

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	VALENZONA		
FIRST NAME	JORGE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	SANTONIA		
3. DATE OF BIRTH (mm/dd/yyyy)	JULY 19, 1981	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	BUNGA, BAYBAY CITY, LEYTE	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	APT. 19 KILBOURNE House/Block/Lot No. Street VISCA PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521-A
7. HEIGHT (m)	1.67	ZIP CODE	APT. 19 KILBOURNE House/Block/Lot No. Street VISCA PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521-A
8. WEIGHT (kg)	80		
9. BLOOD TYPE	A	18. PERMANENT ADDRESS	APT. 19 KILBOURNE House/Block/Lot No. Street VISCA PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521-A
10. GSIS ID NO.	81071900525	ZIP CODE	6521-A
11. PAG-IBIG ID NO.	1700-0030-0062		
12. PHILHEALTH NO.	130000738914	19. TELEPHONE NO.	N/A
13. SSS NO.	N/A	20. MOBILE NO.	09364121537
14. TIN NO.	930-225-772	21. E-MAIL ADDRESS (if any)	jorge.valenzona@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V000531		

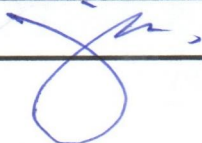
II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	VALENZONA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	DIVINA	NAME EXTENSION (JR., SR)	ELEONA ZOE L. VALENZONA	02/09/2010
MIDDLE NAME	LUCHAVEZ		ZURIELLE ZOE L. VALENZONA	02/02/2012
OCCUPATION	INSTRUCTOR		JESHAIAH ZOE L. VALENZONA	08/10/2014
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	VSU, VISCA, BAYBAY CITY, LEYTE			
TELEPHONE NO.	053 - 335 - 4554			
24. FATHER'S SURNAME	VALENZONA			
FIRST NAME	SERGIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MIO			
25. MOTHER'S MAIDEN NAME				
SURNAME	SANTONIA			
FIRST NAME	ELSA			
MIDDLE NAME	SORIBEN		(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	BUNGA ELEMENTARY SCHOOL	PRIMARY EDUCATION	1988	1994		1994	NA
SECONDARY	BUNGA NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	1994	1998		1998	VALEDICTORIAN
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A		N/A	NA
COLLEGE	LEYTE STATE UNIVERSITY	BS IN STATISTICS	1998	2002		2002	NA
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	MA MATHEMATICS EDUCATION	2004	2009		2009	NA
	PHILIPPINE NORMAL UNIVERSITY	PHD MATHEMATICS EDUCATION	2016	PRESENT	51 UNITS		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/20/2022	CS FORM 212 (Revised 2017), Page 1 of 4
-----------	---	------	------------	---



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


(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.


INCLUSIVE DATES				SALARY/JOB/PAY		
01/01/2000						
01/01/2001						
01/01/2002						
01/01/2003						
01/01/2004						
01/01/2005						
01/01/2006						
01/01/2007						
01/01/2008						
01/01/2009						
01/01/2010						
01/01/2011						
01/01/2012						
01/01/2013						
01/01/2014						
01/01/2015						
01/01/2016						
01/01/2017						
01/01/2018						
01/01/2019						
01/01/2020						
01/01/2021						
01/01/2022						
01/01/2023						
01/01/2024						
01/01/2025						
01/01/2026						
01/01/2027						
01/01/2028						
01/01/2029						
01/01/2030						
01/01/2031						
01/01/2032						
01/01/2033						
01/01/2034						
01/01/2035						
01/01/2036						
01/01/2037						
01/01/2038						
01/01/2039						
01/01/2040						
01/01/2041						
01/01/2042						
01/01/2043						
01/01/2044						
01/01/2045						
01/01/2046						
01/01/2047						
01/01/2048						
01/01/2049						
01/01/2050						
01/01/2051						
01/01/2052						
01/01/2053						
01/01/2054						
01/01/2055						
01/01/2056						
01/01/2057						
01/01/2058						
01/01/2059						
01/01/2060						
01/01/2061						
01/01/2062						
01/01/2063						
01/01/2064						
01/01/2065						
01/01/2066						
01/01/2067						
01/01/2068						
01/01/2069						
01/01/2070						
01/01/2071						
01/01/2072						
01/01/2073						
01/01/2074						
01/01/2075						


[illegible]

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	09/20/2022	CS FORM 212 (Revised 2017), Page 2 of 4
------------------	---	-------------	------------	---

<b>SIGNATURE</b>		<b>DATE</b>	09/20/2022	CS FORM 212 (Revised 2017), Page 2 of 4
------------------	---	-------------	------------	---

<b>SIGNATURE</b>		<b>DATE</b>	09/20/2022	CS FORM 212 (Revised 2017), Page 2 of 4
------------------	---	-------------	------------	---

<b>SIGNATURE</b>		<b>DATE</b>	09/20/2022	CS FORM 212 (Revised 2017), Page 2 of 4
------------------	---	-------------	------------	---



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			
	NATIONAL AUXILIARY CHAPLAINCY PHILIPPINES, INC.	09/18/2014	03/31/2016	30	CHAPLAIN (NACPHIL VALUES FORMATION OFFICER)	
	KABALIKAT CIVICOM NETWORK OF RESPONSIBLE COMMUNICATORS	09/28/20	PRESENT		OPERATIVE	
(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			
	ISO 9001: 2015 AWARENESS AND RE-AWARENESS SEMINAR	08/30/2022	08/31/2022	4	N/A	VISAYAS STATE UNIVERSITY
	INTRODUCTION TO LATEX AND LYX	03/04/2022	03/04/2022	8	TECHNICAL	VSU DMATH
	3rd NATIONAL GRADUATE TEACHER EDUCATION SEMINAR-WORSHOP	02/25/2022	02/27/2022	24	INSTRUCTION	PHILIPPINE ASSOCIATION OF GRADUATE STUDENTS IN TEACHER EDUCATION, INC. (PAGSTE)
	INTERNATIONAL SEMINAR-TRAINING ON PEDAGOGICAL RESILIENCE, INNOVATIVE ASSESSMENT PRACTICES FOR SPECIFIC DISCIPLINE, AND LEARNING MANAGEMENT IN THE NEW NORMAL	08/13/2021	08/15/2021	24	INSTRUCTION	INTERNATIONAL ORGANIZATION OF EDUCATORS AND RESEARCHERS, INC. (IOER)
	2ND NATIONAL GRADUATE TEACHER EDUCATION SEMINAR-WORSHOP	05/01/2021	05/03/2021	24	INSTRUCTION	PHILIPPINE ASSOCIATION OF GRADUATE STUDENTS IN TEACHER EDUCATION, INC. (PAGSTE)
	ECHO-WEBINAR ON THE TIEC-CHED FLEXIBLE LEARNING FOUNDATION VIRTUAL CONFERENCE	03/15/2021	03/16/2021	16	INSTRUCTION	VISAYAS STATE UNIVERSITY
	INTERNATIONAL GRADUATE TEACHER EDUCATION SUMMIT 2021	03/13/2021	03/14/2021	16	INSTRUCTION	PHILIPPINE NORMAL UNIVERSITY IN COLLABORATION WITH INT'L ORGANIZATION OF EDUCATORS AND RESEARCHERS
	VSU E-LEARNING ENVIRONMENT TRAINING WORKSHOP SERIES	12/15/2020	12/15/2020	8	INSTRUCTION	VISAYAS STATE UNIVERSITY
	CREATING MOBILE APP FOR SCIENCE AND MATHEMATICS INSTRUCTION USING MIT APP INVENTOR	12/04/2020	12/04/2020	4	INSTRUCTION	VISAYAS STATE UNIVERSITY
	WEBINAR ON TABLE OF SPECIFICATIONS AND TEST ITEM ANALYSIS	11/12/2020	11/12/2020	8	INSTRUCTION	VISAYAS STATE UNIVERSITY
	WEBINAR ON SCIENCE AND TECHNOLOGY TEACHING CONFERENCE	06/22/2020	06/22/2020	8	INSTRUCTION	CARL BALITA REVIEW CENTER
	TRAINING WORKSHOP ON "COURSE MODULES PRODUCTION FOR FLEXIBLE LEARNING IN HIGHER EDUCATION INSTITUTIONS (HEIs)	06/11-12/2020	06/15-19/2020	56	INSTRUCTION	EASTERN VISAYAS HIGHER INSTITUTIONS FLEXIBLE LEARNING MANAGEMENT SYSTEM CONSORTIUM
	CHAPLAINCY TRAINING COURSE AS NACPHIL'S	07/17/2015	07/18/2015	8	TECHNICAL	NATIONAL AUXILIARY CHAPLAINCY PHILIPPINES, INC.
	DIVISION TRAINING ON CONTENT-BASED INNOVATIVE TEACHING IN ENGLISH, SCIENCE & MATHEMATICS LEAST LEARNED SKILLS (RESOURCE SPEAKER)	05/19/2015	05/21/2015	24	INSTRUCTION	DEPED BAYBAY CITY DIVISION
(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)		
	DATA ANALYST; COMPUTER SKILLS	N/A		KABALIKAT CIVICOM NETWORK OF RESPONSIBLE COMMUNICATORS		
	PLAYING GUITAR , UKULELE, AND ORGAN			THE PHILIPPINE ASSOCIATION FOR GRADUATE EDUCATION		
	PLAYING BASKETBALL AND VOLLEYBALL			VISAYAS STATE UNIVERSITY FACULTY ASSOCIATION		
				THE MATHEMATICS TEACHERS ASSOCIATION OF THE PHILS.		
				PHILIPPINE ASSOCIATION FOR TEACHER EDUCATION		
				THE GIDEONS INTERNATIONAL IN THE PHILIPPINES		
(Continue on separate sheet if necessary)						
SIGNATURE		DATE		09/20/2022		



<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>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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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>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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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>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>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>DR. RENE BELECINA</td> <td>PHILIPPINE NORMAL UNIVERSITY</td> <td>9985730905</td> </tr> <tr> <td>DR. REMBERTO A. PATINDOL</td> <td>VISCA, BAYBAY CITY, LEYTE</td> <td>rap85@yahoo.com</td> </tr> <tr> <td>DR. EUSEBIO R. LINA</td> <td>VISCA, BAYBAY CITY, LEYTE</td> <td>eusebio.lina@vsu.edu.ph</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	DR. RENE BELECINA	PHILIPPINE NORMAL UNIVERSITY	9985730905	DR. REMBERTO A. PATINDOL	VISCA, BAYBAY CITY, LEYTE	rap85@yahoo.com	DR. EUSEBIO R. LINA	VISCA, BAYBAY CITY, LEYTE	eusebio.lina@vsu.edu.ph
NAME	ADDRESS	TEL. NO.											
DR. RENE BELECINA	PHILIPPINE NORMAL UNIVERSITY	9985730905											
DR. REMBERTO A. PATINDOL	VISCA, BAYBAY CITY, LEYTE	rap85@yahoo.com											
DR. EUSEBIO R. LINA	VISCA, BAYBAY CITY, LEYTE	eusebio.lina@vsu.edu.ph											
<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>FACULTY ID</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>V000531</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>VISCA, BAYBAY CITY, LEYTE</td> </tr> </table>	Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)		PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	FACULTY ID	ID/License/Passport No.:	V000531	Date/Place of Issuance:	VISCA, BAYBAY CITY, LEYTE	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 100px; text-align: center; vertical-align: middle;">             Signature (Sign inside the box)            09/20/2022            Date Accomplished         </td> </tr> </table>	 Signature (Sign inside the box) 09/20/2022 Date Accomplished	
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)													
PLEASE INDICATE ID Number and Date of Issuance													
Government Issued ID:	FACULTY ID												
ID/License/Passport No.:	V000531												
Date/Place of Issuance:	VISCA, BAYBAY CITY, LEYTE												
 Signature (Sign inside the box) 09/20/2022 Date Accomplished													
<p>SUBSCRIBED AND SWORN to before me this <u>21 SEP 2022</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">             ATTY. RYSAN Z. GUINOCOR            VSU Chief Legal Officer         </td> <td style="width: 50%; text-align: center;">           Person Administering Oath         </td> </tr> </table>		 ATTY. RYSAN Z. GUINOCOR VSU Chief Legal Officer	Person Administering Oath										
 ATTY. RYSAN Z. GUINOCOR VSU Chief Legal Officer	Person Administering Oath												

JORGE S. VALENZONA  
  
 Right Thumbmark



## 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: July 1 2019 – Present
  - Position: Assistant Professor I
  - Name of Office/Unit: Department of Mathematics
  - Immediate Supervisor: Eusebio R. Lina Jr.
  - Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - Prepared and revised course outline, syllabus and instructional materials
    - Prepared and maintained virtual classrooms
  - Summary of Actual Duties
    - Teaches assigned subjects and performs other related functions, among other.
    - Prepares and revises materials/guides and submit to department head
      - Prepares and gives examinations to students
      - Checks test papers and return to students within a reasonable period of time
      - Submits grade sheets to the Registrar within the prescribed period
      - Makes himself available for students' consultation during the scheduled consultation hours
      - Performs functions related to committee membership and other ad hoc assignments including related to quality assurance and other accreditation functions.
      - Performs other functions assigned by the Department Head, College Dean, Vice-President and University President
- 
- Duration: August 1, 2016 – June 30, 2019
  - Position: Instructor III
  - Name of Office/Unit: Department of Mathematics and Physics
  - Immediate Supervisor: Climaco Espina Jr.
  - Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - Prepared and revised course outline, syllabus and instructional materials
  - Summary of Actual Duties
    - Teaches assigned subjects and performs other related functions, among other.
    - Prepares and revise materials/guides to students
      - Prepares and gives examinations to students
      - Checks test papers and return to students within a reasonable period of time.
      - Submits grade sheets to the Registrar within the prescribed period.
      - Makes himself available for students' consultation during the scheduled consultation hours.



- Performs functions related to committee membership and other ad hoc assignments including related to quality assurance and other accreditation functions.
- Performs other functions assigned by the Department Head, College Dean, Vice-President and University President

- Duration: January 1, 2015 – July 31, 2016
- Position: Instructor III
- Name of Office/Unit: Department of Mathematics, Physics and Statistics
- Immediate Supervisor: Remberto Patindol, Climaco Espina Jr.
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Prepared and revised course outline, syllabus and instructional materials

- Summary of Actual Duties

- Teaches assigned subjects and performs other related functions, among other.
- Prepares and revise materials/guides to students
  - Prepares and gives examinations to students
  - Checks test papers and return to students within a reasonable period of time.
  - Submits grade sheets to the Registrar within the prescribed period.
  - Makes himself available for students' consultation during the scheduled consultation hours.
  - Performs functions related to committee membership and other ad hoc assignments including related to quality assurance and other accreditation functions.
  - Performs other functions assigned by the Department Head, College Dean, Vice-President and University President

- Duration: June 5, 2006 – December 31, 2014
- Position: Instructor I
- Name of Office/Unit: Department of Mathematics, Physics and Statistics
- Immediate Supervisor: Remberto Patindol, Climaco Espina Jr.
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Prepared and revised course outline, syllabus and instructional material

- Summary of Actual Duties

- Teaches assigned subjects and performs other related functions, among other.
- Prepares and revise materials/guides to students
  - Prepares and gives examinations to students
  - Checks test papers and return to students within a reasonable period of time.
  - Submits grade sheets to the Registrar within the prescribed period.
  - Makes himself available for students' consultation during the scheduled consultation hours.
  - Performs functions related to committee membership and other ad hoc assignments including related to quality assurance and other accreditation functions.
  - Performs other functions assigned by the Department Head, College Dean,

Vice-President and University President

- Duration: November 16, 2005 – June 4, 2006
- Position: Part-time Instructor
- Name of Office/Unit: Department of Mathematics, Physics and Statistics
- Immediate Supervisor: Remberto Patindol
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Prepared and revised course outline, syllabus and instructional material
- Summary of Actual Duties
  - Teaches assigned subjects and performs other related functions assigned by the immediate supervisor.

**JORGE S. VALENZONA**

(Signature over Printed Name  
of Employee/Applicant)

Date: 10/6/2022