CS Form No. 212 Revised 2017

## 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 READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FOR<u>M</u> 1. CS ID No. Print legibly. Tick appropriate boxes ( and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. (Do not fill up. For CSC use only) 2 SURNAME ORACION NAME EXTENSION (JR., SR) FIRST NAME HELEN GRACE MIDDLE NAME FERRERAS 3. DATE OF BIRTH 9 11 1996 16. CITIZENSHIP Dual Citizenship (mm/dd/yyyy) ✓ Filipino by birth by naturalization 4. PLACE OF BIRTH PARAÑAQUE, METRO MANILA If holder of dual citizenship Pls. indicate country: please indicate the details. Male 5. SEX ✓ Female ✓ Single Married 17. RESIDENTIAL ADDRESS 6 CIVIL STATUS Widowed House/Block/Lot No. Street Separated BRGY GAAS Other/s: Subdivision/Village Barangay BAYBAY CITY 7. HEIGHT (m) 1.51 City/Municipality Province 8. WEIGHT (kg) 45.8 ZIP CODE 6521 18. PERMANENT ADDRESS 9 BLOOD TYPE B House/Block/Lot No Street 10. GSIS ID NO. BRGY GAAS NA Subdivision/Village Barangay BAYBAY CITY LEYTE 11 PAG-IRIG ID NO 121226009688 City/Municipality Province 12. PHILHEALTH NO. 13-025489771-0 ZIP CODE 6521 13. SSS NO. NA 19 TELEPHONE NO NA 14. TIN NO. 716-052-370 20 MOBILE NO 0909-101-3905 15. AGENCY EMPLOYEE NO N/A 21. E-MAIL ADDRESS (if any) hgfo911@gmail.com FAMILY BACKGROUND 22. SPOUSE'S SURNAME NA 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) NA FIRST NAME NA NA MIDDLE NAME NA OCCUPATION NA EMPLOYER/BUSINESS NAME NA BUSINESS ADDRESS NA TELEPHONE NO NA 24. FATHER'S SURNAME **ORACION** NAME EXTENSION (JR., SR) FIRST NAME RODULFO MIDDLE NAME RAGASI AO 25. MOTHER'S MAIDEN NAME SURNAME **FERRERAS** FIRST NAME NIDA MIDDLE NAME **ESTIPONA** (Continue on separate sheet if necessary) SCHOLARSHIP! 26. HIGHEST LEVEL NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE PERIOD OF ATTENDANCE LEVEL YEAR ACADEMIC UNITS EARNED (Write in full) (Write in full) GRADUATED HONORS (if not graduated) RECEIVED From To ELEMENTARY **BAYBAY SOUTH CENTRAL SCHOOL** BASIC EDUCATION (ELEMENTARY) 2003 2009 NA 2009 WITH HONORS WITH SECONDARY **BAYBAY CITY NATIONAL HIGH SCHOOL** BASIC EDUCATION (HIGH SCHOOL) 2009 2013 NA 2013 HONORS VOCATIONAL / NA NA NA NA NA NA TRADE COURSE VSU COLLEGE VISAYAS STATE UNIVERSITY BACHELOR OF SCIENCE IN CHEMISTRY 2013 2017 NA 2017 SCHOLAR **GRADUATE STUDIES** NA NA NA NA NA NA NA SIGNATURE DATE 01/30/20 CS FORM 212 (Revised 2017), Page 1 of 4

	SPECIAL LAWS	O (BOARD/ BAR) UNDER / CES/ CSEE	RATING (If Applicable)	DATE OF EXAMINATION /	PLACE OF EXAMIN	ATION / CONFE	RMENT	LICENSE (if ap	
BARANGAY ELIGIBIL TY / DRIVER'S LICENSE (If Appli			(IT Applicable)	CONFERMENT		THOM OGIN E	I (III)	NUMBER	Date of Validity
RA 1080 (CHEMISTRY LICENSURE EXAM) 7			76.5	OCT. 10 & 11, 2017	CEBU			0013606	9 11 20
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	4114						STATE SCALE		
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	XPERIENCE			ontinue on separate sheet if					
	ate employment.  SIVE DATES	Start from your recent	work) Descriptio	n of duties should be in	dicated in the attache	d Work Expe	salary/ JOB/ PAY	A STATE OF THE PARTY OF THE PAR	
(mr	n/dd/yyyy)	POSITION TIT (Write in full/Do not a	LE bbreviate)	DEPARTMENT / AGENC (Write in full/Do	MONTHLY SALARY	GRADE (if applicable)& STEP (Format "00-0")/	STATUS OF APPOINTMENT	GOV'T SERVICE	
From	То					10.1	INCREMENT	and the second s	(Y/N)
8 01 2018	PRESENT	SUBSTITUTE INST		DEPARTMENT OF PURE AND APPLIED CHEMISTRY		Php 22, 149	SG12	CONTRACTUAL	YES
12 01 2017	07/31/2018	CHEMIST		DEPARTMENT OF S	OIL SCIENCE - SRA	Php 19,000	N/A	JOB ORDER	YES
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON	-GOVERNMENT	/PEOPLE/	VOLUNT	ARY ORGAN	IZATION/S	
29. NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy) From To		BE PARTY FOR THE	POSITION / NATURE OF WORK	
, NA	NA	NA	NA	- CYG] - 8 Y 7	NA	
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIO Start from the most recent L&D/training program and include only the relevan	NS/TRAINING P		ATTEND	ED		
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE	DATES OF DANCE	NUMBER OF HOURS	Type of LD	CONDUCTED/ SPONSORED BY in full)	
Echo-Seminar/Workshop on Educational Technologies for the 21st Century Teachers Seminar-Workshop on Open Data Kit (ODK)	07/23/2019 03/7/2019	07/24/2019	16	TECHNICAL TECHNICAL	College of Arts and Sciences of Visayas State University Department of Statistics of Visayas State University	
and Regional Symposium of the Philippine Biochemistry and Molecular Biolog Sth Philippine Society of Biochemistry and Molecular Biolog	y 02/21/2019	02/22/2019	16	TECHNICAL	PSBMB and Visayas State University (Main Campus)	
(PSBMB) Annual Convention ASIAN ASSOCIATION OF AGRICULTURAL COLLEGES (AAACU)	11/28/2018	11/29/2018	16	TECHNICAL	PSBMB and University of the Philippines - VISAYAS (Ilo-ilo)	
22nd BIENNIAL CONFERENCE AND GENERAL ASSEMBLY	10/16/18	10/18/18	24	TECHNICAL	ASIAN ASSOCIATION OF AGRICULTURAL COLLEGES AND UNIVERSITIES AND VISAYAS STATE UNIVERSITY	
33rd PHILIPPINE CHEMISTRY CONGRESS	05/30/2018	06/01/2018	24	TECHNICAL	INTEGRATED CHEMISTS OF THE PHILIPPINES	
BIOGEOCHEMISTRY SERIES OF LECTURES	03/14/2018	03/15/2018	16	TECHNICAL	DR. MARIFE D. CORRE (GOTTINGEN UNIVERSITY)	
DPSI SUGARCANE FARM MANAGEMENT TRAINING	02/20/2018	02/22/2018	24	MANAGERIAL	SUGAR REGULATORY ADMINISTRATION	
HANDS-ON TRAINING ON SOIL CHEMICAL ANALYSES	12 12 2017	12/15/2019	24	TECHNICAL	SUGAR REGULATORY ADMINISTRATION	
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VIII. OTHER INFORMATION	(Continue	e on separate sh	eet if neces	sary)		
S Comment of the Comm	32 NON-ACADEMIC DISTINCTIONS / RECOGNITION 33 MEMBERSHIP IN ASSOCIATION/ORGANIZATION				1 33	
STITCHING	(Write in full) DCDC MAL 1 &				(Write in full)	
READING	NA NA				INTEGRATED CHEMISTS OF THE PHILIPPINES  PHILIPPINE SOCIETY OF BIOCHEMISTRY AND MOLCEULAR	
SURFING THE INTERNET	ATTY RVEAM & CUINOCON  VSU LESAL OF FICER				BIOLOGY	
DRAWING	210	111107	ULEGA	5V		
WATCHING SHOWS		30.0.2004	* *			
SIGNATURE	(Continue	on separate she	eet if necess	01/30/20	CS FORM 212 (Revised 2017), Page 3 of 4	

	chief of bureau or office or to the person who has immed Bureau or Department where you will be apppointed,	diate supervision over you in the Office,				
	a. within the third degree?	YES NO				
35	b. within the fourth degree (for Local Government Unit -	YES VNO				
			If YES, give details:			
25	a. Have you ever been found guilty of any administrative	-#2				
35.	a. Have you ever been found guilty of any administrative	ollense?	YES NO			
			If YES, give details:			
	b. Have you been criminally charged before any court?		☐ YES ☑ NO If YES, give details:			
			Date Filed:			
naero a rai		Status of Case/s:				
36.	Have you ever been convicted of any crime or violation of					
	any court or tribunal?	If YES, give details:				
37.	Have you ever been separated from the service in any o dropped from the rolls, dismissal, termination, end of termination.		If YES, give details:			
	in the public or private sector?	ii, iiiiisiied corie act or priased out (aboiliuori)	If YES, give details:			
38.	a. Have you ever been a candidate in a national or local	election held within the last year (except	YES V NO			
46 mm	Barangay election)?		If YES, give details:			
20.39	b. Have you resigned from the government service durin		YES NO			
3.04	election to promote/actively campaign for a national or lo	cal candidate?	If YES, give details:			
39.	Have you acquired the status of an immigrant or perman	ent resident of another country?	YES NO			
	The rest are with the critical and the contraction of the contraction		If YES, give details (country):			
40.	Discounting (a) in the page Depole Ant (DA 2074) (b)	4 0 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1				
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) and (c) Solo Parents Welfare Act of 2000 (RA 8972), ple	The state of the s				
a.	Are you a member of any indigenous group?		☐YES ☑NO			
h	CALLED THE CONTROL OF		If YES, please specify:			
b.	Are you a person with disability?		☐ YES ☑ NO If YES, please specify ID No:			
C.	Are you a solo parent?		YES NO			
		e april anticomo de la companione de la co	If YES, please specify ID No:			
41.	REFERENCES (Person not related by consanguinity or affinity to app	licant /appointee)				
	NAME	ADDRESS	TEL. NO.			
	DR. ANDRESITO D. ACABAL	VSU, VISCA, BAYBAY CITY, LEYTE	9179777298			
	DR. SUZETTE B. LINA	VSU, VISCA, BAYBAY CITY, LEYTE	9199613921			
42.	L declare and a self-like title and a self-l					
72.	I declare under oath that I have personally accomplished statement pursuant to the provisions of pertinent laws, ru					
	the agency head / authorized representative to ve	erify/validate the contents stated herein.	agree that any			
	misrepresentation made in this document and its attackagainst me.	chiments shall cause the filling of administra	tive/criminal case/s HELEN GRACE F. ORACION			
	Sovernment Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance					
	Soverment Issued ID: PRC LICENSE					
	D/License/Passport No.: 0013606					
-	Date/Place of Issuance: OCTOBER 24, 2017	x)				
L	valer-race of issuance. OCTOBER 24, 2017	Date Accomplished	Right Thumbmark			
	SUBSCRIBED AND SWORN to before me this 3 1	JAN 2020 , affiant exhibiting	his/her validly issued government ID as indicated above.			
		(Man)				
		ATTY. RYSAN A. GUINOCO	R			
		VSULEGAL en Administering Oath				
			CS FORM 212 (Revised 2017), Page 4 of 4			

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the

## **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: December 11, 2017 - present

· Position: Chemist

- Name of Office/Unit: SRTPAL-SRA
- Immediate Supervisor: Suzette B. Lina
- Name of Agency/Organization and Location: Visayas State University
  - Summary of Actual Duties
    - o Responsible for the different soil chemical and physical analyses.
    - Other related functions.
- Duration: August 1, 2018 to present
- · Position: Instructor I
- Name of Office/Unit: Department of Pure and Applied Chemistry
- Immediate Supervisor: Jacob Glenn F. Jansalin
- Name of Agency/Organization and Location: Visayas State University, Baybay City
  - List of Accomplishments and Contributions (if any)

**On-going** 

Summary of Actual Duties

Teaches assigned subjects and performs other teaching related functions, among others.

(Signature over Printed Name of Employee/Applicant)

Date: 01/30/20