| CS Form No. 212 | | | | | LO:E. | Skatter Her | STO Year AR | | |
|---|---|---|-----------------------------|---|---------------|--|--|--|--|
| Revised 2017 | PERSO | NAL DAT | A SH | IEE' | MAG | | | | |
| | | | | | | | | | |
| WARNING: Any misrepresenta concerned. | ation made in the Personal Data Sheet and the | e Work Experience Sheet sh | all cause the f | filing of adm | inistrative/ | criminal case/s a | gainst the per | son | |
| READ THE ATTACHED GUIDE | TO FILLING OUT THE PERSONAL DATA SHI | | | | | | | | |
| | s (and use separate sheet if necessary. Indicate | N/A if not applicable. DO NOT A | BBREVIATE. | | 1. CS ID No. | | (Do not fill up. F | For CSC use only | |
| I. PERSONAL INFORMATION | | | | | | | | | |
| 2. SURNAME | ORACION | | | | | | | | |
| FIRST NAME | HELEN GRACE NAME EXTENSION (JR., SF | | | | | | | | |
| MIDDLE NAME | FERRERAS | | | | | | | | |
| 3. DATE OF BIRTH | 09/11/1996 | 16. CITIZENSHIP | G Blising G Bool Chicagolia | | | | | | |
| (mm/dd/yyyy) | | U9/11/1996 16. CHIZENSHIP Filipino Dual Citizens J by birth | | | | Dual Citizenship | And the second s | | |
| 4. PLACE OF BIRTH | PARAÑAQUE, METRO MANILA | If holder of dual citizer | nshin | | | | | Zation | |
| 4, FEAGE OF BIRTH | | please indicate the de | | i io. indicate country | | | ourin j. | | |
| 5. SEX | ☐ Male ✓ Female | prease arabete tre de | itano. | Control of the Control | | | 27.12. | | |
| 6 CIVIL STATUS | Single Married | 17. RESIDENTIAL ADDRESS | | DI 14 11 | | | 211 | | |
| 10 TO | Widowed Separated | Control and a standard transport | Hou | buse/Block/Lot No. Street BRGY. GAAS | | | 1011 | | |
| | Other/s: | A BROKESO AVARENTARE | | Subdivision/Village | | | Barangay | | |
| 7. HEIGHT (m) | 1.51 | | | BAYBAY CITY ity/Municipality | | | LEYTE Province | | |
| 8. WEIGHT (kg) | 45.8 | ZIP CODE | | HOTUURIO | MEDIUM | 6521 | D#END | 0.074,030 | |
| 9. BLOOD TYPE | AY BH BH ARE SOM | 18. PERMANENT ADDRESS | | 1 1 | Mag to | | steatime | 12001/2017 | |
| | | | Hou | ise/Block/Lot No |). | | Street BRGY, GAAS | | |
| 10. GSIS ID NO. | NA | | | odivision/Village | | Barangay | | | |
| 11. PAG-IBIG ID NO. | 121226009688 | | | BAYBAY CITY ity/Municipality | | LEYTE Province | | | |
| 12. PHILHEALTH NO. | 13-025489771-0 | ZIP CODE | | | | 6521 | 3521 | | |
| 13. SSS NO. | NA NA | 19. TELEPHONE NO. | | | | NA | NAME OF TAXABLE PARTY. | | |
| 14. TIN NO. | 746 052 270 | 20. MOBILE NO. | | +639073118005 | | | | | |
| 14. TIN NO. | TIN NO. 716-052-370 | | | | | | | | |
| 15. AGENCY EMPLOYEE NO. | V01099 | 21. E-MAIL ADDRESS (if any) | | hele | ngrace.o | racion@vsu.e | edu.ph | | |
| II. FAMILY BACKGROUND | | | | | | | | | |
| 22. SPOUSE'S SURNAME | NA. | | 23. NAME of CH | ME of CHILDREN (Write full name and list all) | | | DATE OF BIRTH (mm/dd/yyyy) | | |
| FIRST NAME | NA | NAME EXTENSION (JR., SR) | | | NA | | 1 | NA | |
| MIDDLE NAME | NA NA | | | | | | | | |
| OCCUPATION | NA NA | | | | | | | | |
| EMPLOYER/BUSINESS NAME | NA NA | | | | | | | | |
| BUSINESS ADDRESS NA | | | | | | | | | |
| | | | | | | | | | |
| TELEPHONE NO. | NA NA | | | | | | | | |
| 24. FATHER'S SURNAME | ORACION | | | | | | | | |
| FIRST NAME | RODULFO | NAME EXTENSION (JR., SR) | | | | | | | |
| MIDDLE NAME | BAGASLAO | | | | | | | | |
| 25. MOTHER'S MAIDEN NAME | | | | | | | | | |
| SURNAME | FERRERAS | | | | | | | | |
| | | | | | | | | | |
| FIRST NAME NIDA | | | | | | | | | |
| MIDDLE NAME | ESTIPONA | | | (C | ontinue on se | parate sheet if neces | ssary) | | |
| III. EDUCATIONAL BACK | GROUND | T | | | | Compatible Ships | | | |
| 26. LEVEL | NAME OF SCHOOL (Write in full) | BASIC EDUCATION/DEGREE/COURSE (Write in full) | | PERIOD OF | ATTENDANCE To | HIGHEST LEVEL/ UNITS EARNED (if not graduated) | YEAR GRADUATED | SCHOLARSHIP/ ACADEMIC HONORS RECEIVED | |
| ELEMENTARY | BAYBAY SOUTH CENTRAL SCHOOL | BASIC EDUCATION (ELEMENTARY) | | 2003 | 2009 | NA | 2009 | WITH HONORS | |
| SECONDARY | BAYBAY CITY NATIONAL HIGH SCHOOL | BASIC EDUCATION (HIGH SCHOOL) | | 2009 | 2013 | NA | 2013 | WITH HONORS | |
| VOCATIONAL / TRADE COURSE | NA | NA | | NA | NA | NA | NA | NA | |
| COLLEGE | VISAYAS STATE UNIVERSITY | BACHELOR OF SCIENCE IN | 2013 | 2017 | NA | 2017 | VSU SCHOLAR | | |
| GRADITATE STUDIES NA | | NA NA | | NA | MA | NA | MA | NA | |

DATE

JULY 12, 2023

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SIGNATURE

| 7. CARE | ER SERVICE/ RA 1080 | 0 (BOARD/ BAR) UNDER | RATING | DATE OF | | | | LICENSE (if ap | plicable) , * |
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| BAF | SDECIAL LAWS/ CES/ CSEE | | (If Applicable) | EXAMINATION / CONFERMENT | PLACE OF EXAMINA | ATION / CONFER | RMENT | NUMBER | Date of Validity |
| RA 1080 | RA 1080 (CHEMISTRY LICENSURE EXAM) 76.5 | | 76.5 | OCT. 10 & 11, 2017 | EBU | | 0013606 | 09/11/202 | |
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| WORKE | XPERIENCE | | | Continue on separate sheet i | f necessary) | | | | |
| nclude priva | ate employment. | Start from your recent | work) Descriptio | n of duties should be in | dicated in the attached | Work Exper | SALARY/ JOB/ PAY | | |
| | INCLUSIVE DATES (mm/dd/yyyy) POSITION TITLE (Write in full/Do not abbrevi | | | | CY / OFFICE / COMPANY o not abbreviate) | MONTHLY SALARY | GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT | STATUS OF APPOINTMENT | GOV'T SERVICE (Y/N) |
| 08/01/2021 | Present | INSTRUCT | | CHE | DEPARTMENT OF PURE AND APPLIED CHEMISTRY DEPARTMENT OF PURE AND APPLIED | | | CONTRACTUAL | YES |
| 08/01/2018 | 07/31/21 | SUBSTITUTE INS | | CHEI | MISTRY SOIL SCIENCE - SRA | Php 22, 149 Php 19,000 | SG12 N/A | JOB ORDER | YES |
| 1210112011 | 07/31/2010 | OTILMIO | | DEFARMENT OF | OOIL GOILNOL - GNA | Filp 19,000 | INA | JOBORDER | 123 |
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| SION | ATURE | | | Continue on separate sheet in | f necessary) JULY 12, 2023 | Total a support | CS FORM | 1 212 (Revised 2017), P | age 2 of 4 |
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| 9. NAME & ADDRESS OF ORGAN (Write in full) | IZATION | (mm/dd | | NUMBER OF HOURS | POSITION / NATURE OF WORK | | | |
| NA | | NA NA | | NA | | NA NA | | |
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| LEARNING AND DEVELOPMENT (L& tart from the most recent L&D/training program and in | | | | | | re/Managerial positions) | | |
| TITLE OF LEARNING AND DEVELOPMENT INT | THE STATE OF STATE OF | INCLUSIVE ATTENE (mm/dd | DATES OF DANCE (/yyyy) | NUMBER OF HOURS | Type of LD (Managerial/ Supervisory/ Technical/etc) | CONDUCTED/ SPONSORED BY (Write in full) | | |
| Virtual Webinar "What is the Lab of | he Future?" | From 03/29/2023 | To 03/30/2023 | 16 | TECHNICAL | Philippine Alliance of Laboratory Equipment Users | | |
| International Conference on Chem | istry (IC2) | 02/15/2023 | 02/17/2023 | 24 | TECHNICAL | Kapisanang Kimika ng Pilipinas, Inc., University of Santo Tom Office of the Vice Rector for Research and Innovation, and th University of Santo Tomas Research Center for the Natural ar Applied Sciences | | |
| ends and Approaches in Analytical Sciences (Mass Spectrometry-based Metab | | 11/16/2022 | 11/16/2022 | 2.5 | TECHNICAL | De La Salle University, Agilent, and DiethelmKellerSiberf (DKSH) Holding | | |
| raining-Workshop on Quality Assurance/Qualit Method Verification/Validat | y Control (QA/QC) and | 08/03/2022 | 08/04/2022 | 16 | TECHNICAL | Department of Agriculture Bureau of Soils and Water Managem | | |
| 33RD Joint ViCARP and RRDEN Regional | RDEI Symposium | 11/17/2021 | 11/18/2021 | 16 | TECHNICAL | Visayas Consortium for Agriculture, Aquatic and Natural Resou Program (ViCARP) and Regional Research and Development/Extension Network (RRDEN) | | |
| Online Training on Moodle Classroom | Management | 6/24/20 | 6/26/20 | 24 | TECHNICAL | Prof. Winston M. Tabada/ Department of Computer Science a Technology Visayas State University Main Campus | | |
| Training-Workshop on Course Modules Production for Flexible Learning in Higher Education Institutions (HEIs) | | 06/11-12/20 | 6/15-19/20 | 54 | TECHNICAL | Commission on Higher Education Regional Office VIII Youtu Channel (Webinar) | | |
| Echo-Seminar/Workshop on Educational Tech Century Teachers | 07/23/2019 | 07/24/2019 | 16 | TECHNICAL | College of Arts and Sciences of Visayas State University | | | |
| Seminar-Workshop on Open Data Kit (ODK) | | 03/7/2019 | 03/7/2019 | 8 | TECHNICAL | Department of Statistics of Visayas State University | | |
| 2nd Regional Symposium of the Philippine Biochemistry and Molecular Biology | | 02/21/2019 | 02/22/2019 | 16 | TECHNICAL | PSBMB and Visayas State University (Main Campus) | | |
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| /III. OTHER INFORMATION | | (Continu | ue on separate s | heet if neces | sary) | and territoria | | |
| , Teres | 32 NO | ON-ACADEMIC DI | | ECOGNITION | | MEMBERSHIP IN ASSOCIATION/ORGANIZATION | | |
| 31. SPECIAL SKILLS and HOBBIES THRILTING | 32. (Write in full) | | | | | (WILE IT LUI) KAPINSANANG KIMIKA NG PILIPINAS, INC. (CHEMICAL SOC | | |
| READING | | | | | | OF THE PHILIPPINES, INC) PHILIPPINE ASSOCIATION OF PHYSICS AND SCIENCE | | |
| SURFING THE INTERNET | | | | | Service Assessment | INSTRUCTORS (PAPSI) | | |
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| PAINTING BUILT TOURNALING | | #U.V.72() | AZTI CARA DISA LA SASTA CARA | λ | | | | |
| BULLET JOURNALING | | (Conti | nue on separate | sheet if nece | essary) | | | |
| SIGNATURE | | | | | | ACCUSED NO. OF THE PARTY OF THE | | |

| 34. | Are you related by consanguinity or affinity to the appointing or chief of bureau or office or to the person who has immediate so Bureau or Department where you will be appointed, a. within the third degree? | ☐ YES ☑ NO | | | | | |
|-----|---|---|--|---------------------|--|--|--|
| | b. within the fourth degree (for Local Government Unit - Caree | ☐ YES ☑ NO If YES, give details: | | | | | |
| 35. | a. Have you ever been found guilty of any administrative offen | ☐ 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 any court or tribunal? | ☐ YES ☑ NO If YES, give details: | | | | | |
| 37. | Have you ever been separated from the service in any of the dropped from the rolls, dismissal, termination, end of term, fin the public or private sector? | ished contract or phased out (abolition) in | | | | | |
| 38. | a. Have you ever been a candidate in a national or local election Barangay election)? | ☐ YES ☑ NO If YES, give details: | | | | | |
| | b. Have you resigned from the government service during the election to promote/actively campaign for a national or local c | YES NO If YES, give details: | | | | | |
| 39. | Have you acquired the status of an immigrant or permanent n | ☐ YES ☑ NO If YES, give details (country): ———————————————————————————————————— | | | | | |
| 40. | Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magrand (c) Solo Parents Welfare Act of 2000 (RA 8972), please a | | | | | | |
| a. | Are you a member of any indigenous group? | YES VOINT NO | | | | | |
| b. | Are you a person with disability? | YES VO | | | | | |
| 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. | | | | |
| | DR. ANDRESITO D. ACABAL | VSU, VISCA, BAYBAY CITY, LEYTE | 09179777298 | | | | |
| | DR. SUZETTE B. LINA | VSU, VISCA, BAYBAY CITY, LEYTE | 09199613921 | | | | |
| 40 | DR. FELIX M. SALAS | VSU, VISCA, BAYBAY CITY, LEYTE | (053) 563-7747 | | | | |
| 42. | I declare under oath that I have personally accomplished this statement pursuant to the provisions of pertinent laws, rules the agency head / authorized representative to verify, misrepresentation made in this document and its attachmagainst me. | and regulations of the Republic of the Ph/validate the contents stated herein. | ilippines. I authorize I agree that any | EN GRACE F. ORACION | | | |
| | Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance | | | | | | |
| 2-1 | Government Issued ID: PRC LICENSE | | | | | | |
| | ID/License/Passport No.: 0013606 | e box) | | | | | |
| | Date/Place of Issuance: OCTOBER 24, 2017 | | Right Thumbmark | | | | |
| | SUBSCRIBED AND SWORN to before me this | ATTY, RYSAN C GUINOCOR VSU Office Legal Officer Person Administering Oath | g his/her validly issued government ID | as indicated above. | | | |
| | | | Design the second of the secon | | | | |

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

Sample: If applying to Supervising Administrative Officer

Duration: December 11, 2017 – July 31, 2018

· Position: Chemist

- Name of Office/Unit: DSS-SRA Soil and Plant Analysis Laboratory
- Immediate Supervisor: Suzette B. Lina
- Name of Agency/Organization and Location: Visayas State University
 - Summary of Actual Duties
 - Assist the project/component leaders in doing literature review regarding different soil management & crop nutrition for sugarcane;

Perform laboratory analysis of plant and soil samples;

Ensures quality laboratory results;

- Maintain records of laboratory activities and assists in preparation of accomplishment report;
- o Help maintain equipment and facilities; and
- o Perform other related functions that maybe assigned by the project leaders.
- · Duration: August 1, 2018 to present
- Position: Instructor I
- Name of Office/Unit: Department of Pure and Applied Chemistry
- Immediate Supervisor: Elizabeth S. Quevedo
- Name of Agency/Organization and Location: Visayas State University, Baybay City
 - List of Accomplishments and Contributions (if any)

On-going

Summary of Actual Duties

Teaches assigned subjects and performs other teaching related functions, among others.

HELEN GRACE F. ORACION
(Signature over Printed Name of Employee/Applicant)

Date: July 11, 2023