

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
FIRST NAME
MIDDLE NAME

Castil
Ma. Babette Jeds
Llorada

NAME EXTENSION (JR., SR)

3. DATE OF BIRTH (mm/dd/yyyy)

11/20/1989

16. CITIZENSHIP

☒ Filipino

☐ Dual Citizenship

☐ by birth

☐ by naturalization

Pls. indicate country:

4. PLACE OF BIRTH

San Roque Tanauan, Leyte

If holder of dual citizenship, please indicate the details.

5. SEX

☐ Male

☒ Female

6. CIVIL STATUS

☐ Single

☒ Married

☐ Widowed

☐ Separated

☐ Other/s:

7. HEIGHT (m)

5'2

17. RESIDENTIAL ADDRESS

Zone 5

House/Block/Lot No.

Street

Cabuynan

Subdivision/Village

Barangay

Tanauan

Leyte

City/Municipality

Province

6502

ZIP CODE

8. WEIGHT (kg)

50

18. PERMANENT ADDRESS

Zone 5

House/Block/Lot No.

Street

Cabuynan

Subdivision/Village

Barangay

Tanauan

Leyte

City/Municipality

Province

6502

ZIP CODE

9. BLOOD TYPE

O+

19. TELEPHONE NO.

None

10. GSIS ID NO.

NA

20. MOBILE NO.

0916-524-8029

11. PAG-IBIG ID NO.

121077824610

21. E-MAIL ADDRESS (if any)

mbil.castil@gmail.com

12. PHILHEALTH NO.

13-025132851-0

13. SSS NO.

06-3181539-2

14. TIN NO.

431-424-588

15. AGENCY EMPLOYEE NO.

NA

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME
FIRST NAME
MIDDLE NAME

Castil
Nielrex
Perges

NAME EXTENSION (JR., SR)

23. NAME OF CHILDREN (Write full name and list all)

Maria Rexee L. Castil

Xyeizha Reinette L. Castil

Niel Rexur L. Castil

DATE OF BIRTH (mm/dd/yyyy)

11/16/2011

09/18/2014

04/13/2019

OCCUPATION

Government Employee

EMPLOYER/BUSINESS NAME

Leyte Normal University

BUSINESS ADDRESS

Paterno St. Tacloban City

TELEPHONE NO.

0927-583-2511

24. FATHER'S SURNAME
FIRST NAME
MIDDLE NAME

Llorada
Bartolome
Camarines

NAME EXTENSION (JR., SR)

25. MOTHER'S MAIDEN NAME
SURNAME
FIRST NAME
MIDDLE NAME

Telmosa
Rebecca
Requioma

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

ELEMENTARY

San Roque Elem. School

Primary Education

19952002

2002

Graduated

SECONDARY

Assumption Academy

High School

20022006

2006

Graduated

VOCATIONAL / TRADE COURSE

Asian Development Foundation College/ TESDA

Housekeeping NCII & NCIII, Food and Beverage Services NCII & NCIII

NA

NA

2016, 2018

Passed

COLLEGE

Leyte Normal University

BS in Tourism, Hotel and Restaurant Management

20062010

Summer 2013

Graduated

GRADUATE STUDIES

Leyte Normal University

Master in Management

20162023

2023

Graduated

SIGNATURE

DATE

February 08, 2024

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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
		February 08, 2024	

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
		From	To	

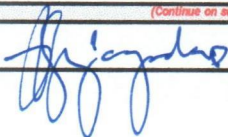
(Continue on separate sheet if necessary)


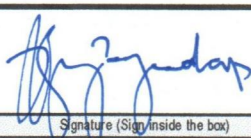

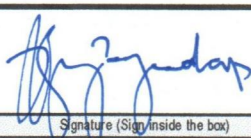

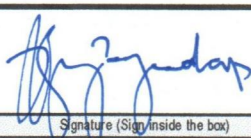


VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED					
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)
		From	To		
	Virtual Data Privacy Act of 2012 Awareness Seminar	NA	04/07/2022	NA	NA
	Strategic Marketing for Hospitality and Tourism	03/28/2022	03/29/2022	NA	NA
	Recipe Costing and Actual Costing	NA	03/06/2022	NA	NA
	Politics and the Future of Tourism in the Philippines	NA	03/03/2022	NA	NA
	Earning in Affiliate Marketing	NA	06/23/2021	NA	NA
	How to Sell 5x-10x Faster Like An Expert using FB Ads	NA	03/07/2021	NA	NA
	Food and Beverage NCIII	NA	12/07/2018	NA	NA
	Food and Beverage NCII	NA	02/04/2018	NA	NA
	Seminar Workshop on FLAIRTENDING	NA	11/28/2017	NA	NA
	Career Orientation Seminar on Cruise Line Industry	NA	09/05/2017	NA	NA
	ASEAN Toolbox Immersion Workshop and the CATC for Tourism Educators and Trainers	NA	07/27/2017	NA	NA
	2017 Summer In-Service Training(INSET) for Senior High School Teachers	05/26/2017	05/28/2017	NA	NA
	Housekeeping NCIII	NA	10/10/2016	8.0	NA
	Housekeeping NCII	NA	05/28/2016	NA	NA
	Hotel On-the-Job Training	March 2009	May 2009	NA	NA
	Travel Agency On-the-Job Training	November 2009	January 2010	NA	NA
	Basic Safety Training (Personal Survival Techniques, Fire Prevention and Fire Fighting, Elementary First Aid, & Personal Safety and Social Responsibilities)	09/09/2009	09/19/2009	16.0	NA
	Gender Sensitivity Training fo Seafarers	NA	09/25/2009	4.0	NA
	STD/HIV/AIDS Prrevention in the Maritime Sector (SHAPIMS)	NA	09/11/2009	8.0	NA
	Hotel and Restaurant On-the-Job Training	April 2009	June 2009	NA	NA

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION		
31.	32.	33.
SPECIAL SKILLS AND HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Airline Ticketing and Tour packaging		TANAYAW
Can Speak English		UNION FOR FILIPINO TOURISM EDUCATORS (UFTE)
Ushering		MUZIK HARMONIE
Computer Literate		LEYTE DANCE THEATER
Housekeeping		
Singing		
Dancing		

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	February 08, 2024

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, March 2019 (ADFC) Finished Contract, June 2022 (VSU, Main)												
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 type="checkbox"/> NO If YES, please specify ID No: <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please specify ID No:												
41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Dr. Victoria Arbas-Diaz (Former LNU Cultural Director)</td><td>Tacloban City</td><td>0917-321-9571</td></tr><tr><td>Iris Jeane D. Tamboboy (Faculty/Physical Education Coordinator, Asian Development Foundation College)</td><td>Tacloban City</td><td>0946-929-8720</td></tr><tr><td>Mauren Joy Faller-Manadong (Faculty, Department of Tourism and Hospitality Management)</td><td>Guadalupe, Baybay City, Leyte</td><td>0908-881-5362</td></tr></tbody></table>	NAME	ADDRESS	TEL. NO.	Dr. Victoria Arbas-Diaz (Former LNU Cultural Director)	Tacloban City	0917-321-9571	Iris Jeane D. Tamboboy (Faculty/Physical Education Coordinator, Asian Development Foundation College)	Tacloban City	0946-929-8720	Mauren Joy Faller-Manadong (Faculty, Department of Tourism and Hospitality Management)	Guadalupe, Baybay City, Leyte	0908-881-5362	
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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.	 MA. BASILIO JEDS L. CASTIL												
<table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td><td rowspan="4"> Signature (Sign inside the box) February 8, 2024 Date Accomplished</td><td rowspan="4"> Right Thumbmark</td></tr><tr><td>Government Issued ID: Passport</td></tr><tr><td>ID/License/Passport No.: P3945751C</td></tr><tr><td>Date/Place of Issuance: 04/25/2023 Tacloban City</td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	 Signature (Sign inside the box) February 8, 2024 Date Accomplished	 Right Thumbmark	Government Issued ID: Passport	ID/License/Passport No.: P3945751C	Date/Place of Issuance: 04/25/2023 Tacloban City							
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ID/License/Passport No.: P3945751C													
Date/Place of Issuance: 04/25/2023 Tacloban City													
SUBSCRIBED AND SWORN to before me this 13 FEB 2024, affiant exhibiting his/her validly issued government ID as indicated above.													
 ATTY. RYAN 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: January 2022 – Present
- Position: Owner/Manager
- Name of Office/Unit: 'W.E. Travel & Tours Services
- Immediate Supervisor: N/A
- Name of Agency/Organization and Location: ONLINE Travel Agency
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Planning and selling travel services particularly in transportation and accommodation.
 - Assisting clients in their passport appointments and needed requirements.

- Duration: September 2022 – January 2024
- Position: Instructor
- Name of Office/Unit: Liberal Arts Department
- Immediate Supervisor: Rachelle Erica C. Pineda
- Name of Agency/Organization and Location: Asian Development Foundation College, Tacloban City, Leyte
- List of Accomplishments and Contributions (if any)
 - CHTM Organization Adviser
 - HM Practicum Coordinator
- Summary of Actual Duties
 - Responsible for teaching hospitality and tourism courses.
 - Establishing class key objectives, developing syllabus, and grading students' assignments, exams and evaluating students' class performance.
 - Advising students on their academic and organizational performances and help them achieve their educational goals.
 - Offer support and guidance to students in making their career decisions, and assist them in leveraging their strengths.

- Duration: August 2022 – December 2022
- Position: Part-time Instructor
- Name of Office/Unit: College of Management and Entrepreneurship
- Immediate Supervisor: Evangeline Sanchez
- Name of Agency/Organization and Location: Leyte Normal University, Tacloban City, Leyte
- List of Accomplishments and Contributions (if any)

- N/A
- Summary of Actual Duties
 - Responsible for teaching hospitality and tourism courses.
 - Establishing class key objectives, developing syllabus, and grading students' assignments, exams and evaluating students' class performance.
 - Developing a conducive learning environment.

- Duration: February 2022 – June 2022
- Position: Part-time Instructor
- Name of Office/Unit: Department of Tourism and Hospitality Management
- Immediate Supervisor: Venive B. Badiang
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible for teaching hospitality and tourism courses.
 - Establishing class key objectives, developing syllabus, and grading students' assignments, exams and evaluating students' class performance.
 - Developing a conducive learning environment.
 - Participating in departmental, college, and university activities.

- Duration: September 2020 – December 2021
- Position: Owner/Manager
- Name of Office/Unit: JETTS (JEDS' Travel and Tours)
- Immediate Supervisor: N/A
- Name of Agency/Organization and Location: Online Travel Agency
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Planning and selling travel services particularly in transportation and accommodation.
 - Assisting clients in their passport appointments and needed requirements.

- Duration: August 2013 – March 2019
- Position: Instructor
- Name of Office/Unit: Liberal Arts Department
- Immediate Supervisor: Liezel Bongcaras/Rachelle Erica C. Pineda
- Name of Agency/Organization and Location: Asian Development Foundation College, Tacloban City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible for teaching hospitality and tourism courses.
 - Establishing class key objectives, developing syllabus, and grading students' assignments, exams and evaluating students' class performance.
 - Offer support and guidance to students in making their career decisions, and assist

them in leveraging their strengths.

- Participating in departmental, college, and institutional activities.

- Duration: October 2010 – December 2012
- Position: Reservation/Ticketing Officer and Cashier
- Name of Office/Unit: Leyte 1st Travel Agency Phils. Inc.
- Immediate Supervisor: Evelyn Maderazo/Theresa Chua
- Name of Agency/Organization and Location: Leyte 1st Travel Agency Phils. Inc. , Tacloban City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Assist clients in making reservations for various travel services (hotel, airline, car, etc.)
 - Process airline ticket bookings, issue tickets, and provide clients with detailed itineraries and maintain accurate records of related transactions.
 - Handle payment transactions related to ticket purchases, reservation deposits, or cancellation fees.



Ma. Babette Jeds Llorada-Castil
(Signature over Printed Name
of Employee/Applicant)

Date: February 08, 2024