

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	BALOTITE		
FIRST NAME	SHEERWINA MAE		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	GONZAGA		
3. DATE OF BIRTH (mm/dd/yyyy)	01/05/1991	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: Philippines
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	
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	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
7. HEIGHT (m)	1.46		GUADALUPE LEYTE
8. WEIGHT (kg)	72.00	ZIP CODE	6521
9. BLOOD TYPE	B	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
10. GSIS ID NO.	LP 02004720727		GUADALUPE LEYTE
11. PAG-IBIG ID NO.	1211-2094-5945	ZIP CODE	6521
12. PHILHEALTH NO.	13-050162390-4		
13. SSS NO.	06-3227088-4	19. TELEPHONE NO.	(053) 563-1967
14. TIN NO.	456-481-433	20. MOBILE NO.	+639279286398
15. AGENCY EMPLOYEE NO.	V00888	21. E-MAIL ADDRESS (if any)	sheerwinamae.gonzaga@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BALOTITE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	DIONILO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	ESPINOSA		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	GONZAGA			
FIRST NAME	BRIGIDO RUDILLO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	WENCESLAO			
25. MOTHER'S MAIDEN NAME				
SURNAME	ALABAT			
FIRST NAME	CELIA			
MIDDLE NAME	CRISTINO			

(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	VISCA FOUNDATION ELEMENTARY SCHOOL	N/A	*1997	*2003	GRADUATED	2003	With Honors
SECONDARY	LEYTE STATE UNIVERSITY LABORATORY HIGH SCHOOL	N/A	*2003	*2007	GRADUATED	2007	none
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF ELEMENTARY EDUCATION	*2007	*2011	GRADUATED	2011	College Honors
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF EDUCATION, MAJOR IN ENGLISH, MINOR IN PHYSICAL EDUCATION	*2011	*2014	GRADUATED	*2014	none


(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/22/2024
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	04/22/2024
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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

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

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 Enhancing Gender and Society Curriculum	03/20/2024	03/20/2024	8	Instruction	VSU Gender Resource Center
	Seminar-Workshop on Cultural Mapping of VSU Main Campus Heritage Properties	03/14/2024	03/15/2024	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Seminar-Workshop on English Language and Literature Teaching and Assessment (ELLTA) in the 21st Century	11/24/2023	11/25/2023	16	Instruction	Leyte Normal University
	13th PAFTE Midyear Convention	06/15/2023	06/16/2023	16	Research	Philippine Association for Teachers and Educators (PAFTE), Inc.
	5th International Teacher Education Research Conference	04/28/2023	04/29/2023	16	Research	Xavier University, Xavier Center for Lifelong Learning
	Training-workshop on the Crafting of the VSU Integrated High School Handbook	03/30/2023	04/01/2023	24	Technical	VSU Integrated High School
	Centennial Book Writing Workshop	03/02/2023	03/04/2023	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Participated in the VSU Faculty Onboarding with the theme "Padayon sa Panaghiusa, VSU" 1st Semester A.Y. 2022-2023	09/05/2022	09/07/2022	24	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Research and Extension Strategic Planning of College of Education	05/04/2022	05/04/2022	8	Research	College of Education, Visayas State University
	Webinar Improve Your Foreign Language Competency to Expand More Opportunities	04/20/2022	04/20/2022	8	Instruction	Southeast Asian Ministers of Education Organization (SEAMEO)
	PISA Reading Literacy Framework: The Need to Develop Reading Competencies Across the Curriculum	10/21/2021	10/21/2021	8	Instruction	USPIRE Global Training Inc.
	Echo-Webinar on the TIEC-CHED Flexible Learning Foundation Virtual Conference	03/15/2021	03/16/2021	16	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Webinar on TOS and Test Item Analysis	11/20/2020	11/20/2020	8	Technical	Office of the Vice President for Academic Affairs, Visayas State University
	Enhancing Resilience in the Workplace	06/08/2020	06/08/2020	8	Technical	College of Education, Visayas State University
	Training on Google Classroom as a Learning Management System (LMS)	05/19/2020	05/21/2020	24	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	NATIONAL SEMINAR WORKSHOP ON RE-CALIBRATING ACTION RESEARCH	02/16/2019	02/17/2019	16	Research	CENTER FOR HUMAN RESEARCH AND DEVELOPMENT FOUNDATION, INC.
	ORIENTATION-WORKSHOP ON THE ESTABLISHMENT OF AN INFORMATION AND SERVICE DELIVERY NETWORK FOR BAYBAY CITY	01/25/2019	01/25/2019	8	Technical	COMMISSION ON POPULATION REGIONAL OFFICE VIII

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
N/A	Outstanding Teacher	Pinagpala Publishing Services
		Professional Organization of Researchers and Educators of the Philippines, Inc.
		Pinoy Educators Advocating Social Media Education, Inc.
		Philippine Institute of 21st Century Educators Inc.
		Philippine Association of Teachers and Educational Leaders, Inc.
		Philippine Association of Social Sciences and Educational Molders, Inc.
		VSU-FA

SIGNATURE		DATE	04/22/2024
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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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____ FINISHED CONTRACT
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)

NAME	ADDRESS	TEL. NO.
SEREGINA RUTH L. MARTINEZ	VSU, VISCA, BAYBAY CITY, LEYTE	9185475499
CORINA M. SACRO	GUADALUPE, BAYBAY CITY, LEYTE	9175887847
SHALOM GRACE S. VEGA	VSU, VISCA, BAYBAY CITY, LEYTE	9122654495

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.

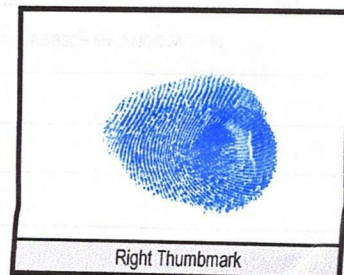


SHEERWINA MAE G. BALOTITE

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: PRC
ID/License/Passport No.: 1111167
Date/Place of Issuance: 1/11/2012/TACLOBAN CITY, LEYTE

Signature (Sign inside the box)
04/22/2024
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this

14 MAY 2024

, affiant exhibiting his/her validly issued government ID as indicated above.

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 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: September 15, 2022- Present
- Position: Assistant Professor I
- Name of Office/Unit: Department of Teacher Education
- Immediate Supervisor: Dr. Joel Q. Mabalhin
- Name of Agency/Organization and Location: Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Communication Arts Section Head
- Coordinator of Senior High School Graduation
- Assists VSUIHS School Activities
- Assists DepEd related-activities for students' involvement
- Assists non-academic activities
- Assists and supports VSU Academic and Non-academic activities
- Facilitates the checking of school forms preparation and evaluation

- Summary of Actual Duties

- Grade 11 STEM Coordinator
- Grade 12 STEM Coordinator
- The Tiller (School Publication) Adviser
- School Forms Preparation and Evaluation Chairperson
- Member of Honors and Awards Committee
- Member of Personnel Committee
- Member of Faculty and Staff Development Committee
- Member of Alumni Relations Committee
- Member of Students' Discipline Committee
- Member of Curriculum Committee
- Member of Department of IMs Review Committee
- In-charge of VSUIHS Website
- National Achievement Test (NAT) Testing Coordinator
- Campus Journalism Coach in Division and Regional Level


SHEERWINA MAE G. BALOTITE

(Signature over Printed Name
of Employee/Applicant)

Date: May 2, 2024