

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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 | CANETE | | |
| FIRST NAME | JOY ANN | | N/A |
| MIDDLE NAME | ABELLA | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 04/23/1996 | 16. CITIZENSHIP | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization |
| 4. PLACE OF BIRTH | BAYBAY CITY, LEYTE | If holder of dual citizenship, please indicate the details. | Philippines |
| 5. SEX | <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female | 17. RESIDENTIAL ADDRESS | |
| 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: | | |
| 7. HEIGHT (m) | 1.49 | | LORETO COMPOUND PATAG |
| 8. WEIGHT (kg) | 53 | ZIP CODE | BAYBAY CITY, LEYTE 6521 |
| 9. BLOOD TYPE | O+ | 18. PERMANENT ADDRESS | |
| 10. GSIS ID NO. | 2005462304 | | ISUYA MACTAN |
| 11. PAG-IBIG ID NO. | 121171616651 | ZIP CODE | LAPU LAPU CITY CEBU 6015 |
| 12. PHILHEALTH NO. | 120256191585 | 19. TELEPHONE NO. | N/A |
| 13. SSS NO. | 0637991524 | 20. MOBILE NO. | 0922-4631-719 |
| 14. TIN NO. | 337237251 | 21. E-MAIL ADDRESS (if any) | joyanncanete@gmail.com |
| 15. AGENCY EMPLOYEE NO. | | | |

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 | | NAME EXTENSION (JR., SR) | | |
| MIDDLE NAME | | | | |
| OCCUPATION | | | | |
| EMPLOYER/BUSINESS NAME | | | | |
| BUSINESS ADDRESS | | | | |
| TELEPHONE NO. | | | | |
| 24. FATHER'S SURNAME | CANETE | | | |
| FIRST NAME | JACINTO | N/A | | |
| MIDDLE NAME | ABING | | | |
| 25. MOTHER'S MAIDEN NAME | | | | |
| SURNAME | ABELLA | | | |
| FIRST NAME | ISABELITA | | | |
| MIDDLE NAME | RONOLO | | | |

(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 | MACTAN ELEMENTARY SCHOOL | PRIMARY EDUCATION | 2002 | 2008 | | 2008 | HONORABLE MENTION |
| SECONDARY | MACTAN NATIONAL HIGH SCHOOL | HIGH SCHOOL | 2008 | 2012 | | 2012 | |
| VOCATIONAL / TRADE COURSE | | | | | | | |
| COLLEGE | CEBU NORMAL UNIVERSITY | BACHELOR OF SCIENCE IN MATHEMATICS | 2012 | 2016 | | 2016 | |
| GRADUATE STUDIES | CEBU NORMAL UNIVERSITY | MASTER OF SCIENCE IN MATHEMATICS | 2016 | PRESENT | 27 UNITS | | |

(Continue on separate sheet if necessary)

| | | | |
|-----------|---|------|------------------|
| SIGNATURE |  | DATE | JANUARY 22, 2019 |
|-----------|---|------|------------------|

[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 | JANUARY 22, 2019 |
|------------------|---|-------------|------------------|

Signature

JANUARY 22, 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

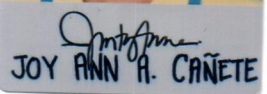
If YES, please specify ID No:

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


| NAME | ADDRESS | TEL. NO. |
|--------------------------|--------------------------|------------|
| MR. RAYMUND IGCASAMA | VISAYAS STATE UNIVERSITY | 9985663919 |
| DR. EUSEBIO LINA | VISAYAS STATE UNIVERSITY | 9293697060 |
| DR. CRISTINIA B. CORCINO | CEBU NORMAL UNIVERSITY | |

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.





JOY ANN A. CANETE




Right Thumbmark

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.: P7494134A

Date/Place of Issuance: CEBU CITY, 6000




Signature (Sign inside the box)

JANUARY 22, 2019

Date Accomplished

SUBSCRIBED AND SWORN to before me this FEB 01 2019, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. RYSAN O. GUINOCOR

VSU LEGAL OFFICER

Person Administering Oath


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| WORK EXPERIENCE SHEET |
|---|
| <p>Instructions: 1. Include only the work experiences relevant to the position being applied to.</p> <p>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.</p> |
| <ul style="list-style-type: none"> • Duration: August 1, 2018 – Present • Position: Substitute Instructor I • Name of Office/Unit: Department of Mathematics and Physics • Immediate Supervisor: Climaco D. Espina Jr. • Name of Agency/Organization and Location: Visayas State University, Visca Baybay City Leyte <ul style="list-style-type: none"> ▪ List of Accomplishments and Contributions (if any) ▪ Summary of Actual Duties <ul style="list-style-type: none"> • Teaches assigned subjects and performs other teaching related functions, among others, the following: <ul style="list-style-type: none"> a. Prepares and revises teaching materials/guides and submit to department head. b. Prepares and gives examinations (mid/final/long/quizzes). c. Checks test papers and returns to students one week after examination. d. Submits grade sheets within prescribed period to the Registrar through the department. e. Turns over class records to College Dean within two weeks after final examination. f. Makes herself available for consultation by his/her students during scheduled consultation hours. g. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions. |


JOY ANN A. CANETE
 (Signature over Printed Name of
 Employment/Applicant)

Date: Jan 21, 2019

| WORK EXPERIENCE SHEET |
|---|
| <p>Instructions: 1. Include only the work experiences relevant to the position being applied to.</p> <p>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.</p> |
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JOY ANN A. CANETE
(Signature over Printed Name of
Employment/Applicant)

Date: Jan 31, 2019