

CS Form No. 212
Revised 2017

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	SUGANO		
FIRST NAME	SHALOM GRACE	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	CABANILLAS		
3. DATE OF BIRTH (mm/dd/yyyy)	9/1/1989	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Bantaya Is., Cebu	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
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	
7. HEIGHT (m)	1.5	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	150 kg		Guadalupe
9. BLOOD TYPE	"O"		Subdivision/Village Barangay
10. GSIS ID NO.	2002896950		Baybay City Leyte
11. PAG-IBIG ID NO.	121092054859	City/Municipality Province	6521
12. PHILHEALTH NO.	13-000094772-6	18. PERMANENT ADDRESS	
13. SSS NO.	n/a	ZIP CODE	222 Rizal
14. TIN NO.	294-620-766		House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	V000493		Ticad
			Subdivision/Village Barangay
		Bantayan Is. Cebu	6052
		City/Municipality Province	
		19. TELEPHONE NO.	n/a
		20. MOBILE NO.	09753403552
		21. E-MAIL ADDRESS (if any)	sshalomgrace@gmail.com / shalomgrace.sugano@vsu.edu.ph

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	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	SUGANO			
FIRST NAME	ROLANDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	PAIT			
25. MOTHER'S MAIDEN NAME				
SURNAME	CABANILLAS			
FIRST NAME	MARILYN			
MIDDLE NAME	MARFA		(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	BANTAYAN CENTRAL ELEMENTARY SCHOOL	PRIMARY EDUCATION	1995-1996	2000-2001	N/A	2001	N/A
SECONDARY	BANTAYAN NATIONAL HIGH SCHOOL	HIGH SCHOOL	2001-2002	2004-2005	N/A	2005	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR IN SECONDARY EDUCATION (Chemistry)	2005-2006	2008-2009	N/A	2009	Cum Laude
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER IN EDUCATION (Chemistry)	2010-2011	2012-2013	N/A	20013	N/A
GRADUATE STUDIES	MSU-ILIGAN INSTITUTE OF TECHNOLOGY	DOCTOR OF PHILOSOPHY IN SCIENCE EDUCATION (Chemistry)	2014	2018	N/A	2018	VSU Scholarship

SIGNATURE

DATE

November 15, 2019

CS FORM 212 (Revised 2017), Page 1 of 4


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
	PD 907- CIVIL SERVICE ELIGIBILITY	N/A	4/4/2009	VSU, BAYBAY, LEYTE	N/A	4/4/2009
	PRC-LICENSURE EXAMINATION FOR TEACHERS	79.0	10/4/2009	TACLOBAN CITY	1084397	2/4/2011

V. WORK EXPERIENCE

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

28.	INCLUSIVE DATES				SALARY/ JOB/ PAY		
-----	-----------------	--	--	--	------------------	--	--

[illegible]

SIGNATURE		DATE	NOVEMBER 15, 2019
-----------	---	------	-------------------

[Handwritten signature]

NOVEMBER 15, 2019

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		
	Lakas-Angkan Ministries, Inc.	7/1/1905	Present	na	Member

(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			
	Seminar-Workshop On Writing Peer Reviewed Pubications	07/01/2019	07/03/2019	24	Participant	VISERDAC, VSU, PCARD
	Asian Conference on Education and International Development	3/25/2019	3/28/2019	36	Presenter	IAFOR
	▯ The 6th International Conference for Science Educators and Teachers (ISET 2018)	5/7/2018	5/9/2018	36.0	Presenter	ISET, Srinakharinwirot University
	▯ 2018 National Research Conference and Teachers Convention	1/24/2018	1/26/2018	36.0	Presenter	ASMAC
	▯ 2nd Global Research and Education Conference (GRAEC 2017)	11/11/2017	11/13/2017	36.0	Presenter	Asian Intellect
	4TH INTERNATIONAL CONFERENCE FOR SCIENCE EDUCATORS AND TEACHERS (ISET)	6/3/2016	6/5/2016	36	Presenter	KHON KAEN UNIVERSITY
	QUANTITATIVE & QUALITATIVE STATISTICAL ANALYSIS IN-DEPTH SEMINAR-WORKSHOP	10/22/2018	10/24/2018	36.0	Participant	Strategic Research and Development Center. Inc.

(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)
	SINGING, DANCING		N/A		VSUFA
					POSTE
					ISET
					PAGE
					NOSTE
					IAFOR

(Continue on separate sheet if necessary)

SIGNATURE		DATE	NOVEMBER 15, 2019
-----------	---	------	-------------------

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?

b. Have you been criminally charged before any court?

☐ YES

☒ NO

If YES, give details:

☐ 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)?

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:

☐ 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?

b. Are you a person with disability?

c. Are you a solo parent?

☐ YES

☒ NO

If YES, please specify:

☐ YES

☒ NO

If YES, please specify ID No:

☐ YES


☒ NO

If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
ROSARIO P ABELA, Ed D.	VSU, Visca, Baybay, Leyte	N/A
ALELI A. VILLOCINO, Ed. D.	VSU, Visca, Baybay, Leyte	N/A
EDNA B. NABUA, Ph.D.	Iligan City, Leyte	NA

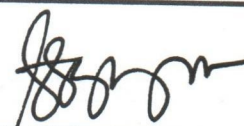
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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.



SHALOM GRACE C. SUGANO
PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance


Government Issued ID:	Passport
ID/License/Passport No.:	EC3496000
Date/Place of Issuance:	Cagayan de Oro City



Signature (Sign inside the box)

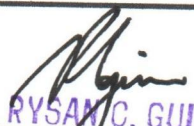
November 15, 2019

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 20 NOV 2019, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. RYSAN C. GUINOCOR
VSU LEGAL OFFICER
Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4

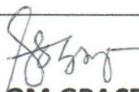
WORK EXPERIENCE SHEET

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: December 31, 2018 - present
- Position: Instructor 3
- Name of Office/Unit: VSU Integrated High School
- Immediate Supervisor: Shalom Grace C. Sugano
- Name of Agency/Organization and Location: Visayas State University, VSU, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Developed instructional and intervention materials for students.
 - Presented research papers/findings in education
- Summary of Actual Duties
 - Responsible for instruction in the Integrated High School. Develop instructional material. Provide intervention when needed. Conduct research and present the findings in national and international platforms. Publish papers.

- Duration: June 1, 2009 – December 30, 2018
- Position: Instructor 1
- Name of Office/Unit: VSU Integrated High School
- Immediate Supervisor: Rosario P. Abela
- Name of Agency/Organization and Location: Visayas State University, VSU, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Developed instructional and intervention materials for students.
 - Presented research papers/findings in education
- Summary of Actual Duties
 - Responsible for instruction in the Integrated High School. Develop instructional material. Provide intervention when needed. Conduct research and present the findings in national and international platforms.


SHALOM GRACE C. SUGANO
(Signature over Printed Name
of Employee/Applicant)

Date: 11/15/2019