL	n/a	1990	1996	graduated	1996	NONE
SECONDARY	SOUTHERN LEYTE STATE COLLEGE OF SCIENCE AND TECHNOLOGY	n/a	1996	2000	graduated	2000	NONE
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	SOUTHERN LEYTE STATE COLLEGE OF SCIENCE AND TECHNOLOGY	Bachelor of Science in Information Technology	2000	2004	graduated	2004	NONE
	UNIVERSITY OF SAN CARLOS	AB Political Science	2004	2007	graduated	2007	NONE
GRADUATE STUDIES	SOUTHERN LEYTE STATE UNIVERSITY - TO CAMPUS	MAEd major in SOCIAL SCIENCE	2009	2012	graduated	2012	NONE
	UNIVERSITY OF SAN CARLOS	PhD in ANTHROPOLOGY	2013	2019	graduated	2019	VSU Fellowship

(Continue on separate sheet if necessary)

SIGNATURE	<i>PA.</i>	DATE	4/17/24
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	<i>PA.</i>	DATE	4/17/24
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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		
Ugnayang Pang-Aghamtao, Inc. Anthropological Association of the Philippines	October/ 2012/	Present	NA	MEMBER
Mt. Pangasugan Trailblazer	04/22/2023	Present	NA	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			
45th Annual Conference of the Ugnayang Pang-Aghamtao, Inc.	09/11/2023	11/11/2023	24	Technical	Ugnayang Pang-aghantao, Inc. and Ateneo de Zamboanga University
2nd International Mamanwa Dialogue Symposium	10/26/2023	10/28/2023	24.0	Technical	St. Paul University Surigao, Surigao City
10th National Social Science Congress	07/27/2023	07/29/2023	16.0	Technical	Philippine Social Science Council and Silliman University
Mindanao Peacebuilding Institute Annual Training : Understanding Grassroots Environmental Peace	05/14/2023	05/19/2023	48.0	Technical	Mindanao Peacebuilding Institute
DOST Saliklakbay Solutions Mapping Immersion	03/27/2023	03/28/2023	16.0	Technical	DOST Region XI in cooperation with UNDP
Social Science Symposium	06/02/2022	06/03/2022	12.0	Technical	DLABS, VSU Main Campus, Baybay City Leyte
Echo-webinar on the TIEC-CHED Flexible Learning Foundation Virtual Conference	03/15/2021	03/15/2021	16.0	Technical	VSU Main Campus, Baybay City Leyte
Webinar on Covid19 Vaccines: Are you willing to take the shot?	02/23/2021	02/23/2021	8.0	Technical	VSU Main Campus, Baybay City Leyte
Webinar on Flexible Learning in Social Science	06/09/2020	06/09/2020	8.0	Technical	HEIs, Region VIII
Workshop Paper Presentation Strategies: Local, Regional, and International Conferences	02/07/2020	02/07/2020	8.0	Technical	Leyte and ASD, Visayas State Univeristy - Tolosa, Tolosa Leyte
International Research Forum on the Philippines 2019: Constructing Philippine Modernities	11/11/2019	11/12/2019	16.0	Technical	(PASC) of LA robe University and the Filipino-Australian Student Council of Victoria
Ethnography: As Experienced by a Female Ethnographer	9/30/2019	9/30/2019	8.0	Technical	Dept. of Liberal Arts and Behavioral Sciences, VSU, Baybay City Leyte
1st International Conference on Interdisciplinary Research	05/11/2019	5/13/2019	24.0	Technical	Colegio De San Juan De Letran, Manila Philip
UGAT 40TH Annual Conference	11/08/2018	11/10/2018	24.0	Technical	Anthropological Association of the Philippines
3rd National Research Conference on Arts, Science and Health	10/16/2018	10/18/2018	24.0	Technical	Lyceum of the Philippines University, Batangas City and NONESCOST, Negros Occidental Philippines
Sensing Journey	06/11/2018	6/15/2018	40.0	Technical	ATI- Regional Training Center VIII
2ND International Conference in the Philippine Studies and Asia	05/03/2018	05/05/2018	24.0	Technical	DANUM, De La Salle
2018 World Interdisciplinary Research Conference	04/05/2018	04/07/2018	24.0	Technical	Lyceum of the Philippines University, Batangas City Philippines and DR Int'
39th UGAT Annual Conference	11/09/2017	11/11/2017	24.0	Technical	Anthropological Association of the Philippines
Forum on Conflict on Natural Resource Management and Utilization	11/07/2017	11/07/2017	8.0	Technical	Visayas State University
Textbook Writing	10/11/2017	10/11/2017	8.0	Technical	Mutya Publishing Inc.
Re-Echo Training on the New CHED General Education Courses: "Understanding the Self"	03/02/2017	03/04/2017	24.0	Technical	DLABS, Visayas StateUniversity, Baybay City Leyte
Museography Workshop: Preserving and Conserving the DLABS Museum Collections	03/02/2017	03/04/2017	24.0	Technical	Dept. of Liberal Arts and Behavioral Sciences, VSU, Baybay City Leyte
Training of Trainors for the New General Education Curriculum	10/10/2016	10/28/2016	128.0	Technical	The Commission on Higher Education, Philippines
2nd SEAMEO SPAFA International Conference on Southeast Asian Archaeology	05/20/2016	06/02/2016	32.0	Technical	SEAMEO SPAFA
German-Cambodian Conservation course	5/29/2015	07/08/2015	240.0	Technical	German-Cambodian Conservation 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)
Photography	NA	Footbelle United Women's Football Club
Playing football, table tennis and volleyball		

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	4/17/24

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?

☐ YES ☒ NO

If YES, give details: _____

b. Have you been criminally charged before any court?

☐ 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: **FINISHED CONTRACT**

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?

☐ YES ☒ NO

If YES, give details: _____

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: _____

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?

☐ YES ☒ NO

If YES, please specify: _____

b. Are you a person with disability?

☐ YES ☒ NO

If YES, please specify ID No: _____

c. Are you a solo parent?

☐ YES ☒ NO

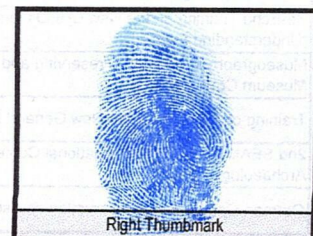
If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
GUIRALDO FERNANDEZ	VISCA, BAYBAY CITY	9176540264
JETT QUEBEC	BURAUEN COMMUNITY COLLEGE	(053) 565-0600 LOC1028
ZONA AMPER	UNIVERSITY OF SAN CARLOS, CEBU CITY	9237152119

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.



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: **DRIVER'S LICENSE**

ID/License/Passport No.: **H11-11-000024**

Date/Place of Issuance: **Oct. 20, 2019/ Baybay City Leyte**

Signature (Sign inside the box)

[Signature]

Date Accomplished: **April 12, 2024**

SUBSCRIBED AND SWORN to before me this **14 MAY 2024**, affiant exhibiting his/her validly issued government ID as indicated above.

[Signature]
ATTY. RYSAN C. GUINOCOR
VSU Chief Legal Officer
Person Administering Oath

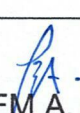
WORK EXPERIENCE SHEET

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.

- Duration: May, 2011 – present
- Position: Associate Professor II
- Name of Office/Unit: Department of Philosophy and Social Sciences
- Immediate Supervisor: Al Franjon Villaroya
- Name of Agency/Organization and Location: Visayas State University, Main Campus, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Extension project together with an IP community and DepEd-Southern Leyte Division (on-going)
 - Published a book and two articles are currently in-press
 - Administrative functions
 - Instructions
- Summary of Actual Duties
 - As an instructor it is my primary duty to facilitate the learning process of the students, at the same time, my administrative functions enable me to help the department in the recruitment process and in the decision-making process on matters concerning the department. In addition, part of my actual duties is to continue making relevant studies and to initiate projects that are significant to the society.

- Duration: June 2007- March 2008
- Position: Part-time Instructor
- Name of Office/Unit: College of Arts and Sciences
- Immediate Supervisor: Mrs. Olayvar
- Name of Agency/Organization and Location: Southern Leyte State University, Sogod So. Leyte
- List of Accomplishments and Contributions (if any)
 - Instructions
 - Coached the Women's Volleyball Team
- Summary of Actual Duties
 - Responsible in attending and facilitating classes and in handling the women's volleyball team.


 BETHLEHEM A. PONCE
 (Signature over Printed Name
 of Employee/Applicant)

Date: April 17, 2024