

PERSONAL DATA SHEET

ARNING: 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.  
AD THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.  
t 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)

PERSONAL INFORMATION			
SURNAME	RODRIGUEZ		
FIRST NAME	ANNIE FAMELA		
MIDDLE NAME	BORLASA		
DATE OF BIRTH (mm/dd/yyyy)	05/04/1993	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
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	Brgy. Buenavista, Baybay City, Leyte
HEIGHT (m)	1.58	18. PERMANENT ADDRESS	
WEIGHT (kg)	90 kg		6521
BLOOD TYPE	B+		Brgy. Buenavista, Baybay City, Leyte
GSIS ID NO.	N/A		
PAG-IBIG ID NO.	1211-1693-8130		
PHILHEALTH NO.	12-051352704-2	ZIP CODE	6521
SSS NO.	N/A	19. TELEPHONE NO.	N/A
TIN NO.	318-604-194-000	20. MOBILE NO.	0907-328-7473
AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	<a href="mailto:annie.rodriquez@vsu.edu.ph">annie.rodriquez@vsu.edu.ph</a>

FAMILY BACKGROUND					
SPOUSE'S SURNAME	N/A		NAME EXTENSION (JR., SR)	NA	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME			N/A		
MIDDLE NAME					
OCCUPATION					
EMPLOYER/BUSINESS NAME					
BUSINESS ADDRESS					
TELEPHONE NO.					
FATHER'S SURNAME	RODRIGUEZ				7/2/1963
FIRST NAME	FERNANDO	JR.			
MIDDLE NAME	GOZON				
MOTHER'S MAIDEN NAME					01/27/1969
SURNAME	BORLASA				
FIRST NAME	ANNALIZA				
MIDDLE NAME	MORALES				(Continue on separate sheet if necessary)

EDUCATIONAL BACKGROUND							
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	BAYBAY NORTH CENTRAL SCHOOL	BASIC EDUCATION CURRICULUM	2000	2006		2006	NA
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	BASIC EDUCATION CURRICULUM	2006	2010		2010	NA
VOCATIONAL / TRADE COURSE	N/A	N/A					
COLLEGE	VISAYAS STATE UNIVERSITY	BS IN DEVELOPMENT COMMUNICATION	2010	2014		2014	NA
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTERS IN EDUCATION MAJOR IN ENGLISH	2016	2019		2019	NA

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	April 22, 2024



#### 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
	CSC (PROFESSIONAL)	80.1	APRIL 17, 2016	EASTERN VISAYAS STATE UNIVERSITY, TACLOBAN CITY	481	NA
	DRIVER'S LICENSE (NON-PROF)	NA	JANUARY 31, 2019	LTO BAYBAY CITY	H1219000456	4/5/2023
	LICENSED PROFESSIONAL TEACHER	77.6	9/29/2019	TACLOBAN CITY	1813462	4/4/2020

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 22, 2024
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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)

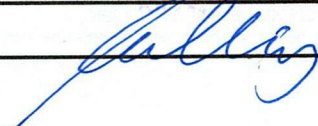
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	VSU E-LEARNING ENVIRONMENT TRAINING-WORKSHOP SERIES	12/07/2020	12/07/2020	8	TECHNICAL	VISAYAS STATE UNIVERSITY
	DIVISION SCHOOL PRESS CONFERENCE 2019	09/24/2019	09/27/2019	24	TECHNICAL	DEPARTMENT OF EDUCATION
	ORIENTATION SEMINAR AND RETOOLING OF CE FACULTY	09/04/19	09/04/19	8	INSTRUCTION	VISAYAS STATE UNIVERSITY
	WRITESHOP ON OUTCOME-BASED EDUCATION COURSE-SYLLABI	07/26/19	07/26/19	8	INSTRUCTION	VISAYAS STATE UNIVERSITY
	NATIONAL SEMINAR WORKSHOP ON LANGUAGE TEACHING, LEARNING AND CAMPUS JOURNALISM	02/22/19	02/24/19	24	INSTRUCTION	CENTER FOR HUMAN RESEARCH AND DEVELOPMENT FOUNDATION, INC.
	NATIONAL SEMINAR WORKSHOP ON RE-CALIBRATING ACTION RESEARCH	02/16/19	02/17/19	16	RESEARCH	CENTER FOR HUMAN RESEARCH AND DEVELOPMENT FOUNDATION, INC.
	SEMINAR ON SCHOOL PAPER MANAGEMENT AND CAMPUS JOURNALISM	01/19/2019	01/19/2019	8	TECHNICAL	CENTER FOR HUMAN RESEARCH AND DEVELOPMENT FOUNDATION, INC.
	SEMINAR ON 21ST CENTURY LANGUAGE TEACHING AND LEARNING	01/18/2019	01/18/2019	8	INSTRUCTION	CENTER FOR HUMAN RESEARCH AND DEVELOPMENT FOUNDATION, INC.
	SEMINAR WORKSHOP ON ENGLISH TECHNICAL WRITING	10/20/18	10/20/18	8	TECHNICAL	VISCA FOUNDATION ELEMENTARY SCHOOL
	DIVISION SCHOOL PRESS CONFERENCE 2018	09/26/2018	09/28/2018	16	TECHNICAL	DEPARTMENT OF EDUCATION


(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)
	Teaching, communication skills, costumer service, hosting		NA		NA


(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 22, 2024
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**ATTY. RYSAN C. GUINOCOR**  
 VSU Chief Legal Officer  
 Person Administering Oath



## 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: August 1, 2021 – Present
- Position: Instructor I
- Name of Office/Unit: VSU Integrated High School
- Immediate Supervisor: Dr. Shalom Grace C. Sugano
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Developed Course Syllabus and Instructional materials
- Summary of Actual Duties
  - Provides quality instruction to students, classroom adviser, actively participate with the school activities, ensures the safety of the students and performs other related functions.

- 
- Duration: August 1, 2018 – July 31, 2021
  - Position: Substitute Instructor
  - Name of Office/Unit: VSU Integrated High School
  - Immediate Supervisor: Dr. Shalom Grace C. Sugano
  - Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - Developed Course Syllabus and Instructional materials
  - Summary of Actual Duties
    - Provides quality instruction to students, classroom adviser, actively participate with the school activities, ensures the safety of the students and performs other related functions.

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- Duration: June 13, 2016 – June 8, 2018
  - Position: Part-time Instructor
  - Name of Office/Unit: VSU Laboratory High School
  - Immediate Supervisor: Dr. Rosario P. Abela
  - Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - Developed Course Syllabus and Instructional materials

- Summary of Actual Duties

- Provides quality instruction to students, classroom adviser, actively participate with the school activities, ensures the safety of the students and performs other related functions.

- Duration: July 2014-February 2015
- Position: Call Center Agent
- Name of Office/Unit: Convergys
- Immediate Supervisor: Melissa Cabelin
- Name of Agency/Organization and Location: Convergys

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Responsible for performing technical tasks e.g., responds to queries of customer and performs other related functions.

  
ANNIE PAMELA B. RODRIGUEZ  
(Signature over Printed Name  
of Employee/Applicant)

Date: May 21, 2024