

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 | ALOJADO | | |
| FIRST NAME | APRIL ROSE | NAME EXTENSION (JR., SR) | NA |
| MIDDLE NAME | VILLABER | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 04/09/1986 | 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 | CEBU CITY | If holder of dual citizenship, please indicate the details. | Philippines ▼ |
| 5. SEX | <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female | | |
| 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 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province |
| 7. HEIGHT (m) | 147 m | ZIP CODE | 6521 |
| 8. WEIGHT (kg) | 72 kg | | |
| 9. BLOOD TYPE | A | 18. PERMANENT ADDRESS | House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province |
| 10. GSIS ID NO. | 2005157582 | ZIP CODE | 6521 |
| 11. PAG-IBIG ID NO. | ON PROCESS | | |
| 12. PHILHEALTH NO. | 13-050074960-2 | | |
| 13. SSS NO. | 06-2731181-3 | 19. TELEPHONE NO. | N/A |
| 14. TIN NO. | 946-086-752 | 20. MOBILE NO. | 09171622875 |
| 15. AGENCY EMPLOYEE NO. | V00986 | 21. E-MAIL ADDRESS (if any) | april.villaber@vsu.edu.ph |

II. FAMILY BACKGROUND

| | | | | |
|--------------------------|----------|---------------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME | ALOJADO | | 23. NAME OF CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | MICHAEL | NAME EXTENSION (JR., SR) N/A | AARON MIKHAIL V. ALOJADO | 10/15/2021 |
| MIDDLE NAME | ENSO | | NA | NA |
| OCCUPATION | DRIVER | | NA | NA |
| EMPLOYER/BUSINESS NAME | NA | | NA | NA |
| BUSINESS ADDRESS | NA | | NA | NA |
| TELEPHONE NO. | NA | | NA | NA |
| 24. FATHER'S SURNAME | VILLABER | | NA | NA |
| FIRST NAME | AL ROMEO | NAME EXTENSION (JR., SR) N/A | NA | NA |
| MIDDLE NAME | ARRADAZA | | NA | NA |
| 25. MOTHER'S MAIDEN NAME | | | NA | NA |
| SURNAME | PATERES | | NA | NA |
| FIRST NAME | ROSITA | | NA | NA |
| MIDDLE NAME | FIALAN | | (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 | BAYBAY SOUTH CENTRAL SCHOOL | PRIMARY EDUCATION | 1992 | 1999 | GRADUATE | 1999 | HIGH SCHOLASTIC |
| SECONDARY | FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION | SECONDARY EDUCATION | 1999 | 2003 | GRADUATE | 2003 | N/A |
| VOCATIONAL / TRADE COURSE | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| COLLEGE | FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION | BACHELOR OF SECONDARY EDUCATION MAJOR IN ENGLISH | 2003 | 2007 | GRADUATE | 2007 | N/A |
| GRADUATE STUDIES | FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION | MASTER OF ARTS IN EDUCATION MAJOR IN ENGLISH | 2014 | 2017 | GRADUATE | 2017 | N/A |
| GRADUATE STUDIES | DE LA SALLE UNIVERSITY | DOCTOR OF PHILOSOPHY IN LITERATURE | 2019 | PRESENT | 36 UNITS | N/A | N/A |

(Continue on separate sheet if necessary)

SIGNATURE

DATE

MAY 6, 2024

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

MAY 6, 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 | POSITION / NATURE OF WORK |
|-----|---|---------------------------------|-----|-----------------|---------------------------|
| | | From | To | | |
| | 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 |
| | 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 | | | |
| | THE 15TH DLSU ARTS CONGRESS | 03/29/2022 | 03/31/2022 | 24.0 | NA | LITERATURE DEPARTMENT, DE LA SALLE UNIVERSITY-MANILA |
| | THE 10TH KRITIKA LA SALLE NATIONAL WORKSHOP ON ART AND CULTURAL CRITICISM (FELLOW) | 02/07/2022 | 03/01/2022 | 64.0 | NA | THE BIENVENIDO N. SANTOS CREATIVE WRITING CENTER, DE LA SALLE UNIVERSITY-MANILA |
| | OF BOOKS AND PATHOGENS: SOUTHEAST ASIA IN THE EYES OF EMPIRE | 11/07/2020 | 11/07/2020 | 8.0 | NA | LITERATURE DEPARTMENT, DE LA SALLE UNIVERSITY-MANILA |
| | POPULISM AND THE POPULAR (DLSU CONFERENCE ON LITERARY, CULTURAL, AND PERFORMANCE STUDIES) | 03/07/2020 | 03/07/2020 | 8.0 | NA | LITERATURE DEPARTMENT, DE LA SALLE UNIVERSITY-MANILA |
| | LINGUISTIC SOCIETY OF THE PHILIPPINES INTERNATIONAL CONFERENCE 2019 | 03/07/2019 | 03/09/2019 | 24.0 | NA | LINGUISTIC SOCIETY OF THE PHILIPPINES, DE LA SALLE UNIVERSITY-MANILA |
| | 13TH PHILIPPINE LINGUISTICS CONGRESS | 11/14/2018 | 11/16/2018 | 24.0 | NA | DEPARTMENT OF LINGUISTICS UNIVERSITY OF THE PHILIPPINES - DILIMAN |
| | UGAT 40TH ANNUAL CONFERENCE | 11/08/2018 | 11/10/2018 | 24.0 | NA | UGNAYANG PANG-AGHAMTAO INC. (UGAT) |
| | 3RD NATIONAL RESEARCH CONFERENCE ON ARTS, SCIENCE, AND HEALTH | 10/16/2018 | 10/18/2018 | 24.0 | NA | LYCEUM OF THE PHILIPPINES UNIVERSITY - BATANGAS CITY |
| | RAINFORESTATION TRAINING FOR DEVELOPING A LEARNING SITE FOR COMMUNITY-BASED FOREST RESTORATION | 08/30/2018 | 09/01/2018 | 24.0 | NA | ENVIRONMENTAL LEADERSHIP AND TRAINING INITIATIVE (ELTI) & VISAYAS STATE UNIVERSITY |
| | SECOND INTERNATIONAL CONFERENCE ON PHILIPPINE AND ASIAN STUDIES (LANGUAGE, CULTURE, AND MEDIA) | 05/03/2018 | 05/05/2018 | 24.0 | NA | DANUM - DE LA SALLE UNIVERSITY |
| | ENVIRONMENTAL JAMBOREE FOR INCOMING GRADE 12 SENIOR HIGH SCHOOL STUDENT LEADERS AND FACULTY MEMBERS | 04/24/2018 | 04/26/2018 | 24.0 | NA | DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES |
| | RE-ECHO TRAINING ON NEW CHED GENERAL EDUCATION: RIZAL | 04/12/2018 | 04/14/2018 | 24.0 | NA | VISAYAS STATE UNIVERSITY |
| | 2018 WORLD INTERDISCIPLINARY RESEARCH CONFERENCE | 04/05/2018 | 04/07/2018 | 24.0 | NA | LYCEUM OF THE PHILIPPINES UNIVERSITY - BATANGAS CITY |
| | RE-ECHO TRAINING ON NEW CHED GENERAL EDUCATION: ART APPRECIATION | 03/01/2018 | 03/03/2018 | 24.0 | NA | VISAYAS STATE UNIVERSITY |
| | RESEARCH CAPABILITY WRITESHOP FOR THE SOCIAL SCIENCE AND PHILOSOPHY TEACHERS | 01/04/2018 | 01/06/2018 | 24.0 | NA | DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES |
| | ENVIRONMENTAL JAMBOREE FOR SENIOR HIGH SCHOOL STUDENTS | 11/17/2017 | 11/19/2017 | 24.0 | NA | VISAYAS STATE UNIVERSITY |
| | PUBLICATION OF RESEARCH OUTPUT IS A MUST: NAVIGATING CAREFULL THROUGH ETHICAL AND PROFESSIONAL CHALLENGES IN THE COMPETITIVE WORLD | 08/14/2017 | 08/14/17 | 8.0 | NA | VISAYAS STATE UNIVERSITY |
| | DLABS WRITESHOP ON LITERARY AND ECO-POETRY WRITING | 06/06/2017 | 06/07/2017 | 16.0 | NA | DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES |
| | LINGUISTICS SOCIETY OF THE PHILIPPINES NATIONAL CONFERENCE AND GENERAL MEETING | 04/06/2017 | 04/08/2017 | 24.0 | NA | LINGUISTIC SOCIETY OF THE PHILIPPINES |
| | GENDER SENSITIVITY TRAINING | 03/17/2017 | 03/17/2017 | 8.0 | NA | INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT STUDIES |
| | MUSEOGRAPHY WORKSHOP: PRESERVING AND CONSERVING THE DLABS MUSEUM COLLECTION | 03/02/2017 | 03/04/2017 | 24.0 | NA | DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES |
| | FIRST INTERNATIONAL CONVENTION ON COMPETENCY-BASED TEACHING (CBT) AND OUTCOMES-BASED EDUCATION (OBE) | 02/25/2017 | 02/26/2017 | 16.0 | NA | UNIVERSITY OF MAKATI CIRCLE OF PROFESSIONAL EDUCATORS, INC. |
| | POETRY AND CREATIVE WRITING SEMINAR | 02/20/2017 | 02/20/2017 | 8.0 | NA | DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES |
| | VISAYAS-WIDE SENIOR HIGH SCHOOL CATCH-ALL TEACHER TRAINING FOR LOCAL AND STATE UNIVERSITIES | 11/07/2016 | 11/10/2016 | 32.0 | NA | COMMISSION ON HIGHER EDUCATION - VISAYAS |
| | 23RD ANNUAL CONFERENCE: PROMOTING PEACE FOR INTERNATIONAL UNDERSTANDING THROUGH RESEARCH AND EVALUATION | 05/21/2015 | 05/22/2015 | 16.0 | NA | PHILIPPINE SOCIETY FOR EDUCATIONAL RESEARCH AND EVALUATION, INC. |

(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) |
|-----|----------------------------|-----|--|-----|--|
| | EVENT ORGANIZING | | N/A | | PHILIPPINE SOCIETY FOR EDUCATIONAL RESEARCH AND EVALUATION, INC. |
| | DANCE CHOREOGRAPHER | | N/A | | UNIVERSITY OF MAKATI CIRCLE OF PROFESSIONAL EDUCATORS, INC. |
| | HOSTING | | N/A | | LINGUISTIC SOCIETY OF THE PHILIPPINES |
| | N/A | | N/A | | N/A |
| | N/A | | N/A | | N/A |

(Continue on separate sheet if necessary)

| | | | |
|-----------|---|------|-------------|
| SIGNATURE |  | DATE | MAY 6, 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? ☐ YES ☒ NO

b. within the fourth degree (for Local Government Unit - Career Employees)? ☐ YES ☒ NO

If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense? ☐ YES ☒ NO

If YES, give details: _____

b. Have you been criminally charged before any court? ☐ 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: _____

RESIGNATION

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? ☐ YES ☒ NO

If YES, give details: _____

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: _____

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? ☐ YES ☒ NO

If YES, please specify: _____

b. Are you a person with disability? ☐ YES ☒ NO

If YES, please specify ID No: _____

c. Are you a solo parent? ☐ YES ☒ NO

If YES, please specify ID No: _____

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

| NAME | ADDRESS | TEL. NO. |
|----------------------------------|----------------------|------------|
| JETT C. QUEBEC, Ph.D. | TACLOBAN CITY, LEYTE | 9185459928 |
| MARIA VICTORIA A. GONZAGA, Ed.D. | BAYBAY CITY, LEYTE | 9126944280 |
| BETHLEHEM A. PONCE, Ph.D. | BAYBAY CITY, LEYTE | 9552194236 |

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.



APRIL ROSE V. ALOJADO

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

Government Issued ID: **PRC**

ID/License/Passport No.: **0958768**

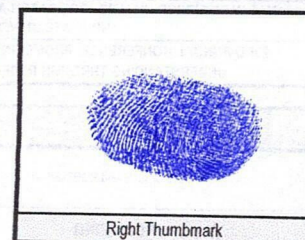
Date/Place of Issuance: **12/13/2007 TACLOBAN CITY**

Signature (Sign inside the box)

April Rose V. Alojado

MAY 6, 2024

Date Accomplished



SUBSCRIBED AND SWORN to before me this **09 MAY 2024**, affiant exhibiting his/her validly issued government ID as indicated above.

Atty. Rysan C. Guinocor

Atty. Rysan C. Guinocor

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: July 31, 2017- Present
- Position: Instructor I
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Dr. 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, major and minor subjects
 - Advised AB English Language Students in their undergraduate thesis
 - Designed and revised a number of course syllabi and instructional materials
 - Carried duties and responsibilities as part of the Academic Personnel Committee in the department
 - Carried duties and responsibilities as ABELS Society Adviser and Debate Society Adviser
 - Participated in the department's, college's, and the university's activities
 - Attended trainings, seminars, and conferences to enhance pedagogical teaching methods and strategies
 - Published articles/journals in an international publication
- Summary of Actual Duties
 - Responsible in teaching English language and literature subjects, and in mentoring and advising AB English Language Studies students
 - Perform tasks assigned by the head, dean and other university authorities
 - Accomplish and submit documents and other necessary requirements asked by the department, the university and other governing bodies.

- Duration: January 03, 2017- June 31, 2017
- Position: Instructor I – Substitute Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Dr. 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, major and minor subjects
 - Designed and revised a number of course syllabi and instructional materials
 - Participated in the department's, college's, and the university's activities
 - Attended trainings, seminars, and conferences to enhance pedagogical teaching methods and strategies
- Summary of Actual Duties
 - Responsible in teaching English language and literature subjects
 - Perform tasks assigned by the head, dean and other university authorities

- Accomplish and submit documents and other necessary requirements asked by the department, the university and other governing bodies.

- Duration: June 01,2011- December 09, 2016
- Position: Part-Time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Dr. Justiniano Seroy (Deceased)
- 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, major and minor subjects
 - Designed and revised a number of course syllabi and instructional materials
 - Participated in the department's, college's, and the university's activities
 - Attended trainings, seminars, and conferences to enhance pedagogical teaching methods and strategies
- Summary of Actual Duties
 - Responsible in teaching English language and literature subjects
 - Perform tasks assigned by the head, dean and other university authorities
 - Accomplish and submit documents and other necessary requirements asked by the department, the university and other governing bodies.

- Duration: June 02,2007- March 31, 2010
- Position: High School Teacher
- Name of Office/Unit: Basic Education–High School Teacher
- Immediate Supervisor: Sister M. Adrianne Siano, O.S.F.
- Name of Agency/Organization and Location: Franciscan College of the Immaculate Conception, Baybay, City Leyte
- List of Accomplishments and Contributions (if any)
 - Taught English language and literature and MAPEH subjects
 - Designed and revised a number of course syllabi and instructional materials
 - Carried duties and responsibilities as classroom adviser and club moderator
 - Participated in the department's and college's activities
 - Attended trainings, seminars, and conferences to enhance pedagogical teaching methods and strategies
- Summary of Actual Duties
 - Responsible in teaching English language and literature and MAPEH subjects
 - Perform tasks assigned by the head, dean and other university authorities
 - Accomplish and submit documents and other necessary requirements asked by the department, the university and other governing bodies.



APRIL ROSE V. ALOJADO

(Signature over Printed Name
of Employee/Applicant)

Date: MAY 6, 2024