

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	ENAYA		
FIRST NAME	MARY GRACE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	PEREZ		
3. DATE OF BIRTH (mm/dd/yyyy)	07/09/1990	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization
4. PLACE OF BIRTH	CEBU CITY	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	Philippines ▼	
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	
7. HEIGHT (m)	1.74	House/Block/Lot No.	Street
8. WEIGHT (kg)	50 KGS	Subdivision/Village	BRGY. PANGASUGAN
9. BLOOD TYPE	O+	BAYBAY CITY	Barangay
10. GSIS ID NO.	1005 461 870	City/Municipality	LEYTE
11. PAG-IBIG ID NO.	912-1160-16786	ZIP CODE	Province
12. PHILHEALTH NO.	12-051204881-7	18. PERMANENT ADDRESS	
13. SSS NO.	06-3139-745 4	House/Block/Lot No.	LOT 52 BLOCK 2
14. TIN NO.	423-614-493-000	Subdivision/Village	LA BIENVENIDA SUBD
15. AGENCY EMPLOYEE NO.		City/Municipality	TUNGKOP
		ZIP CODE	CEBU
		19. TELEPHONE NO.	Province
			563-0374
		20. MOBILE NO.	0942 790 5873
		21. E-MAIL ADDRESS (if any)	marygrace.perez@vsu.edu.ph

II. FAMILY BACKGROUND

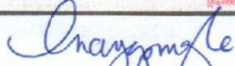
22. SPOUSE'S SURNAME	ENAYA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	BELJUN	NAME EXTENSION (JR., SR) N/A	ANAI YVAIN P. ENAYA	06/01/2020
MIDDLE NAME	PADECIO			
OCCUPATION	INSTRUCTOR			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	VSU, VISCA, BAYBAY CITY, LEYTE			
TELEPHONE NO.	563-0374			
24. FATHER'S SURNAME	PEREZ			
FIRST NAME	ANTONIO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	MAGBANUA			
25. MOTHER'S MAIDEN NAME				
SURNAME	CARBONEL			
FIRST NAME	FRANCIS			
MIDDLE NAME	MAGPUYO			

(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	CITY CENTRAL ELEMENTARY SCHOOL	N/A	1997	2003	N/A	2003	N/A
SECONDARY	ABELLANA NATIONAL SCHOOL	N/A	2003	2007	N/A	2007	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	CEBU NORMAL UNIVERSITY	BACHELOR OF SECONDARY EDUCATION MAJOR IN ENGLISH	2007	2011	N/A	2011	N/A
GRADUATE STUDIES	CEBU NORMAL UNIVERSITY	MASTER OF ARTS IN LITERATURE	2012	2018	N/A	2018	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	7/20/2020
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE	<i>Inauguration</i>	DATE	7/1/2022
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[illegible][illegible][illegible]

7/20/2020

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?

☐ YES ☒ NO

If YES, give details: _____

b. Have you been criminally charged before any court?

☐ 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)?

☐ YES ☒ NO

If YES, give details: _____

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: _____

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?

☐ YES ☒ NO

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

If YES, please specify ID No: _____

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

NAME	ADDRESS	TEL. NO.
MELISA Q. AVILA	CEBU CITY	0995 429 3205
REMYLIE CANOY	CEBU CITY	0932 235 0109
JENNIFER T. DUDANG	CEBU CITY	0933 446 7716

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.: 1117298

Date/Place of Issuance: 2/14/2012 / PRC, Manduae City

Signature (Sign inside the box)

7/20/2020

Date Accomplished

SUBSCRIBED AND SWORN to before me this 27 11 2020, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR

Person Administering Oath

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: August 9, 2018-present
- Position: Instructor I
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Jett C. Quebec
- Name of Agency/Organization and Location: Visayas State University, VSU, Visca, Baybay City, Leyte
 - Summary of Actual Duties
 - Responsible in teaching English Language and Literature courses to different college levels of students
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- Duration: Nov., 2013 – July 17, 2018
- Position: ESL Teacher
- Name of Office/Unit: Writing Department, Video Class Department
- Immediate Supervisor: Melisa Avila, Rutchel Moceno
- Name of Agency/Organization and Location: Cebu International Mark & James Academe, Inc., Cebu City
 - Summary of Actual Duties
 - Responsible in correcting essays of South Korean students in elementary to college levels
 - Responsible in administering entrance level tests
 - Responsible in teaching speaking classes to South Korean students in elementary to college levels
 - Responsible in teaching TOEFL speaking supplementary classes to South Korean high school students
 - Responsible in handling debate supplementary classes to South Korean high school students
 - Handled one writing group from November 2017 to July 2018

- Duration: June 26, 2013 - October 30, 2013
- Position: Public Teacher
- Name of Office/Unit: Ramon Duterte Night High School
- Immediate Supervisor: Rosemarie O. Novabos
- Name of Agency/Organization and Location: Ramon Duterte Night High School, Guadalupe Cebu City
 - Summary of Actual Duties
 - Responsible in teaching the different facets of the English language to students from the first year to fourth year levels
 - Was an adviser to one section

- Duration: Nov. 2011 – June 2013
- Position: ESL Teacher
- Name of Office/Unit: Writing Department
- Immediate Supervisor: Kristine Joy Amoin
- Name of Agency/Organization and Location: Cebu International Mark & James Academe, Inc., Cebu City

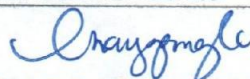
- Summary of Actual Duties

- Responsible in correcting essays of South Korean students in elementary to college levels
- Responsible in administering entrance level tests

- Duration: April 2011 - July 2011
- Position: ESL Teacher
- Name of Office/Unit: Night Shift Department
- Immediate Supervisor: Dennis Barriga
- Name of Agency/Organization and Location: E-Access, Mango, Cebu City

- Summary of Actual Duties

- Responsible in teaching Japanese students the different facets of the English language
- Responsible in teaching Callan Method to Japanese students



MARY GRACE P. ENAYA

(Signature over Printed Name
of Employee/Applicant)

Date: 7/20/2020