

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	COBICO		
FIRST NAME	MARY ANN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	GUMBA		
3. DATE OF BIRTH (mm/dd/yyyy)	5/21/1980	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Asean House
7. HEIGHT (m)	1.56	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	56		Visca Pangasugan
9. BLOOD TYPE	A		Subdivision/Village Barangay
10. GSIS ID NO.	006-0053-5904-8		Baybay Leyte
11. PAG-IBIG ID NO.			City/Municipality Province
12. PHILHEALTH NO.	02-050287879-5	18. PERMANENT ADDRESS	6521
13. SSS NO.		ZIP CODE	House/Block/Lot No. Street
14. TIN NO.	225-326-085		Tipay Sta. Cruz
15. AGENCY EMPLOYEE NO.		19. TELEPHONE NO.	Subdivision/Village Barangay
		20. MOBILE NO.	Baybay Leyte
		21. E-MAIL ADDRESS (if any)	City/Municipality Province
			6521
			09685443370
			maryann.cobico@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NA	NAME EXTENSION (JR., SR)	JONASH MIGUEL AIDAN COBICO	1/3/2012
MIDDLE NAME	NA			
OCCUPATION	NA			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	COBICO			
FIRST NAME	EDGARDO	SR		
MIDDLE NAME	LORETO			
25. MOTHER'S MAIDEN NAME				
SURNAME	GUMBA			
FIRST NAME	BELINDA			
MIDDLE NAME	URDANETA		(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	STA.CRUIZ ELEMENTARY SCHOOL	DIPLOMA	1987	1993		1993	VALEDICTORIAN
SECONDARY	VISCA LABORATORY HIGH SCHOOL	DIPLOMA	1993	1997		1997	
COLLEGE	PHILIPPINE NORMAL UNIVERSITY	AB PSYCHOLOGY	1999	2002		2002	CUM LAUDE
GRADUATE STUDIES	PHILIPPINE NORMAL UNIVERSITY	MASTER OF EDUCATION IN GUIDANCE & COUNSELING	2003	2009		2009	
GRADUATE STUDIES	UNIVERSITY OF SAN CARLOS	MASTER OF ARTS IN PSYCHOLOGY MAJ. IN INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY	2016	2020		2020	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 12, 2023
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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
	LICENSURE EXAMINATION FOR TEACHERS	82.20	Aug. 2003	MANILA	0872819	1/19/2005
	LICENSURE EXAMINATION FOR GUIDANCE COUNSELORS	78.95	Aug. 2009	MANILA	0001605	5/21/2023

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

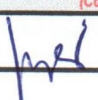
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

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SIGNATURE		DATE	April 12, 2023
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April 12, 2023

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			
NOT APPLICABLE						
(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			
	Course on Strengthening Integrity and Accountability Amidst the COVID-19 Pandemic	12/2/2020	12/10/2020	32	Supervisory	CSC Regional Office 8
	Utilizing Technology in the delivery of Guidance and Counseling Services	8/12/2020	8/12/2020	2.0	Technical	Philippine Guidance and Counseling Association, Inc
	Constructing the narratives of hope in complicated grief	7/28/2020	7/28/2020	2.0	Technical	Integrated Professional Counselors Association of the Philippines, Inc
	Telepsychology during community quarantine and beyond: Are we ready for the challenge?	7/24/2020	7/24/2020	2.0	Technical	University of San Carlos
	Maintaining positivity amidst COVID-19	7/15/2020	7/15/2020	2.0	Technical	Philippine Guidance and Counseling Association, Inc
	Quality of life in times of crisis	6/26/2020	6/26/2020	2.0	Technical	Philippine Guidance and Counseling Association, Inc
	Best fit therapeutic practices during the COVID-19 contagion	6/25/2020	6/25/2020	2.0	Technical	Philippine Guidance and Counseling Association, Inc
	Becoming relevant: Issues and Challenges of Guidance counselors	6/23/2020	6/23/2020	2.0	Technical	Philippine Guidance and Counseling Association, Inc
	Mental Health: Lessons from the masters	6/18/2020	6/18/2020	2.0	Technical	Philippine Guidance and Counseling Association, Inc
	Ako at ang COVID-19: Ang nakatagong pandemya ng karahasan laban sa kababaihan	6/17/2020	6/17/2020	2.0	Technical	Institute of Philippine Culture School of Social Sciences. Ateneo de Manila University
	Crash course: Guidance and counseling	6/16/2020	6/16/2020	2.0	Technical	Philippine Guidance and Counseling Association, Inc
	Dealing with gaming and social media addiction for a better new normal	6/12/2020	6/12/2020	2.0	Technical	Philippine Guidance and Counseling Association, Inc
	Dealing with grief during the pandemic	6/11/2020	6/11/2020	2.0	Technical	Philippine Guidance and Counseling Association, Inc
	Tele & web counseling: continued support despite the COVID-19 crisis	6/9/2020	6/9/2020	2.0	Technical	Philippine Guidance and Counseling Association, Inc
	Emotional challenges and management in this time of pandemic	6/3/2020	6/3/2020	2.0	Technical	Mary Ann G. Cobico/VSU DYDC-FM 104.7
	Living through a time of crisis	6/2/2020	6/2/2020	2.0	Technical	Philippine Guidance and Counseling Association, Inc
	Radio for Development and Workshop	7/30/2018	7/30/2018	2.0	Technical	Visayas State University
	Seminar-workshop on classification and regression trees (CART)	2/16/2018	2/17/2018	16.0	Technical	Visayas State University
	2016 Regional career info blitz	11/9/2016	11/9/2016	8.0	Technical	Commission on Higher Education
	16th National PESO Congress	10/13/2016	10/15/2016	24.0	Technical	PESO Managers Association of the Philippines, Incorporated
	PACERS 40th Midyear Workshop	9/23/2016	9/24/2016	16.0	Technical	Philippine Association for Counselor Education, Research and Supervision
(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)		
	Adept in computer skills	N/A		Philippine Guidance and Counseling Association, Inc		
	Counseling					
	Teaching					
	Hosting					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	April 12, 2023	

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			
	Training of Trainers on the Universal Prevention Curriculum (UPC) for Substance Use-Curriculum 5	7/19/2022	7/21/2022	24.0	Technical	CHED Regional Office 8
	Capability Building Training for West Leyte PESO Managers	4/7/2022	4/8/2022	16.0	Technical	DOLE-West Leyte Field Office
	The Roles of Guidance Counselors in Philippine Mental Health Services	8/18/2022	8/18/2022	2.0	Technical	Philippine Psychiatric Association, Inc.- Philippine Guidance and Counseling Association, Inc.
	Do You Compare Yourself to Others? The One Big Thing Sabotaging your Happy Life and Your Only Solution	4/29/2022	4/29/2022	2.0	Technical	Tanglaw Mental Health
	HIV/AIDS Peer Educators' Training	1/19/2022	1/21/2022	24	Technical	Department of Health Regional Office 8
	Universal Prevention Curriculum for Substance Use Trainers' Training	8/17-19/2021	8/26-27/2021	40	Technical	CHED Regional Office 8
	Together We Can: Preventing Suicide as One	9/10/2021	9/10/2021	2.0	Technical	Unilag Foundation
	Using Global Digital Standards and frameworks in Talent Cycles, Human Resource Development Plans, and student competencies	8/11/2021	8/11/2021	2.0	Technical	Government Academe Industry Network, Inc.
	Creating a Low Stress Environment and Minimizing Crises	6/15/2021	6/15/2021	2.0	Technical	Mindspring Mental Health Alliance. De Moines, IA.
	Fast Changing World of Work and Career Counseling Challenges. 43rd Annual Convention Workshop.	3/25/2021	3/26/2021	16.0	Technical	Career Development Association of the Philippines
	For Counselors and Educators: Nurturing the Well-being and Future Careers of the Gen Z	2/16/2018	2/17/2018	2.0	Technical	Enderun Colleges
	Vision '21: Developing our Identities as People and Professionals	1/29/2021	1/29/2021	2.0	Technical	Chi Sigma Iota-Alpha Sigma Omega, Counseling Academic and Professional Honor Society,
	Pandemic Fatigue Webinar	1/29/2021	1/29/2021	2.0	Technical	Philippine Red Cross, UNICEF Philippines, Council for the Welfare of Children, and MentalHealthPH
	Suicide Prevention Webinar	1/27/2021	1/27/2021	2.0	Technical	Philippine Red Cross, UNICEF Philippines, Council for the Welfare of Children and MentalHealthPH

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:
_____resignation from both private/public sector

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. Manolo B. Loreto, Jr.	Visca, Baybay City, Leyte	9176341432
Prof. Senona A. Cesar	Visca, Baybay City, Leyte	9778179877
Ms. Chona A. Brit	Visca, Baybay City, Leyte	9216147704

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: PRC

ID/License/Passport No.: Guidance Counselor/0001605

Date/Place of Issuance: October 2, 2020/Ormoc City

Signature (Sign inside the box)

April 12, 2023

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 19 APR 2023, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR
V. Chief Legal Officer

Person Administering Oath

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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

Assistant Professor I

- Duration: April 3, 2013 – 2023
- Position: Guidance Counselor III
- Name of Office/Unit: Dean of Students Office
- Immediate Supervisor: Prof. Manolo B. Loreto, Jr.
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions
 - Developed Career and Job Placement programs and plans
 - Developed Quality Procedures and Guideline for the Career and Job Placement Services
 - Developed the Needs Assessment Survey and Exit Survey for Graduating Students
- Summary of Actual Duties
 - Responsible for planning, developing, and implementing the career and job placement services. Plans and implements intervention programs and conducts counseling and psychoeducation/lectures to students.
 - Organizing Seminars, Symposia, and/or Workshops
 - Giving Lectures, Inputs, Workshops in the Classrooms or in Big Groups

-
- Duration: April 2010 – March 2013
 - Position: Guidance Counselor
 - Name of Office/Unit: Center for Guidance Services
 - Immediate Supervisor: Fr. Joselito Sarabia, CM, RGC
 - Name of Agency/Organization and Location: Adamson University, Manila

- List of Accomplishments and Contributions
- Summary of Actual Duties

Counseling

Formulating, Implementing and Evaluating Guidance Programs and other activities
Organizing Seminars, Symposia, and/or Workshops
Giving Lectures, Inputs, Workshops in the Classrooms or in Big Groups
Module Making for Structured Learning Experiences

-
- Duration: May 2005 – April, 2010
 - Position: Guidance Counselor / Part-time Instructor
 - Name of Office/Unit: Center for Guidance Services
 - Immediate Supervisor: Dr. Analiza P. Ocampo, RGC
 - Name of Agency/Organization and Location: Our Lady of Fatima University, Valenzuela City
 - List of Accomplishments and Contributions

- Summary of Actual Duties

Counseling

Formulating, Implementing and Evaluating Guidance Programs and other activities

Giving Lectures, Inputs, Workshops in the Classrooms or in Big Groups

Module Making for Structured Learning Experiences


MARY ANN G. COBICO

(Signature over Printed Name
of Employee/Applicant)

Date: April 24, 2004