

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 cases 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

Tabudlong

Sheena Eunice

Bathan

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

04/13/1990

4. PLACE OF BIRTH

Baybay, Leyte

5. SEX

☐ Male

☒ Female

6. CIVIL STATUS

☒ Single

☐ Married

☐ Widowed

☐ Separated

☐ Other/s:

7. HEIGHT (m)

1.49

8. WEIGHT (kg)

62.00

9. BLOOD TYPE

B+

10. GSIS ID NO.

02112991869

11. PAG-IBIG ID NO.

121099702525

12. PHILHEALTH NO.

130001049802

13. SSS NO.

N/A

14. TIN NO.

409979457

15. AGENCY EMPLOYEE NO.

V00751

16. CITIZENSHIP

☒ Filipino

☐ Dual Citizenship

☐ by birth

☐ by naturalization

If holder of dual citizenship, please indicate the details.

Philippines

17. RESIDENTIAL ADDRESS

673

A. Bonifacio St.

House/Block/Lot No.

Street

Poblacion Zone 12

Subdivision/Village

Barangay

BAYBAY

LEYTE

City/Municipality

Province

ZIP CODE

6521

18. PERMANENT ADDRESS

House/Block/Lot No.

Street

Subdivision/Village

Barangay

City/Municipality

Province

ZIP CODE

19. TELEPHONE NO.

(1

20. MOBILE NO.

920-958-5002

21. E-MAIL ADDRESS (if any)

sheenatabudlong@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME

FIRST NAME

MIDDLE NAME

OCCUPATION

EMPLOYER/BUSINESS NAME

BUSINESS ADDRESS

TELEPHONE NO.

N/A

N/A

N/A

N/A

N/A

N/A

N/A

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

DATE OF BIRTH (mm/dd/yyyy)

N/A

N/A

24. FATHER'S SURNAME

FIRST NAME

MIDDLE NAME

25. MOTHER'S MAIDEN NAME

SURNAME

FIRST NAME

MIDDLE NAME

TABUDLONG

SATURNINO

FERNANDEZ

ELSA DIDAL BATHAN

TABUDLONG

ELSA

BATHAN

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

Baybay North Central School

Elementary

1999

2003

2003

N/A

SECONDARY

Franciscan College of Immaculate Conception

High School

2003

2007

2007

N/A

VOCATIONAL/ TRADE COURSE

N/A

COLLEGE

Cebu Normal University

Bachelor of Science in Secondary Education (Major in Music, Arts, Physical Education and Health)

2007

2011

2011

N/A

GRADUATE STUDIES

Southwestern University

Master of Arts in Teaching (Major in HUMAN KINETICS)

2012

2016

27

2016

N/A

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE

DATE

05/02/2024

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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			
	GRADUATE STUDIES	Cebu Normal University	Master of Arts in Education (Major in PHYSICAL EDUCATION)	2016	2018		2018	
(Continue on separate sheet if necessary)								
SIGNATURE				DATE		05/02/2024		

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
	Licensed Professional Teacher		09/27/2011	CEBU CITY	113649 N/A


(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

28.	INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0"/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
	From	To						
	01/01/2023	PRESENT	Assistant Professor I	Visayas State University	36,619.00	15-1	Permanent	Y
	09/15/2022		Assistant Professor I	Visayas State University	35,097.00	15-1	Permanent	Y
	01/01/2022		Instructor I	Visayas State University	28,180.00	12-3	Permanent	Y
	01/01/2021		Instructor I	Visayas State University	26,624.00	12-3	Permanent	Y
	01/01/2021		Instructor I	Visayas State University	26,336.00	12-2	Permanent	Y
	09/17/2020	12/31/2020	Instructor I	Visayas State University	25,067.00	12-3	Permanent	Y
	01/01/2020		Instructor I	Visayas State University	24,779.00	12-2	Permanent	Y
	01/01/2019	12/31/2019	Instructor I	Visayas State University	23,222.00	12-2	Permanent	Y
	12/01/2018	12/31/2018	Instructor I	Visayas State University	22,410.00	12-2	Permanent	Y
	08/01/2018	11/30/2018	Instructor I	Visayas State University	22,410.00	12-2	Temporary	Y
	01/01/2018	07/31/2018	Instructor I	Visayas State University	22,410.00	12-2	Temporary	Y
	01/01/2017	12/31/2017	Instructor I	Visayas State University	21,626.00	12-2	Temporary	Y
	11/01/2016	12/31/2016	Instructor I	Visayas State University	20,870.00	12-2	Temporary	Y
	01/01/2016	10/31/2016	Instructor I	Visayas State University	20,870.00	12-2	Temporary	Y
	12/01/2015	12/31/2015	Instructor I	Visayas State University	20,140.00	-	Temporary	Y
	12/01/2012	11/30/2015	Instructor I	Visayas State University	19,940.00	-	Temporary	Y
	06/18/2012	11/30/2012	Instructor I	Visayas State University	19,940.00	-	Contractual	Y

(Continue on separate sheet if necessary)

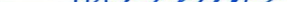
SIGNATURE		DATE	05/02/2024
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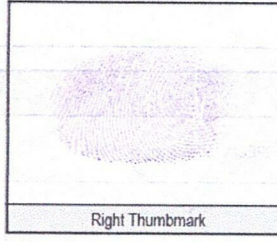


[illegible][illegible]

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	N/A		N/A		Visayas State University Faculty Association
			ACBC YAM B T		Samahang Tagapagtaguyod ng Katutubong Sayaw ng Pilipinas
					Philippine Association for Teachers and Educators, Inc.

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/02/2024
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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 type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input 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 type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<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)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>VICENTE B. ANTIPASO</td><td>Visayas State University</td><td>0915 9353 118</td></tr><tr><td>ROSITA A. HERNANI</td><td>Cebu Normal University</td><td>0917 653 7093</td></tr><tr><td>ALELI A. VILLOCINO</td><td>Visayas State University</td><td>0917 304 0899</td></tr></tbody></table>	NAME	ADDRESS	TEL. NO.	VICENTE B. ANTIPASO	Visayas State University	0915 9353 118	ROSITA A. HERNANI	Cebu Normal University	0917 653 7093	ALELI A. VILLOCINO	Visayas State University	0917 304 0899	
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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.													
<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) 05/02/2024 Date Accomplished</td></tr><tr><td>Government Issued ID: PRC</td></tr><tr><td>ID/License/Passport No.: 1136419</td></tr><tr><td>Date/Place of Issuance: JUNE 22, 2012/TAC 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) 05/02/2024 Date Accomplished	Government Issued ID: PRC	ID/License/Passport No.: 1136419	Date/Place of Issuance: JUNE 22, 2012/TAC CITY	 SHEENA EUNICE B. TABUDLONG  Right Thumbmark							
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) 05/02/2024 Date Accomplished												
Government Issued ID: PRC													
ID/License/Passport No.: 1136419													
Date/Place of Issuance: JUNE 22, 2012/TAC CITY													
SUBSCRIBED AND SWORN to before me this <u>14 MAY 2024</u> , 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 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: June 6, 2012 to Present
- Position: Assistant Professor I
- Name of Office/Unit: Institute of Human Kinetics, College of Education, Visayas State University
- Immediate Supervisor: Charis B. Limbo-Rivera
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Prepares and revised teaching materials/guides and submit to department head
 - Prepares and gives examinations (mid/final/long/quizzes)
 - Checks test papers and returns to students one week after examination
 - Submits grade sheets within prescribed period to the Registrar through the department
 - Turns over class records to department heads within two weeks after final examination
 - Makes himself available for consultation by his/her students during scheduled consultation hours
 - Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions
 - Performs coaching and training of athletes
 - Performs functions of an intramural coordinator
 - Performs functions as student internship program coordinator
- Summary of Actual Duties
 - Teaches assigned subjects and performs other teaching related functions. Performs other functions assigned by the Head. Provides in the assistance and management of programs and activities spearheaded by the Institute of Human Kinetics and performs other related function


SHEENA EUNICE B. TABUDLONG
(Signature over Printed Name
of Employee/Applicant)

Date: April 22, 2024