

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	CABUQUING			
FIRST NAME	RHEYL MARK	NAME EXTENSION (JR., SR)		
MIDDLE NAME	LUMANDO			
3. DATE OF BIRTH (mm/dd/yyyy)	9/6/2000	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	INOPACAN, LEYTE	If holder of dual citizenship, please indicate the details.		
5. SEX	<input checked="" type="checkbox"/> Male <input 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	BIAONG House/Block/Lot No. Street CONALUM Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province 6522	
7. HEIGHT (m)	1.68M	18. PERMANENT ADDRESS	BIAONG House/Block/Lot No. Street CONALUM Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province 6522	
8. WEIGHT (kg)	68KG		ZIP CODE	
9. BLOOD TYPE	+AB			
10. GSIS ID NO.				
11. PAG-IBIG ID NO.	121297903508	ZIP CODE		
12. PHILHEALTH NO.	032538057125	19. TELEPHONE NO.		
13. SSS NO.	3519522092	20. MOBILE NO.	+639602953565	
14. TIN NO.	60669291600000	21. E-MAIL ADDRESS (if any)	RHEYLMARK@GMAIL.COM	
15. AGENCY EMPLOYEE NO.				

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	23. NAME of CHILDREN (Write full name and list all)		DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NAME EXTENSION (JR., SR)		
MIDDLE NAME			
OCCUPATION			
EMPLOYER/BUSINESS NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			
24. FATHER'S SURNAME	CABUQUING		
FIRST NAME	RICARDO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	LOTERTE		
25. MOTHER'S MAIDEN NAME			
SURNAME	LUMANDO		
FIRST NAME	LINDSEY		
MIDDLE NAME	REYES		(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)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	CONALUM ELEMENTARY SCHOOL		6/1/2006	3/1/2012		2012	VALEDICTORIAN
SECONDARY	INOPACAN NATIONAL HIGHSCHOOL	SENIOR HIGH SCHOOL	6/1/2012	5/1/2019		2019	W/ HONORS
VOCATIONAL / TRADE COURSE							
COLLEGE	VISAYAS STATE UNIVERSITY	BS HOSPITALITY MANAGEMENT	8/1/2019	8/4/2023		2023	
GRADUATE STUDIES	SOUTHERN LEYTE STATE UNIVERSITY	MASTERS OF MANAGEMENT	TBA			ONGOING	

(Continue on separate sheet if necessary)

SIGNATURE	DATE	JUN 7
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE	DATE
<i>[Signature]</i>	JUN 17 2025

SIGNATURE

DATE _____

JUN 17 2025

[illegible]


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)

[illegible]

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	COCKTAIL MIXING			
	PAINTING			
	DRAWING			
	ARTS AND CRAFTS			
	CULINARY			
	WINE POURING			

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	JUN 17 2003

JUN 17 2003

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

- Duration: January 29, 2025 – May 25, 2025
- Position: Part-time Instructor
- Name of Office/Unit: Department of Tourism
- Immediate Supervisor: Randy G. Omega
- Name of Agency/Organization and Location: Visayas State University, Baybay City
- List of Accomplishments and Contributions (if any)
 - Developed revised syllabus for various coursed under the program for the Second Semester of A.Y 2024-2025
 - Designed Table of Specifications for coursed handled.
- Summary of Actual Duties
 - As a part-time college instructor, my primary responsibility is to deliver engaging and effective instruction to my students. I prepare lesson plans, develop course materials, and ensure that my teaching aligns with the institution’s academic standards. I assess student progress through assignments, exams, and class participation, providing constructive feedback to support their learning. Though I’m part-time, I remain committed to being accessible to students for guidance and support. I take pride in contributing to their academic growth and maintaining a positive, respectful classroom environment.

- Duration: August 17, 2023 – January 27, 2025
- Position: Guest Services Officer
- Name of Office/Unit: Front Office Department
- Immediate Supervisor: Keyhel Sanchez
- Name of Agency/Organization and Location: Plantation Bay Resort and Spa, Lapu-Lapu City
- **Guest Services Excellence**
 - Provided outstanding front-line guest service, ensuring a seamless and memorable experience for hundreds of international guests daily.
 - Efficiently handled guest inquiries, complaints, and special requests with professionalism and empathy, consistently maintaining high satisfaction scores.
 - Recognized in guest feedback and surveys for delivering personalized service that exceeds expectations.
 - Collaborated with departments (housekeeping, F&B, excursions) to resolve issues quickly and enhance guest satisfaction.
- **Entertainment & Dance Team Participation**
 - Selected as a core member of the dance team, performing in themed dinner events, cultural nights, and special entertainment evenings.
 - Rehearsed routines for multicultural performances, contributing to high guest engagement and entertainment value.
 - Balanced dual responsibilities between front desk operations and performance

commitments without compromising service quality.

- Received multiple commendations from guests and supervisors for bringing energy and authenticity to performances.
- Hosting & Event Support**
- Served as a host/emcee for themed events, ensuring smooth flow, guest interaction, and a welcoming atmosphere.
 - Assisted in coordinating logistics for large-scale events, ensuring setup, timing, and flow were executed flawlessly.
 - Played a key role in building positive atmosphere and rapport with guests, enhancing the overall ambiance of special occasions.
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- Summary of Actual Duties
- As a Guest Services Officer and member of the entertainment team, I am responsible for providing exceptional front-line service, handling guest inquiries, and coordinating with various departments to ensure a smooth and enjoyable guest experience. In addition to administrative and reception duties, I perform in themed dinner events and cultural shows, contributing to onboard entertainment. I also serve as a host for special events, engaging guests, supporting event logistics, and enhancing overall guest satisfaction through both service and performance.

RHEYL MARK L. CABUQUING
(Signature over Printed Name
of Employee/Applicant)

Date: June 17, 2025