

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 ( ) ☐ 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	INSIK		
FIRST NAME	MARIA ROBELYN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	AUREO		
3. DATE OF BIRTH (mm/dd/yyyy)	29/01/1985	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.	
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	House/Block/Lot No. Street KAN-IPA Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.63	ZIP CODE	6521
8. WEIGHT (kg)	57		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	House/Block/Lot No. Street KAN-IPA Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	ON PROCESS	ZIP CODE	6521
11. PAG-IBIG ID NO.	121095803936		
12. PHILHEALTH NO.	13-000115138-0		
13. SSS NO.	NA	19. TELEPHONE NO.	
14. TIN NO.	249-525-022	20. MOBILE NO.	09179640037
15. AGENCY EMPLOYEE NO.	NA	21. E-MAIL ADDRESS (if any)	mariarobelyn.insik@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	INSIK	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ERWIN	NAME EXTENSION (JR., SR)	NA
MIDDLE NAME	BAUTISTA		
OCCUPATION	SALES REPRESENTATIVE		
EMPLOYER/BUSINESS NAME	INNOVET AGRIVENTURES , INC.		
BUSINESS ADDRESS	210 M.E. DIMASUAY ST. SAN NICOLAS BAY LAGUNA		
TELEPHONE NO.	NA		
24. FATHER'S SURNAME	AUREO		
FIRST NAME	ROBERTO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	VALENZONA		
25. MOTHER'S MAIDEN NAME			
SURNAME	MANAGBANAG		
FIRST NAME	ELENA		
MIDDLE NAME	GODOY		

(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 NORTH ELEMENTARY SCHOOL	PRIMARY EDUCATION	JUNE 1992	MARCH 1998	GRADUATED	1998	
SECONDARY	LEYTE STATE UNIVERSITY LABORATORY HIGH SCHOOL	AGRICULTURAL EDUCATION	JUNE 1998	MARCH 2002	GRADUATED	2002	WITH HONORS
VOCATIONAL / TRADE COURSE					NA		
COLLEGE	LEYTE STATE UNIVERSITY	BACHELOR OF SCIENCE IN CHEMISTRY	JUNE 2002	APRIL 2006	GRADUATED	2006	
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF EDUCATION	JUNE 2009	APRIL 2012	GRADUATED	2012	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 30, 2021
-----------	--	------	---------------



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
	Chemists Licensure Examinations	75.75	Sept. 7-8, 2006	Ramon Masaysay	0009999	29/01/2021

(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	SPECIAL JOB/ PAY GRADE (if applicable)& STEP (Format *00-0*) INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
26/11/2006	15/03/2008	Laboratory Analyst	URC-UCP	10000.00		Regular	N
15/03/2008	15/08/2008	Laboratory Analyst	SPMI	10000.00		Probationary	N
Nov/3/2008	31/03/2010	Part-time Laboratory Instructor	Visayas Sate University	10000.00		Part-time	N
01/06/2010	08/11/2014	Instructor I	Visayas Sate University		12	Temporary	Y
10/06/2015	30/10/2016	Instructor	University of San Agustin	16000.00		Probationary	N
05/08/2020	31/07/2021	Instructor I	Visayas Sate University		SG 12 step1	Temporary	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 30, 2021
-----------	---	------	---------------



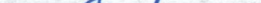
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	INTEGRATED CHEMISTS OF THE PHILIPPINES	0/0/2010	PRESENT		MEMBER
	Natural Products Society of the Philippines	0/0/2010	PRESENT		MEMBER
	Philippine Association of Chemistry Teachers	0/0/2010	PRESENT		MEMBER
	Philippine Society of Biotechnology and Molecular Biology	30/11/2018	PRESENT		MEMBER

**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)

(Continue on separate sheet if necessary)

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 30, 2021
-----------	---	------	---------------

July 30, 2021



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

☐ 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 due to change of address

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

☐ YES☒ NO

If YES, give details:

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

☐ YES☒ NO

☐ YES☒ NO

If YES, please specify:

If YES, please specify ID No:

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Prof. Candelario L. Calibo	DoPAC, Visayas State University	(053) 563-7747
Prof. Jacob Glenn F. Jansalin	DoPAC, Visayas State University	(053) 563-7747

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: PASSPORT

ID/License/Passport No.: P9792280A

Date/Place of Issuance: DECEMBER 3, 2018

Signature (Sign inside the box)

July 30, 2021

Date Accomplished

ID picture taken within the last 6 months  
4.5 cm. X 3.5 cm  
(passport size)

Computer generated or photocopied picture is not acceptable

PHOTO

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 31 AUG 2021, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN L. GUINOCOR  
YSU Chief Legal Officer

Person Administering Oath

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