

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 | POGADO | | |
| FIRST NAME | FRETZELJANE | | NAME EXTENSION (JR., SR) |
| MIDDLE NAME | OLOR | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 06/02/1995 | 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 | Tagum City, Davao del Norte | 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 No. 820 Purok 5 House/Block/Lot No. Street Gabas Subdivision/Village Barangay Baybay Leyte City/Municipality Province |
| 7. HEIGHT (m) | 1.46 | ZIP CODE | 6521 |
| 8. WEIGHT (kg) | 58 | | |
| 9. BLOOD TYPE | B | 18. PERMANENT ADDRESS | San Roque St House/Block/Lot No. Street Tinago Subdivision/Village Barangay Inopacan Leyte City/Municipality Province |
| 10. GSIS ID NO. | 2005461932 | ZIP CODE | 6522 |
| 11. PAG-IBIG ID NO. | 121187845094 | | |
| 12. PHILHEALTH NO. | 130253564556 | | |
| 13. SSS NO. | N/A | 19. TELEPHONE NO. | N/A |
| 14. TIN NO. | 472522215 | 20. MOBILE NO. | 09465139500 |
| 15. AGENCY EMPLOYEE NO. | V01080 | 21. E-MAIL ADDRESS (if any) | fretzeljane.olor@vsu.edu.ph |

II. FAMILY BACKGROUND


| | | | | |
|--------------------------|--------------------------|--------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME | POGADO | | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | JHAD | NAME EXTENSION (JR., SR) | THYO O. POGADO | 11/26/2016 |
| MIDDLE NAME | YAMSON | | | |
| OCCUPATION | Clerk | | | |
| EMPLOYER/BUSINESS NAME | VISAYAS STATE UNIVERSITY | | | |
| BUSINESS ADDRESS | Baybay City, Leyte | | | |
| TELEPHONE NO. | N/A | | | |
| 24. FATHER'S SURNAME | OLOR | | | |
| FIRST NAME | DARIO | NAME EXTENSION (JR., SR) | | |
| MIDDLE NAME | CASERA | | | |
| 25. MOTHER'S MAIDEN NAME | AILYN AYOC OJOYLAN | | | |
| SURNAME | OJOYLAN | | | |
| FIRST NAME | AILYN | | | |
| MIDDLE NAME | AYOC | | | |

(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 | APOKON ELEMENTARY SCHOOL | PRIMARY EDUCATION | 2001 | 2007 | | 2007 | Salutatorian |
| SECONDARY | TAGUM NATIONAL TRADE SCHOOL | HIGH SCHOOL | 2007 | 2011 | | 2011 | With honors |
| VOCATIONAL / TRADE COURSE | N/A | N/A | N/A | N/A | | N/A | N/A |
| COLLEGE | VISAYAS STATE UNIVERSITY | BSBIOLOGY | 2011 | 2015 | | 2015 | Cum Laude |
| GRADUATE STUDIES | UNIVERSITY OF THE PHILIPPINES LOS BANOS | MSZOOLOGY | 2016 | 2021 | | 2021 | CHED K-12 |


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V. WORK EXPERIENCE

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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 | | |
| | N/A | N/A | N/A | N/A | N/A |
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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 | | | |
| | International Malacological Forum | 11/18/2021 | 11/18/2021 | 8 | Technical | Malacological Society of London |
| | Google classroom training | 05/19/2021 | 05/21/2022 | 24 | Technical | Visayas State University |
| | National Malacological Convention | 03/15/2021 | 03/17/2021 | 15 | Technical | Malacological Society of the Philippines |
| | 2021 Association of Systematic Biologists of the Philippines Symposium and Annual Meeting | 05/31/2021 | 02/06/2021 | 21 | Technical | Association of Systematic Biologists of the Philippines |
| | Open-Data Kit Training | 03/17/2021 | 03/17/2021 | 8 | Technical | Visayas Socio-Economic Research and Data Analytics Center |
| | 2nd International Integrated Natural Resources and Environmental Management C | 11/20/2019 | 11/24/2019 | 24 | Technical | INREM- UPLB |
| | Educational Technology Echo-Seminar | 07/23/2019 | 07/24/2019 | 15 | Technical | College of Arts and Sciences, VSU |
| | 2019 Association of Systematic Biologists of the Philippines Symposium and Annual Meeting | 05/29/2019 | 05/31/2019 | 24 | Technical | Association of Systematic Biologists of the Philippines |
| | Scientific Conference on Biodiversity and CEBREM 7th Anniversary | 11/15/2018 | 11/17/2018 | 24 | Technical | Center for Biodiversity Research and Extension in Mindanao (CEBREM) |
| | Phylogenetic Analysis Kit Seminar Workshop | 1/25,31/2018 | 06/02/2018 | 24 | Technical | Museum of Natural History, University of the Philippines, Los Baños |
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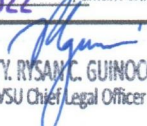
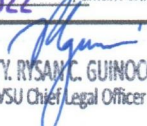
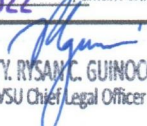
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VIII. OTHER INFORMATION

| 31. | SPECIAL SKILLS and HOBBIES | 32. | NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) | 33. | MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full) |
|-----|----------------------------|-----|--|-----|--|
| | Licensed Open Water Diver | | NA | | Association of Systematic Biologists in the Philippines (ASBP) |
| | | | | | Malacological Society of the Philippines |
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| 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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____ END OF CONTRACT | | | | | | | | | | | | |
| 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><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Analyn M. Mazo</td><td>Department of Biological Sciences, Visayas State University</td><td></td></tr><tr><td>Keshia N. Tingson</td><td>University of the Philippines Los Banos, Los Banos, Laguna</td><td>9209596759</td></tr><tr><td>Emmanuel Ryan C. De Chavez</td><td>University of the Philippines Los Banos, Los Banos, Laguna</td><td>9391540062</td></tr></tbody></table> | | NAME | ADDRESS | TEL. NO. | Analyn M. Mazo | Department of Biological Sciences, Visayas State University | | Keshia N. Tingson | University of the Philippines Los Banos, Los Banos, Laguna | 9209596759 | Emmanuel Ryan C. De Chavez | University of the Philippines Los Banos, Los Banos, Laguna | 9391540062 |
| NAME | ADDRESS | TEL. NO. | | | | | | | | | | | |
| Analyn M. Mazo | Department of Biological Sciences, Visayas State University | | | | | | | | | | | | |
| Keshia N. Tingson | University of the Philippines Los Banos, Los Banos, Laguna | 9209596759 | | | | | | | | | | | |
| Emmanuel Ryan C. De Chavez | University of the Philippines Los Banos, Los Banos, Laguna | 9391540062 | | | | | | | | | | | |
| 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. | | | | | | | | | | | | | |
| <table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: VSU ID</td></tr><tr><td>ID/License/Passport No.: VO1080</td></tr><tr><td>Date/Place of Issuance: August 2018</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: VSU ID | ID/License/Passport No.: VO1080 | Date/Place of Issuance: August 2018 | <table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>06/13/2022</td></tr><tr><td>Date Accomplished</td></tr></table> |  | Signature (Sign inside the box) | 06/13/2022 | Date Accomplished | | | | |
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| Government Issued ID: VSU ID | | | | | | | | | | | | | |
| ID/License/Passport No.: VO1080 | | | | | | | | | | | | | |
| Date/Place of Issuance: August 2018 | | | | | | | | | | | | | |
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| Signature (Sign inside the box) | | | | | | | | | | | | | |
| 06/13/2022 | | | | | | | | | | | | | |
| Date Accomplished | | | | | | | | | | | | | |
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| Right Thumbmark | | | | | | | | | | | | | |
| SUBSCRIBED AND SWORN to before me this <u>01 JUL 2022</u> affiant exhibiting his/her validly issued government ID as indicated above. | | | | | | | | | | | | | |
| <table><tr><td></td></tr><tr><td>ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table> | |  | ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer | Person Administering Oath | | | | | | | | | |
|  | | | | | | | | | | | | | |
| 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 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: February 11, 2011 – present
- Position: Human Resource Management Officer III
- Name of Office/Unit: Finance and Administrative Service
- Immediate Supervisor: Maria Estrada
- Name of Agency/Organization and Location: Department of Human Resources, Metro Manila

- List of Accomplishments and Contributions (if any)
 - Developed recruitment plan
 - Designed training program for retirees under EO 366
- Summary of Actual Duties
 - Responsible for the management of the recruitment and selection process and the coordination of training activities of the Department; provides assistance in the management of the Division's programs and activities and performs other related functions.

- Duration: January 1, 2019 – Present
- Position: Instructor 1
- Name of Office/Unit: Department of Biological Sciences
- Immediate Supervisor: Dr. Analyn M. Mazo
- Name of Agency/Organization and Location: Department of Biological Sciences

- List of Accomplishments and Contributions (if any)
 - Adviser (Organization of Biology Students; OBioS) awarded as best student-related organization in 2020
 - Zoology 11 Lecture and Laboratory Coordinator
 - Zoology 21 Lecture and Laboratory Coordinator
 - Publication (Journal of Wetlands Biodiversity)
 - CAS Outstanding Faculty For year 2020
- Summary of Actual Duties
 - Responsible in teaching assigned subjects and performs other teaching related functions (e.g., preparation/revision of instructional materials, creation of OBE syllabus, TOS and exams, submits grade sheet within prescribed period); makes herself available for consultation by her students during scheduled consultation hours.
 - Undertakes research and Submits paper for Annual In-house review and publication

- Duration: August 9, 2018 – December 2018
- Position: Substitute Instructor

- Name of Office/Unit: Department of Biological Sciences
- Immediate Supervisor: Dr. Analyn M. Mazo
- Name of Agency/Organization and Location: Department of Biological Sciences
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible in teaching assigned subjects and performs other teaching related functions e.g., prepares and revise teaching materials and visual aids, prepares and gives examinations (mid/final/long/quizzes), checks test papers and returns to students one week after examination, submits grade sheet within prescribed period to lecturers and makes herself available for consultation by her students during scheduled consultation hours
- Duration: June 2015 – March 2016
- Position: Part-time Instructor
- Name of Office/Unit: Department of Biological Sciences
- Immediate Supervisor: Dr. Analyn M. Mazo
- Name of Agency/Organization and Location: Department of Biological Sciences
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible in teaching assigned subjects and performs other teaching related functions e.g., prepares and revise teaching materials and visual aids, prepares and gives examinations (mid/final/long/quizzes), checks test papers and returns to students one week after examination, submits grade sheet within prescribed period to lecturers and makes herself available for consultation by her students during scheduled consultation hours


 FRETZELJANE O. POGADO
 (Signature over Printed Name
 of Employee/Applicant)

Date: June 13, 2022