

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	CUSTODIO			
FIRST NAME	APRIL JAE	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	GABRIEL			
3. DATE OF BIRTH (mm/dd/yyyy)	04/18/1995	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	
4. PLACE OF BIRTH	ORMOC CITY	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:	
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	Philippines	
7. HEIGHT (m)	1.8 M	ZIP CODE	BLOCK 3 / LOT 12	
8. WEIGHT (kg)	62 KG		House/Block/Lot No.	Street
9. BLOOD TYPE	O+		DECA HOMES	CONCEPCION
10. GSIS ID NO.	2005478238		Subdivision/Village	Barangay
11. PAG-IBIG ID NO.	121233225367		ORMOC CITY	LEYTE
12. PHILHEALTH NO.	13-050189333-2	ZIP CODE	City/Municipality Province	
13. SSS NO.	0111-8203603-0	18. PERMANENT ADDRESS	6541	
14. TIN NO.	707-636-818	ZIP CODE	BLOCK 3 / LOT 12	
15. AGENCY EMPLOYEE NO.	V01259		House/Block/Lot No.	Street
			DECA HOMES	CONCEPCION
			Subdivision/Village	Barangay
			ORMOC CITY	LEYTE
		ZIP CODE	City/Municipality Province	
			6541	
		19. TELEPHONE NO.	NA	
		20. MOBILE NO.	09152630875	
		21. E-MAIL ADDRESS (if any)	april.custodio@vsu.edu.ph	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CUSTODIO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	IAN DAVE	NAME EXTENSION (JR., SR) N/A	NA	NA
MIDDLE NAME	BACO			
OCCUPATION	INSTRUCTOR			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	VISCA, BAYBAY CITY, LEYTE			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	GABRIEL			
FIRST NAME	JOVENCIO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	PEDRA			
25. MOTHER'S MAIDEN NAME				
SURNAME	CANTERO			
FIRST NAME	ELEUTERIA			
MIDDLE NAME	CACANOG			

(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	SAN JUAN ELEMENTARY SCHOOL	PRIMARY	4/6/2001	03/31/2007	NA	2007	SALUTATORIAN
SECONDARY	MARGEN NATIONAL HIGH SCHOOL	SECONDARY	4/6/2007	03/25/2011	NA	2011	WITH HONORS
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF ELEMENTARY EDUCATION	1/6/2011	04/22/2015	NA	2015	NA
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF EDUCATION	6/6/2016	06/14/2019	NA	2019	NA

(Continue on separate sheet if necessary)


SIGNATURE		DATE	April 26, 2024
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[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]

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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		
	NA				

(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			
	Graduate Online Academic Lecture Series (GOALS): Pathways to Proficiency: The Role of Fluency in Early and Adolescent Literacy	3/4/2024	3/4/2024	8.0	Technical	Far Eastern University
	Annual Educators' Congress (AECON) 20224: Navigating the Educational Landscape: Brightly Looking at The MATATAG Curriculum	01/19/2024	01/19/2024	8.0	Technical	REX Education
	Annual Educators' Congress (AECON) 20223: Learning Recovery to Learning Resilience	01/26/2023	01/27/2023	16.0	Technical	REX Education
	VSU Faculty Onboarding (Padayon sa Panaghiusa, VSU!)	5/9/2022	7/9/2022	24.0	Technical	Visayas State University
	VSU Faculty Onboarding (Padayon VSU!)	7/2/2022	8/2/2022	16.0	Technical	Visayas State University
	ACT-IHE English-Medium Education Training	06/20/2022	06/21/2022	16.0	Technical	Leyte Normal University
	International Conference on Assessment in the New Normal (ICANN2022)	05/25/2022	05/27/2022	24.0	Technical	Jose Rizal Memorial State University
	Training Workshop on Assessment in Higher Education: Creation of Table of Specifications (TOS)	11/25/2021	11/25/2021	3.0	Technical	Visayas State University
	I can do it: Caring Research Coordinators through Virtual Capacity Training	05/31/2021	3/6/2021	32.0	Technical	DepEd - Ormoc City Division
	National Virtual In-Service Training for Public School Teachers	03/15/2021	03/19/2021	40.0	Technical	DepEd ICTS-EdTech Unit
	5-Day School-based Training Workshop for Teachers on Office 365 Empowerment, Open Educational Resources (OER) in Education and Learning Management System	12/14/2020	12/18/2020	40.0	Technical	DepEd - Ormoc City Division
	International Seminar Workshop on Academic & Action Research Capacity Building	11/27/2020	11/29/2021	24.0	Technical	Center for Human Research and Development Foundation, Inc.
	Developing Social Awareness and Civic-Mindedness among Learners through Social Inquiry Approach	07/20/2020	07/23/2020	32.0	Technical	Vibal Group
	5-Day Division-based Webinar on Microsoft Office 365 Empowerment	07/14/2020	07/18/2020	40.0	Technical	DepEd - Ormoc City Division
	Learner Support in ODeL	7/7/2020	8/7/2020	16.0	Technical	UP-Open University
	Blended Teaching and Learning Using OERs	04/29/2020	04/30/2020	16.0	Technical	UP-Open University
	Google Educator Groups (GEG-Philippines) Webinar	04/28/2020	04/28/2021	8.0	Technical	DepEd Educational Technology Unit
	2019 Division Campus Journalism Training	2/9/2019	4/9/2019	24.0	Technical	DepEd - Ormoc City Division
	Google Educator Groups (GEG-Philippines) Webinar	04/28/2020	04/28/2021	8.0	Technical	DepEd Educational Technology Unit
	2019 Division Campus Journalism Training	2/9/2019	4/9/2019	24.0	Technical	DepEd - Ormoc City Division
	2018 Division Campus Journalism Training	07/26/2018	07/28/2018	24.0	Technical	DepEd - Ormoc City Division

(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)
	Video Editing		N/A		N/A
	Photo Editing				
	Singing				

(Continue on separate sheet if necessary)


SIGNATURE		DATE	April 26, 2024
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41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
Aleli P. Villocino	Visca, Baybay City, Leyte	9173040879
Charis B. Limbo	Visca, Baybay City, Leyte	9485105847
Noemi Elisa L. Oquias	Visca, Baybay City, Leyte	53559411

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 JAE G. CUSTODIO
 PHOTO

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
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: August 17, 2022 to present
- Position: Instructor I
- Name of Office/Unit: Department of Teacher Education-Visayas State University
- Immediate Supervisor: Joel Q. Mabalhin
- Name of Agency/Organization and Location: Visayas State University-Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 1. Developed the course syllabus of some courses in the Department
 2. Assisted in the accreditation for some programs in Department
- Summary of Actual Duties
 1. Prepare topics/lessons for every subject
 2. Assist and check researches of the students
 3. Check student's attendance, quizzes and exam papers.
 4. Craft learning guides, quizzes and exam
 5. Generate student grades for the course

- Duration: August 9, 2018 to August 16, 2022
- Position: Teacher I
- Name of Office/Unit: Margen Elementary School ✓
- Immediate Supervisor: Bernardita P. Maglasang
- Name of Agency/Organization and Location: DepEd-Ormoc City, Leyte
- List of Accomplishments and Contributions (if any)
 1. Coached Campus Journalism in Division and Regional level for 2018 and 2019
 2. Coached different Quiz Bees and MTAP Competitions
 3. Coached Rhythmic Gymnastics
 4. Adviser of Campus Journalism
 5. Video Editor of School's videos
 6. Served as an Usherette in national celebration of WTD, and other events hosted by the Ormoc City Division

- Summary of Actual Duties

1. Prepare topics/lessons for every subject
2. Check student's attendance, quizzes and exam papers
3. Craft and print modules, lesson plan, Instructional materials, quizzes and exams
4. Generate student grades for the course
5. Submit reports and school forms
6. Engage in different school related activities

- Duration: April 5, 2016 to March 30, 2018

- Position: Teacher

- Name of Office/Unit: St. Anne's Playschool

- Immediate Supervisor: Maria Merced Emilia A. Gatchalian

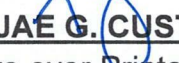
- Name of Agency/Organization and Location: St. Anne's Playschool-Ormoc City, Leyte

- List of Accomplishments and Contributions (if any)

1. Coached different Quiz Bees and MTAP Competitions
2. Math and Science coordinator

- Summary of Actual Duties

1. Prepare topics/lessons for every subject
2. Check student's attendance, quizzes and exam papers
3. Craft and print modules, lesson plan, Instructional materials, quizzes and exams
4. Generate student grades for the course
5. Submit reports and school forms
6. Engage in different school related activities


APRIL JAE G. CUSTODIO
(Signature over Printed Name
of Employee/Applicant)

Date: April 25, 2024