

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

ORACION

FIRST NAME

HELEN GRACE

NAME EXTENSION (JR., SR)

MIDDLE NAME

FERRERAS

3. DATE OF BIRTH  
(mm/dd/yyyy)

09/11/1996

16. CITIZENSHIP

☒ Filipino

☐ Dual Citizenship

☒ by birth

☐ by naturalization

Pls. indicate country:

4. PLACE OF BIRTH

PARAÑAQUE, METRO MANILA

If holder of dual citizenship,  
please indicate the details.

5. SEX

☐ Male

☒ Female

6 CIVIL STATUS

☒ Single

☐ Married

☐ Widowed

☐ Separated

☐ Other/s:

7. HEIGHT (m)

1.51

17. RESIDENTIAL ADDRESS

House/Block/Lot No.

Street

Subdivision/Village

BRGY. GAAS

BAYBAY CITY

Barangay

City/Municipality

LEYTE

Province

6521

8. WEIGHT (kg)

45.8

ZIP CODE

6521

9. BLOOD TYPE

B+

18. PERMANENT ADDRESS

House/Block/Lot No.

Street

Subdivision/Village

BRGY. GAAS

BAYBAY CITY

Barangay

City/Municipality

LEYTE

Province

6521

10. GSIS ID NO.

NA

19. TELEPHONE NO.

NA

11. PAG-IBIG ID NO.

121226009688

20. MOBILE NO.

+639073118005

12. PHILHEALTH NO.

13-025489771-0

21. E-MAIL ADDRESS (if any)

helengrace.oracion@vsu.edu.ph

13. SSS NO.

NA

14. TIN NO.

716-052-370

15. AGENCY EMPLOYEE NO.

V01099

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME

NA

23. NAME of CHILDREN (Write full name and list all)

NA

DATE OF BIRTH (mm/dd/yyyy)

NA

FIRST NAME

NA

NAME EXTENSION (JR., SR)

NA

MIDDLE NAME

NA

OCCUPATION

NA

EMPLOYER/BUSINESS NAME

NA

BUSINESS ADDRESS

NA

TELEPHONE NO.

NA

24. FATHER'S SURNAME

ORACION

25. MOTHER'S MAIDEN NAME

FERRERAS

FIRST NAME

RODULFO

NAME EXTENSION (JR., SR)

NIDA

MIDDLE NAME

BAGASLAO

ESTIPONA

(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

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

COLLEGE

VISAYAS STATE UNIVERSITY

BACHELOR OF SCIENCE IN CHEMISTRY

2013

2017

NA

2017

VSU SCHOLAR

GRADUATE STUDIES

NA

NA

NA

NA

NA

NA

(Continue on separate sheet if necessary)

SIGNATURE

ORACION

DATE

JULY 12, 2023


CS FORM 212 (Revised 2017). Page 1 of 4



[illegible]

**V. WORK EXPERIENCE**  
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

SIGNATURE		DATE	JULY 12, 2023	CS FORM 212 (Revised 2017), Page 2 of 4
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**JULY 12, 2023**

CS FORM 212 (Revised 2017), Page 2 of 4




29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	NA	NA	NA	NA	NA

VII. LEARNING AND DEVELOPMENT (L&amp;D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

### VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	THRIFTING		NA		KAPINSANANG KIMIKA NG PILIPINAS, INC. (CHEMICAL SOCIETY OF THE PHILIPPINES, INC)
	READING				PHILIPPINE ASSOCIATION OF PHYSICS AND SCIENCE INSTRUCTORS (PAPSI)
	SURFING THE INTERNET				
	DRAWING				
	WATCHING SHOWS				
	PAINTING				
	BULLET JOURNALING				

SIGNATURE		DATE	JULY 12, 2023	CS FORM 212 (Revised 2017), Page 3 of 4
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**JULY 12, 2023**

CS FORM 212 (Revised 2017), Page 3 of 4



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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)												
<table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>DR. ANDRESITO D. ACABAL</td><td>VSU, VISCA, BAYBAY CITY, LEYTE</td><td>09179777298</td></tr><tr><td>DR. SUZETTE B. LINA</td><td>VSU, VISCA, BAYBAY CITY, LEYTE</td><td>09199613921</td></tr><tr><td>DR. FELIX M. SALAS</td><td>VSU, VISCA, BAYBAY CITY, LEYTE</td><td>(053) 563-7747</td></tr></table>	NAME	ADDRESS	TEL. NO.	DR. ANDRESITO D. ACABAL	VSU, VISCA, BAYBAY CITY, LEYTE	09179777298	DR. SUZETTE B. LINA	VSU, VISCA, BAYBAY CITY, LEYTE	09199613921	DR. FELIX M. SALAS	VSU, VISCA, BAYBAY CITY, LEYTE	(053) 563-7747
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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.) PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: <b>PRC LICENSE</b>
ID/License/Passport No.: <b>0013606</b>
Date/Place of Issuance: <b>OCTOBER 24, 2017</b>

Signature (Sign inside the box)
<b>JULY 12, 2023</b>
Date Accomplished

SUBSCRIBED AND SWORN to before me this <b>18 SEP 2023</b> , affiant exhibiting his/her validly issued government ID as indicated above.			
<table><tr><td></td></tr><tr><td>ATTY. RYSANE C. GUINOCOR VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>		ATTY. RYSANE C. GUINOCOR VSU Chief Legal Officer	Person Administering Oath
ATTY. RYSANE 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 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;
  - Help maintain equipment and facilities; and
  - 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