

# 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.

CS ID No.

(Do not fill up. For CSC use only)

## I. PERSONAL INFORMATION

2. SURNAME	Casinillo			
FIRST NAME	Emily	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Lagumbay			
3. DATE OF BIRTH (mm/dd/yyyy)	12/20/1990	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	Hinundayan, Southern Leyte	If holder of dual citizenship, please indicate the details.	Philippines	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female			
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)	1.48	ZIP CODE	House/Block/Lot No. Street Cabahug's Apartment Santiago Subdivision/Village Barangay Iligan City Lanao del Norte City/Municipality Province	
8. WEIGHT (kg)	55		9200	
9. BLOOD TYPE	O+		18. PERMANENT ADDRESS	
10. GSIS ID NO.	021-1323-7221-0		ZIP CODE	House/Block/Lot No. Street Amaga Subdivision/Village Barangay Hinundayan Southern Leyte City/Municipality Province
11. PAG-IBIG ID NO.	121197936123			6609
12. PHILHEALTH NO.	913225249451			
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A	
14. TIN NO.	428-274-574	20. MOBILE NO.	09302450157	
15. AGENCY EMPLOYEE NO.	V00782	21. E-MAIL ADDRESS (if any)	emily.casinillo@vsu.edu.ph	

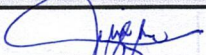
## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Casinillo	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Leomarich	NAME EXTENSION (JR., SR) N/A	Gia Gabrielle L. Casinillo
MIDDLE NAME	Fortugaliza		11/11/2020
OCCUPATION	Teaching		
EMPLOYER/BUSINESS NAME	Visayas State University		
BUSINESS ADDRESS	Visca, Baybay City Leyte		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	Lagumbay		
FIRST NAME	Pablo	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Tripon		
25. MOTHER'S MAIDEN NAME	Patricia Magayon Torotoro		
SURNAME	Lagumbay		
FIRST NAME	Patricia		
MIDDLE NAME	Torotoro	(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	AMAGA PRIMARY SCHOOL	Primary Education	1997	2003		2003	Validetorian
SECONDARY	HINUNDAYAN CATHOLIC INSTITUTE	Secondary Education	2003	2007		2007	Salutaturian
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	Bachelor of Secondary Education (Mathematics)	2007	2011		2011	Cum Laude
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	Master of Education major in Mathematics	2012	2015		2016	
	Cebu Normal University	Master of Science in Mathematics	2017	2020	CAR		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 22, 2024
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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
	Career Service Professional (PD 907)	N/A	N/A	N/A	100108110223	05/04/2011
	Licensure Examination for Teachers	78.2	25/09/2011	Brgy. Panalaron, Tacloban City	1119471	20/12/2020

(Continue on separate sheet if necessary)

#### V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
		April 22, 2024	



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		
	N/A	N/A	N/A	N/A	N/A

(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)

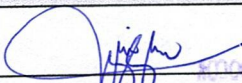
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	International Seminar on Pedagogical Resilience, Innovative Assessment Practices for Specific Discipline, and Learning Management in the New Normal	08/13/2021	08/15/2021	24 hrs	Instruction	International Organization of Educators and Researchers, INC.
	Technologies for 21st Century Teachers	08/23/2019	0824/2019	16 hrs	Technical	Visayas State University
	Echo Seminar on the New CHED General Education Course: "MMW"	04/12/2018	04/14/2018	24 hrs	Technical	Visayas State University
	Symposium on Medical Biophysics Research	09/08/2017	09/08/2017	8 hrs	Technical	Visayas State University
	Challenges and Responses in K to 12 Implementation for Mathematics Education	07/26/2017	07/28/2017	24 hrs	Research	Mathematics Teachers Association of the Philippines Tertiary Level (MTAP-TL), Inc.
	Special International Conference on Mathematics Education 2016	10/20/2016	10/22/2016	24 hrs	Research	Philippine Council of Mathematics Teachers Educators (MATHTED), Inc.
	Strategic Planning Workshop of the College of Arts and Sciences	08/25/2016	08/26/2016	16 hrs	Technical	Visayas State University
	2016 MTAP-TL International Convention	07/27/2016	07/29/2016	24 hrs	Research	Mathematics Teachers Association of the Philippines Tertiary Level (MTAP-TL), Inc.
	Regional Senior High School (SHS) Teachers' Training for SUC's and LUC's, Region 8	07/11/2016	07/14/2016	32 hrs	Instruction	CHED K to 12 Transition Program/ Leyte Normal University
	2016 Mathematical Society of the Philippines	05/30/2016	05/31/2016	16 hrs	Research	Mathematical Society of the Philippines (MSP)
	19 <sup>th</sup> PPP Mathematics and Statistics Lecture Series	04/22/2016	04/23/2016	16 hrs	Instruction	De La Salle University
	Seminar - Workshop on the Implementation of Outcomes - Based Education (OBE)	05/04/2015	05/05/2015	16 hrs	Technical	Visayas State University
	Seminar on the Senior High School Program	10/11/2013	10/11/2013	8 hrs	Technical	Visayas State University

(Continue on separate sheet if necessary)



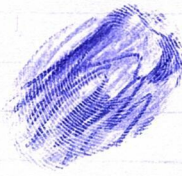


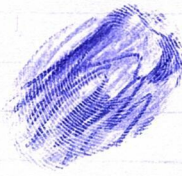


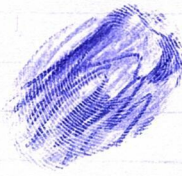



VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	N/A		N/A		Mathematical Society of the Philippines
					Mathematics Teacher Association of the Philippines - Tertiary Level
					Visayas State University Faculty Association

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 22, 2024
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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)?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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)? 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)														
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Jorge S. Valenzona</td><td>Visca, Baybay City Leyte</td><td></td></tr><tr><td>Ma. Nena Q. Ramos</td><td>Brgy. Guadalupe, Baybay City Leyte</td><td></td></tr><tr><td>Eusebio R. Lina</td><td>Visca Baybay City Leyte</td><td>09293697060</td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	Jorge S. Valenzona	Visca, Baybay City Leyte		Ma. Nena Q. Ramos	Brgy. Guadalupe, Baybay City Leyte		Eusebio R. Lina	Visca Baybay City Leyte	09293697060
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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.														
<table><tr><td><div>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) <b>PLEASE INDICATE ID Number and Date of Issuance</b></div><div>Government Issued ID: PRC ID</div><div>ID/License/Passport No.: 1119471</div><div>Date/Place of Issuance: Tacloban City</div></td><td><div></div><div>Signature (Sign inside the box)</div><div>April 22, 2024</div><div>Date Accomplished</div></td><td><div></div><div>EMILY L. CASINILLO</div><div></div><div>Right Thumbmark</div></td></tr></table>			<div>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) <b>PLEASE INDICATE ID Number and Date of Issuance</b></div> <div>Government Issued ID: PRC ID</div> <div>ID/License/Passport No.: 1119471</div> <div>Date/Place of Issuance: Tacloban City</div>	<div></div> <div>Signature (Sign inside the box)</div> <div>April 22, 2024</div> <div>Date Accomplished</div>	<div></div> <div>EMILY L. CASINILLO</div> <div></div> <div>Right Thumbmark</div>									
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SUBSCRIBED AND SWORN to before me this <u>10 MAY 2024</u> , affiant exhibiting his/her validly issued government ID as indicated above.														
<table><tr><td></td></tr><tr><td>ATTY. RYAN C. GUINOCOR</td></tr><tr><td>VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>				ATTY. RYAN C. GUINOCOR	VSU Chief Legal Officer	Person Administering Oath								
														
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VSU Chief Legal Officer														
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: January 3, 2023 - present
- Position: Assistant Professor II
- Name of Office/Unit: Department of Mathematics
- Immediate Supervisor: Dr. Eusebio R. Lina, Jr.
- Name of Agency/Organization and Location: Department of Mathematics, Visayas State University, Baybay City, Leyte

- Summary of Actual Duties

- On study-leave.
  - a. Enrolled subjects as projected in the proposed study plan.
  - b. Passed all enrolled subjects.
- Performs other functions, among others:
  - a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions
  - b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President

- Duration: July 1, 2019 - January 2, 2023
- Position: Instructor III
- Name of Office/Unit: Department of Mathematics
- Immediate Supervisor: Dr. Eusebio R. Lina, Jr.
- Name of Agency/Organization and Location: Department of Mathematics, Visayas State University, Baybay City, Leyte

- Summary of Actual Duties

- Teaches assigned subjects and performs other teaching related functions; among others, the following:
  - b. Prepares and revised teaching materials/guides and submit to department head
  - c. Prepares and gives examinations (mid/final/long/quizzes)
  - d. Checks test papers and returns to students one week after examination
  - e. Submits grade sheets within prescribed period to the Registrar through the department
  - f. Turns over class records to department heads within two weeks after final examination
  - g. Makes himself available for consultation by his/her students during scheduled consultation hours
- Performs research and/or extension functions; among others the following:
  - a. Prepares research/extension proposals
  - b. Implements duly approved research/extension projects within time frame
  - c. Prepares and prepares reports within the prescribed period
  - d. Presents research/extension outputs during conferences/fora of legitimate professional organizations
  - e. Submits output for possible publication/patenting
- Performs other functions, among others:
  - a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions
  - b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President

- Duration: June 3, 2013 - June 30, 2019
- Position: Instructor 1
- Name of Office/Unit: Department of Mathematics and Physics
- Immediate Supervisor: Prof. Climaco D. Espina, Jr.
- Name of Agency/Organization and Location: Department of Mathematics and Physics, Visayas State University, Visca, Baybay City, Leyte



- Summary of Actual Duties

- Teaches assigned subjects and performs other teaching related functions; among others, the following:
  - a. Prepares and revised teaching materials/guides and submit to department head
  - b. Prepares and gives examinations (mid/final/long/quizzes)
  - c. Checks test papers and returns to students one week after examination
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  - e. Submits output for possible publication/patenting
- Performs other functions, among others:
  - a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions
  - b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President

- Duration: July 11, 2011 - June 2, 2013

- Position: Part-time Instructor

- Name of Office/Unit: Department of Mathematics and Physics

- Immediate Supervisor: Prof. Remberto A. Patindol

- Name of Agency/Organization and Location: Department of Mathematics and Physics, Visayas State University, Visca, Baybay City, Leyte

- Summary of Actual Duties

- Teaches assigned subjects and performs other teaching related functions; among others, the following:
  - a. Prepares and revised teaching materials/guides and submit to department head
  - b. Prepares and gives examinations (mid/final/long/quizzes)
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EMILY L. CASINILLO

(Signature over Printed Name  
of Employee/Applicant)

Date: April 24, 2024