

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) NA	
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	18. PERMANENT ADDRESS
8. WEIGHT (kg)	80		APT. 19 KILBOURNE House/Block/Lot No. Street VISCA PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521-A
9. BLOOD TYPE	A	ZIP CODE	
10. GSIS ID NO.	81071900525		
11. PAG-IBIG ID NO.	1700-0030-0062		
12. PHILHEALTH NO.	130000738914		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	930-225-772	20. MOBILE NO.	09364121537
15. AGENCY EMPLOYEE NO.	V000531	21. E-MAIL ADDRESS (if any)	vizoe2143@gmail.com

II. FAMILY BACKGROUND

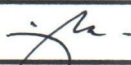
22. SPOUSE'S SURNAME	VALENZONA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	DIVINA	NAME EXTENSION (JR., SR) NA	ELEONA ZOE L. VALENZONA	02/09/2010
MIDDLE NAME	LUCHAVEZ		ZURIELLE ZOE L. VALENZONA	02/02/2012
OCCUPATION	INSTRUCTOR		JESHAIAH ZOE L. VALENZONA	08/10/2014
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) NA		
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	Graduated	1994	NA
SECONDARY	BUNGA NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	1994	1998	Graduated	1998	VALEDICTORIAN
VOCATIONAL / TRADE COURSE	N/A	N/A					
COLLEGE	LEYTE STATE UNIVERSITY	BS IN STATISTICS	1998	2002	Graduated	2002	NA
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	MA MATH EDUCATION	2004	2009	Graduated	2009	NA
	PHILIPPINE NORMAL UNIVERSITY	PHD MATH EDUCATION	2016	PRESENT	51 UNITS	NA	NA

(Continue on separate sheet if necessary)


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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
	NA					

## V. WORK EXPERIENCE

[illegible]

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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	NATIONAL AUXILLARY CHAPLAINCY PHILIPPINES, INC.	09/18/2014	03/31/2016	30	CHAPLAIN (NACPHIL VALUES FORMATION OFFICER)

(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			
	CHAPLAINCY TRAINING COURSE AS NACPHIL'S	07/17/2015	07/18/2015	8	TECHNICAL	NATIONAL AUXILLARY CHAPLAINCY PHILIPPINES, INC.
	DIVISION TRAINING ON CONTENT-BASED INNOVATIVE TEACHING IN ENGLISH, SCIENCE & MATHEMATICS LEAST LEARNED SKILLS	05/19/2015	05/21/2015	24	INSTRUCTION	DEPED BAYBAY CITY DIVISION
	OUTCOMES-BASED EDUCATION (OBE) SEMINAR	05/03/2015	05/04/2015	16	INSTRUCTION	VISAYAS STATE UNIVERSITY
	CHAPLAINCY TRAINING COURSE AS NACPHIL'S	09/18/2014	09/18/2014	8	TECHNICAL	NATIONAL AUXILLARY CHAPLAINCY PHILIPPINES, INC.
	TRAINING ON BIOMETRICS REFRESHER COURSE	06/24/2014	06/25/2014	16	TECHNICAL	AUSTRALIAN CENTRE FOR INTERNATIONAL AGRICULTURAL RESEARCH
	VOICE AREA BASIC TRAINING SEMINAR IN TEACHING VALUES INSTRUCTION CLASS	01/25/2014	01/25/2014	8	INSTRUCTION	VOICE PHILIPPINES
	SEMINAR ON THE SENIOR HIGH SCHOOL PROGRAM	10/11/2013	10/11/2013	4	INSTRUCTION	VISAYAS STATE UNIVERSITY
	ORIENTATIONSEMINAR-WORKSHOP ON THE USE OF R FOR STATISTICAL ANALYSIS	10/22/2013	10/22/2013	8	INSTRUCTION	VISAYAS STATE UNIVERSITY
	SEMINAR - WORKSHOP FOR PROGRAM ACCREDITATION	02/04/2013	02/08/2013	40	TECHNICAL	VISAYAS STATE UNIVERSITY
	ECHO-SEMINAR: ORIENTATION ON THE USE OF STATA	02/25/2012	02/25/2012	8	TECHNICAL	VISAYAS STATE UNIVERSITY
	SEMINAR ON MONITORING PROGRESS ON DECENT WORK THROUGH STATISTICS: PATHWAY TO INCLUSIVE GROWTH	10/23/2012	10/23/2012	8	TECHNICAL	VISAYAS STATE UNIVERSITY

(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)
	PLAYING GUITAR , UKULELE, AND ORGAN		N/A		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)

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ATTY. RYAN C. GUINOCOR  
LEGAL OFFICER



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

If YES, give details:  
\_\_\_\_\_

☐ 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:  
\_\_\_\_\_

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

If YES, give details: \_\_\_\_\_

☐ YES☒ NO

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

If YES, please specify: \_\_\_\_\_

☐ YES☒ NO

If YES, please specify ID No: \_\_\_\_\_


☐ YES☒ NO

If YES, please specify ID No: \_\_\_\_\_

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

NAME	ADDRESS	TEL. NO.
PROF. CLIMACO D. ESPINA	VISCA, BAYBAY CITY, LEYTE	9175508488
DR. REMBERTO A. PATINDOL	VISCA, BAYBAY CITY, LEYTE	rap85@yahoo.com
DR. DOLORES L. ALCOBER	GABAS, BAYBAY CITY, LEYTE	335-2635

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.



JORGE S. VALENZONA

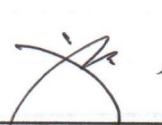
PHOTO


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)  
11/15/2019  
Date Accomplished

  
Right Thumbmark

SUBSCRIBED AND SWORN to before me this 20 NOV 2019, affiant exhibiting his/her validly issued government ID as indicated above.

  
ATTY. RYAN C. GUINOCOR  
VSULEGAL OFFICER  
Person Administering Oath

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**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: Jan. 1, 2017 – Present
- Position: Instructor III
- Name of Office/Unit: Department of Mathematics and Physics
- Immediate Supervisor: Prof. Climaco D. Espina, Jr.
- Name of Agency/Organization and Location: Department of Mathematics and Physics  
 Visayas State University, Visca, Baybay City, Leyte

- Summary of Actual Duties

- Teaches assigned subjects and performs other teaching related functions; among others, the following:
  - a. Prepares and revised teaching materials/guides and submit to department head
  - b. Prepares and gives examinations (mid/final/long/quizzes)
  - c. Checks test papers and returns to students one week after examination
  - d. Submits grade sheets within prescribed period to the Registrar through the department
  - e. Turns over class records to department heads within two weeks after final examination
  - f. Makes himself available for consultation by his/her students during scheduled consultation hours
- Performs other functions, among others:
  - a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions
  - b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President

- Duration: June 5, 2006 – Dec. 31, 2014, Jan. 1, 2015 – Dec. 31, 2016
- Position: Instructor I, Instructor III
- Name of Office/Unit: Department of Mathematics, Physics and Statistics
- Immediate Supervisor: Dr. Remberto A. Patindol
- Name of Agency/Organization and Location: Department of Mathematics, Physics and Statistics  
 Visayas State University, Visca, Baybay City, Leyte

- Summary of Actual Duties

- Teaches assigned subjects and performs other teaching related functions; among others, the following:
  - a. Prepares and revised teaching materials/guides and submit to department head
  - b. Prepares and gives examinations (mid/final/long/quizzes)
  - c. Checks test papers and returns to students one week after examination
  - d. Submits grade sheets within prescribed period to the Registrar through the department
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  - b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President

  
**JORGE S. VALENZONA**

(Signature over Printed Name  
 of Employee/Applicant)