

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 () 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	CAYETANO		
FIRST NAME	JOSELLE		NAME EXTENSION (JR., SR)
MIDDLE NAME	RODRIGUEZ		
3. DATE OF BIRTH (mm/dd/yyyy)	March 31, 1983	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	Kamuning Quezon City	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	C1 Duplex House/Block/Lot No. Street Visayas State University-Lower Campus Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
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:	ZIP CODE	6521-A
7. HEIGHT (m)	1.67m	18. PERMANENT ADDRESS	Block 17 Lot 16 Russia Street House/Block/Lot No. Street V and G Subdivision 109-A Subdivision/Village Barangay Tacloban City Leyte City/Municipality Province
8. WEIGHT (kg)	82kgs	ZIP CODE	6500
9. BLOOD TYPE	O	19. TELEPHONE NO.	NA
10. GSIS ID NO.	CRN-006-0017-6266-8	20. MOBILE NO.	09176734281
11. PAG-IBIG ID NO.	1700-0031-0377	21. E-MAIL ADDRESS (if any)	joselle.cayetano@vsu.edu.ph
12. PHILHEALTH NO.	13-050054853-4		
13. SSS NO.	NA		
14. TIN NO.	921-544-848		
15. AGENCY EMPLOYEE NO.	V000151		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BANDALAN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	EILEEN	NAME EXTENSION (JR., SR)	NA	
MIDDLE NAME	BULAWAN			
OCCUPATION	Licensed Food Technologist			
EMPLOYER/BUSINESS NAME	Visayas State University			
BUSINESS ADDRESS	Brgy Pangasugan, Baybay City, Leyte			
TELEPHONE NO.	9066531884			
24. FATHER'S SURNAME	Cayetano			
FIRST NAME	Anselmo	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Ilog			
25. MOTHER'S MAIDEN NAME	Rodriguez			
SURNAME	Rodriguez			
FIRST NAME	Juliet			
MIDDLE NAME	Diongzon			

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	Leyte Normal Normal University	Primary	1990	1996		1996	NA
SECONDARY	Leyte Normal Normal University	Secondary	1996	2000		2000	NA
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA		NA	NA
COLLEGE	Leyte Normal Normal University	Bachelor in Secondary Education Major in Physical Education, Health and Music	2000	2004		2004	Performing Arts Scholar
GRADUATE STUDIES	Holy Infant College	Master of Arts in Education Major in Music Education	2009	2014			
GRADUATE STUDIES	Philippine Normal University	Doctor of Philosophy in Curriculum and Instruction	2018	Present			

SIGNATURE	DATE	April 22, 2024
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[illegible]

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

[illegible]

SIGNATURE		DATE	April 22, 2024
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	Immaculate Conception Parish Youth Choir	02/26/2022	Present	400.0	Choir Trainer/ Conductor
	San Isidro Youth Choir	1/3/19	Present	400.0	Choir Trainer/ Conductor
	Holy Spirit Parish Childrens Choir	01/15/2015	06/30/2018	255.0	Choir Trainer/ Conductor

(Continue on separate sheet if necessary)

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

[illegible]

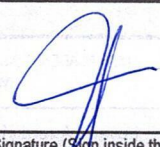

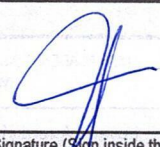
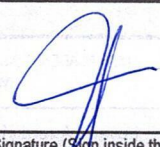

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Can Play Musical Instruments (Violin, Viola, Cello, Piano)	Loyalty Award (15 Years in Service)	Brotherhood of Christian Businessmen and Professionals
Driving motor vehicles	2020 UNIFFED Outstanding Leadership in Community Service Award	Philippine Society for Music Education
Filipino Martial Arts		Knights of Columbus Mt. Pangasugan Council
		Philippine Choral Directors Association

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 22, 2024
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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>Date Filed: _____</p> <p>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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Resignation</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: 33%;">NAME</th><th style="width: 33%;">ADDRESS</th><th style="width: 33%;">TEL. NO.</th></tr></thead><tbody><tr><td>Garryzalde M. Gilamon</td><td>Baybay City, Leyte</td><td>9757332534</td></tr><tr><td>Bryan Sheldon C. Yu</td><td>Hilongos Leyte</td><td>9455179883</td></tr><tr><td>Aleli A. Villocino</td><td>Baybay City, Leyte</td><td>9173040879</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Garryzalde M. Gilamon	Baybay City, Leyte	9757332534	Bryan Sheldon C. Yu	Hilongos Leyte	9455179883	Aleli A. Villocino	Baybay City, Leyte	9173040879		
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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>DL</td></tr><tr><td>ID/License/Passport No.:</td><td>H1207000026</td></tr><tr><td>Date/Place of Issuance:</td><td>03/14/2024 / Baybay City</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:	DL	ID/License/Passport No.:	H1207000026	Date/Place of Issuance:	03/14/2024 / Baybay City	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="text-align: center; height: 100px;"></td></tr><tr><td style="text-align: center;">Signature (Sign inside the box)</td></tr><tr><td style="text-align: center;">April 22, 2024</td></tr><tr><td style="text-align: center;">Date Accomplished</td></tr></table> <div style="text-align: center;"> Right Thumbmark</div>		Signature (Sign inside the box)	April 22, 2024	Date Accomplished
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April 22, 2024															
Date Accomplished															
<p>SUBSCRIBED AND SWORN to before me this <u>14 MAY 2024</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center;"> ATTY. RYAN C. GUINOCOR YSU Chief Legal Officer Person Administering Oath</div>															



Joselle R. Cayetano



Right Thumbmark

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: April 22, 2024 to Present
- Position: Associate Professor I
- Name of Office/Unit: Institute of Human Kinetics
- Immediate Supervisor: Dr. Charis B. Limbo
- Name of Agency/Organization and Location: College of education, Visayas State University
- Duration: October 28, 2022 to April 21, 2024
- Position: Assistant Professor IV
- Name of Office/Unit: Institute of Human Kinetics
- Immediate Supervisor: Dr. Charis B. Limbo
- Name of Agency/Organization and Location: College of education, Visayas State University
- Duration: January 1, 2020 to October 27, 2022
- Position: Assistant Professor II
- Name of Office/Unit: Institute of Human Kinetics
- Immediate Supervisor: Dr. Charis B. Limbo
- Name of Agency/Organization and Location: College of education, Visayas State University
- Duration: January 1, 2017 to December 31, 2019
- Position: Instructor III
- Name of Office/Unit: Institute of Human Kinetics
- Immediate Supervisor: Prof. Mary Jean M. Sapan
- Name of Agency/Organization and Location: College of education, Visayas State University
- Duration: January 6, 2016 to December 31, 2016
- Position: Instructor I (Permanent)
- Name of Office/Unit: Institute of Human Kinetics
- Immediate Supervisor: Dr. Aleli A. Villocino
- Name of Agency/Organization and Location: College of education, Visayas State University
- Duration: June 1, 2012 to December 31, 2015
- Position: Instructor I (Temporary)
- Name of Office/Unit: Institute of Human Kinetics
- Immediate Supervisor: Mr. Ricarido C. Nanggan Jr.
- Name of Agency/Organization and Location: College of education, Visayas State University
- Duration: January 12, 2010 to May 31, 2012
- Position: Instructor I (Temporary)

- Name of Office/Unit: Institute of Human Kinetics
- Immediate Supervisor: Professor Vicente B. Antipaso
- Name of Agency/Organization and Location: College of education, Visayas State University

- List of Accomplishments and Contributions (if any)
 - Developed course syllabus in Music education subjects and selected service physical education subjects
 - Served as music section coordinator of the Institute of Human Kinetics
 - Champion Coach in Arnis
 - Music Director of the Institute Choir

- Summary of Actual Duties
 - Teaches subjects in the graduate program
 - Teaches subjects in the undergraduate subjects in music education and service physical education (BSED-PEHM, MAPEH, BPED and BCAED as well as BEED courses)
 - Conduct Research and Extension such as Kumpas, Baybay School for the Arts and Music related activities consultations.
 - Institute music education coordinator
 - Institute Choral group (MAPEH Sirens, Koro Kinetika)
 - Kinetika String Ensemble
 - University Faculty and Staff Choir
 - Coach, University Arnis Team

JOSELLE R. CAYETANO

(Signature over Printed Name
of Employee/Applicant)

Date: April 22, 2024