

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	ORACION		
FIRST NAME	HELEN GRACE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	FERRERAS		
3. DATE OF BIRTH (mm/dd/yyyy)	9 11 1996	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	PARAÑAQUE, METRO MANILA	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
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	House/Block/Lot No. Street BRGY. GAAS Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.51		
8. WEIGHT (kg)	45.8	ZIP CODE	6521
9. BLOOD TYPE	B	18. PERMANENT ADDRESS	House/Block/Lot No. Street BRGY. GAAS Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	NA		
11. PAG-IBIG ID NO.	121226009688	ZIP CODE	6521
12. PHILHEALTH NO.	13-025489771-0		
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

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) N/A	NA	NA
MIDDLE NAME	NA			
OCCUPATION	NA			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	ORACION			
FIRST NAME	RODULFO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	BAGASLAO			
25. MOTHER'S MAIDEN NAME				
SURNAME	FERRERAS			
FIRST NAME	NIDA			
MIDDLE NAME	ESTIPONA			

(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	BAYBAY SOUTH CENTRAL SCHOOL	BASIC EDUCATION (ELEMENTARY)	2003	2009	NA	2009	WITH HONORS
SECONDARY	BAYBAY CITY NATIONAL HIGH SCHOOL	BASIC EDUCATION (HIGH SCHOOL)	2009	2013	NA	2013	WITH HONORS
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN CHEMISTRY	2013	2017	NA	2017	VSU SCHOLAR
GRADUATE STUDIES	NA	NA	NA	NA	NA	NA	NA

(Continue on separate sheet if necessary)

SIGNATURE

DATE

01/30/20


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[illegible]

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

[illegible]

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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		
	NA	NA	NA	NA	NA

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED


[illegible]










(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)
STITCHING	NA	INTEGRATED CHEMISTS OF THE PHILIPPINES
READING		PHILIPPINE SOCIETY OF BIOCHEMISTRY AND MOLECULAR BIOLOGY
SURFING THE INTERNET		
DRAWING		
WATCHING SHOWS		

(Continue on separate sheet if necessary)

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<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. ANDRESITO D. ACABAL</td> <td>VSU, VISCA, BAYBAY CITY, LEYTE</td> <td>9179777298</td> </tr> <tr> <td>DR. SUZETTE B. LINA</td> <td>VSU, VISCA, BAYBAY CITY, LEYTE</td> <td>9199613921</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	DR. ANDRESITO D. ACABAL	VSU, VISCA, BAYBAY CITY, LEYTE	9179777298	DR. SUZETTE B. LINA	VSU, VISCA, BAYBAY CITY, LEYTE	9199613921			
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<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>PRC LICENSE</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>0013606</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>OCTOBER 24, 2017</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:	PRC LICENSE	ID/License/Passport No.:	0013606	Date/Place of Issuance:	OCTOBER 24, 2017	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">  Signature (Sign inside the box) 01/30/20 Date Accomplished </td> <td style="text-align: center;">  Right Thumbmark </td> </tr> </table>	 Signature (Sign inside the box) 01/30/20 Date Accomplished	 Right Thumbmark
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Date/Place of Issuance:	OCTOBER 24, 2017												
 Signature (Sign inside the box) 01/30/20 Date Accomplished	 Right Thumbmark												
<p>SUBSCRIBED AND SWORN to before me this 31 JAN 2020, affiant exhibiting his/her validly issued government ID as indicated above.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">  ATTY. RYSAN J. GUINOCOR VSU LEGAL OFFICER Person Administering Oath </td> </tr> </table>		 ATTY. RYSAN J. GUINOCOR VSU LEGAL OFFICER Person Administering Oath											
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WORK EXPERIENCE SHEET

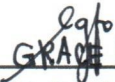
Instructions: 1. Include only the work experiences relevant to the position being applied for.

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

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
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- Summary of Actual Duties
 - 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
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- List of Accomplishments and Contributions (if any)
On-going
 - Summary of Actual Duties
Teaches assigned subjects and performs other teaching related functions, among others.


HELEN GRACE F. ORACION
(Signature over Printed Name
of Employee/Applicant)

Date: 01/30/20