

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)	3/31/1983	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:												
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														
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	<table><tr><td>C1</td><td>DUPLEX</td></tr><tr><td>House/Block/Lot No.</td><td>Street</td></tr><tr><td>Visayas State University</td><td>Pangasugan</td></tr><tr><td>Subdivision/Village</td><td>Barangay</td></tr><tr><td>BAYBAY</td><td>LEYTE</td></tr><tr><td>City/Municipality</td><td>Province</td></tr></table>	C1	DUPLEX	House/Block/Lot No.	Street	Visayas State University	Pangasugan	Subdivision/Village	Barangay	BAYBAY	LEYTE	City/Municipality	Province
C1	DUPLEX														
House/Block/Lot No.	Street														
Visayas State University	Pangasugan														
Subdivision/Village	Barangay														
BAYBAY	LEYTE														
City/Municipality	Province														
7. HEIGHT (m)	169														
8. WEIGHT (kg)	78.9	ZIP CODE	6521												
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	<table><tr><td>658</td><td>Russia Street</td></tr><tr><td>House/Block/Lot No.</td><td>Street</td></tr><tr><td>V and G Subdivision Phase 4 ext.</td><td>109-A</td></tr><tr><td>Subdivision/Village</td><td>Barangay</td></tr><tr><td>TACLOBAN CITY</td><td>LEYTE</td></tr><tr><td>City/Municipality</td><td>Province</td></tr></table>	658	Russia Street	House/Block/Lot No.	Street	V and G Subdivision Phase 4 ext.	109-A	Subdivision/Village	Barangay	TACLOBAN CITY	LEYTE	City/Municipality	Province
658	Russia Street														
House/Block/Lot No.	Street														
V and G Subdivision Phase 4 ext.	109-A														
Subdivision/Village	Barangay														
TACLOBAN CITY	LEYTE														
City/Municipality	Province														
10. GSIS ID NO.	006-0017-6266-8														
11. PAG-IBIG ID NO.	1700-0031-0377														
12. PHILHEALTH NO.	N/A	ZIP CODE	6500												
13. SSS NO.	N/A	19. TELEPHONE NO.	(053) 563-7396												
14. TIN NO.	921-544-848	20. MOBILE NO.	09176734281												
15. AGENCY EMPLOYEE NO.	V000151	21. E-MAIL ADDRESS (if any)	joselle.cayetano@vsu.edu.ph												


II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		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		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	CAYETANO		N/A	N/A
FIRST NAME	ANSELMO	N/A	N/A	N/A
MIDDLE NAME			N/A	N/A
25. MOTHER'S MAIDEN NAME	RODRIGUEZ		N/A	7/15/1965
SURNAME	DIONGZON		N/A	N/A
FIRST NAME	JULIET		N/A	N/A
MIDDLE NAME	NA		(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	LEYTE NORMAL UNIVERSITY	PRIMARY EDUCATION	1989	1996	N/A	1996	N/A
	SECONDARY	LEYTE NORMAL UNIVERSITY	HIGH SCHOOL	1996	2000	N/A	2000	N/A
	VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	COLLEGE	LEYTE NORMAL UNIVERSITY	BACHELOR OF SECONDARY EDUCATION MAJOR IN PEHM	2000	2004	N/A	2004	AWARD OF MERIT
	GRADUATE STUDIES	HOLY INFANT COLLEGE	MASTER OF ARTS IN EDUCATION	2007	2014	N/A	2014	N/A


(Continue on separate sheet if necessary)

SIGNATURE		DATE	Nov. 18, 2019
-----------	---	------	---------------

[illegible]

## V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	Nov. 18, 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		
	Holy Spirit Parish Children's Choir	1/15/2015	8/30/2018	N/A	Choir Trainer/Conductor
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	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			
	One-Day Kayak Seminar Workshop	7/17/2018	7/18/2018	8hours	Participant	Intritude of Human Kinetics
	Training Workshop on Innovative Learning Strategies	5/15/2018	5/16/2018	16 hours	Participant/Tech nical	Visayas State University College of Education
	National Training-Workshop and Conference for 2017 PASUC festival	8/16/2017	8/18/2017	24 hours	Technical	National PASUC
	PCDA Regional Assembly for Eastern and Central Visayas 2017	7/28/2017	7/29/2017	16 hours	Participant	Philippine Choral Directors Association
	Regional Senior High School Teachers' Training for SUC's nad LUC's, Reg 8	7/11/2016	7/14/2016	32 hours	Technical	Commision on Higher Education
	Basic Life Support, Fire Fighting and Rescue Training	7/4/2016	7/11/2016	40 hours	Participant	VSU and Bureau of Fire Protection
	Sports Clinic in Finswimming	5/10/2016	5/12/2016	24 hours	Participant	Philippine Finswimming Federation Inc.
	The Hat-Trick Initiative	5/7/2015	5/9/2015	20 hours	Participant	Coaches Across Continents
	Seminar-Workshop on the Implementaton of Outcomes-Based Education	5/4/2015	5/5/2015	16 hours	Participant	Visayas State University
	Sinulog Festival Management Seminar and Workshop	1/10/2015	1/10/2015	8 hours	Participant	Sinulog Foundation
	Training Workshop on Designing and Writing Research Articles for Peer-reviewed Publications	8/26/2014	8/30/2014	40 hours	Participant	PCAARD Scholars Inc.
	2011 CCP Choral Workshop	10/25/211	10/29/212	40 hours	Participant	Cultural Center of the Philippines
	Visiting Conductor Program	8/4/2010	8/5/2010	16 hours	Participant	Philippine Choral Directors Association
	National Masterclass Series forChoral Conductors	11/19/2009	11/22/2009	36 hours	Participant	Philippine Choral Directors Association
	2009 Hands-On Choral Workshop	10/21/2008	10/25/2008	40 hours	Participant	Cultural Center of the Philippines
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A

(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)
	String Instrument Playing (Violin, Viola, Cello)		Three-time Regional Winning Coach VSU Arnis Team		Philppine Society for Music Education
	Filipino Martial Arts		Knights of Columbus Choir Director		Phillipine Choral Directors Association
	Costume Making		Paraclete Choir Adviser		Eastern Visayas Choral Association
	Driving		VSU Holy Spirit Parish Choir Adviser		Philippine Finswimming Federation Inc.
	Plastic Modeler		MAPEH Club Adviser		N/A
	Music Arranger		ADFC String Ensemble Trainer		N/A
	Choir and String Conductor		Lazy Fingers Adviser		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Nov. 18, 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

☐ 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

☐ YES☒ NO

If YES, give details:

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

☐ YES☒ NO

☐ YES☒ NO

If YES, please specify:

If YES, please specify ID No:

If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
Dr. ALELI A. VILLOCINO	VSU, BAYBAY CITY, LEYTE	9173040879
MS. SHEENA EUNICE B. TABUDLONG	VSU, BAYBAY CITY, LEYTE	9209585002
PROF. MARY JEAN M. SAPAN	VSU, BAYBAY CITY, LEYTE	9423679323

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.

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

Government Issued ID: Drivers License

ID/License/Passport No.: H12-07-000026

Date/Place of Issuance: April 4, 2019 Makati City

Signature (Sign inside the box)

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. RYAN 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 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: June 15, 2007 to Present
- 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
- 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
  - Institute music education coordinator
    - Institute Choral group
    - University Faculty and Staff Choir
  - Adviser MAPEH Club
  - Coach, University Arnis Team

  
JOSELLE R. CAYETANO

(Signature over Printed Name  
of Employee/Applicant)

Date: November 18, 2019