

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	PAQUIBULAN		
FIRST NAME	PAULA NADREA		NAME EXTENSION (JR., SR)
MIDDLE NAME	MORALES		
3. DATE OF BIRTH (mm/dd/yyyy)	05/27/1988	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	PARAÑAQUE, METRO MANILA	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Philippines
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 BAGUMBAYAN Subdivision/Village Barangay HILONGOS LEYTE City/Municipality Province
7. HEIGHT (m)	1.5 METERS	ZIP CODE	6524
8. WEIGHT (kg)	58 KGS	18. PERMANENT ADDRESS	House/Block/Lot No. Street BAGUMBAYAN Subdivision/Village Barangay HILONGOS LEYTE City/Municipality Province
9. BLOOD TYPE	O-	ZIP CODE	6524
10. GSIS ID NO.	02004059707	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.		20. MOBILE NO.	09368687855
12. PHILHEALTH NO.	13-000101372-7	21. E-MAIL ADDRESS (if any)	paflm_527@yahoo.com
13. SSS NO.			
14. TIN NO.	406-701-418		
15. AGENCY EMPLOYEE NO.	V000704		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	PAQUIBULAN		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	GLENN	NAME EXTENSION (JR., SR)	PIA PAULENN M. PAQUIBULAN	10/24/2014
MIDDLE NAME	TALLENA		RITA PAULENN M. PAQUIBULAN	11/11/2015
OCCUPATION	SUBSTATION OPERATOR			
EMPLOYER/BUSINESS NAME	LEYECO IV			
BUSINESS ADDRESS	BGY. LAMAK HILONGOS, LEYTE			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	MORALES			
FIRST NAME	BERNARDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	NABLE			
25. MOTHER'S MAIDEN NAME				
SURNAME	FLORES			
FIRST NAME	ARMELIA			
MIDDLE NAME	MAGAHUD			

(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	BAGUMBAYAN ELEMENTARY SCHOOL	Elementary	1995	2001		2001	SALUTATORIAN
SECONDARY	HILONGOS NATIONAL VOCATIONAL SCHOOL	Secondary	2001	2005		2005	N/A
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	UNIVERSITY OF THE PHILIPPINES IN THE VISAYAS TACLOBAN COLLEGE	Bachelor of Arts in Communication Arts	2005	2009		2009	N/A
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	Master in English	summer 2011	summer 2011	9 units	n/a	N/A
	UNIVERSITY OF THE PHILIPPINES OPEN UNIVERSITY	Master in Education Language and Literacy Education	2nd sem. 2011	Present	30 units		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/05/2019
-----------	--	------	------------

[illegible]

WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE

DATE _____

07/05/2019

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	N/A				
	NONE				

(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			
	5th International Conference on Philippine and Asian Studies (Paper Presenter)	05/09/2019	05/11/2019	24	Educational	De Lasalle University
	Linguistic Society of the Philippines International Conference (Paper Presenter)	03/07/2019	03/09/2019	24	Educational	Linguistic Society of the Philippines
	Language, Linguistics, and Society in the Era of Disruptive Technologies (Paper Presenter)	11/8/2018	11/9/2018	16	Educational	Universiti Malaysia Sabah
	Language Education in the Philippines: Policies, Perspectives, Practices	5/2/2018	5/4/2018	20	Educational	Philippine Association for Language Teaching, Inc.
	Re-Echo Training on the New CHED General Education Courses: Art Appreciation	3/1/2018	3/3/2018	13.0	Technical	Visayas State University
	Textbook Writing	10/11/2017	10/11/2017	8.0	Technical	Mutya Publishing House, Inc.
	Research and Extension Capability Building Workshop	2/4/2016	2/5/2016	16.0	Technical	College of Arts and Sciences

(Write sheet if necessary)

VIII

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ ORGANIZATION (Write in full)
	Textbook Writing		N/A		VSU FACULTY ASSOCIATION
	Story writing				Philippine Association of Language Teaching, Inc.
					Katig
					Linguistic Society of the Philippines
					AsiaTEFL

(Write names of institutions)

SIGNATURE		DATE	07/05/2019
-----------	-------------------------------------------------------------------------------------	------	------------

RECEIVED
OFFICE OF THE
Vice-Chancellor

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:

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

☐ 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.
Prof. Merlie Alunan	Tacloban City, Leyte	N/A
Dr. Guiraldo C. Fernandez	DLABS, VSU, Visca, Baybay City, Leyte	9176540264
Dr. Annie P. Gravoso	DLABS, VSU, Visca, Baybay City, Leyte	9154384726

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.



PAULA NADREAN M. PAQUIBULAN

PHOTO



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: V000704


ID/License/Passport No.: _____

Date/Place of Issuance: NA

Signature (Sign inside the box)
07/05/2019

Date Accomplished
07/05/2019

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

ATTY.  EYSAN A. 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 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.

Sample: If applying to Supervising Administrative Officer

- Duration: June 1, 2009-December 30, 2018
- Position: Part-Time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Dr. Justiniano Seroy
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Taught English language and literature GE courses
 - Designed and revised a number of course syllabi and instructional materials
 - Organized programs and events in relation to English month and DLABS anniversary celebration
 - Participated in the activities of the department and the university

- Summary of Actual Duties
 - Responsible in teaching English language and literature subjects, submitting grades and accomplishing other necessary requirements.
 - Perform tasks and functions assigned by the department head, dean, and other university authorities

- Duration: January 1, 2011 – present
- Position: Instructor 1 (Regular-Contractual; Regular-Temporary)
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Prof. Guiraldo C. Fernandez Jr.
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Taught English language and literature GE and major courses
 - Designed and revised a number of course syllabi and instructional materials
 - Participated in DLABS and also in the University's activities
 - Organized programs and events in relation to English month and DLABS anniversary celebration
 - Attended trainings, seminars and conferences to enhance teaching method and learn new strategies
 - Presented papers in both local and international conferences
 - Served as academic and thesis adviser

- Summary of Actual Duties
 - Responsible in teaching English language and literature GE and major courses

ensuring a quality service as instructor, adviser and mentor to the students

- Conduct classroom-based research
- Perform task assigned by the head, dean and other university authorities
- Submit grades and accomplishing other necessary requirements asked by the department, the university and other governing bodies.


PAULA NADREA M. PAQUIBULAN

(Signature over Printed Name of
Employee/Applicant)

Date: 07/05/2019