

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 () ☐ 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	CATRE		
FIRST NAME	SALVADOR		JR.
MIDDLE NAME	MANTILLA		
3. DATE OF BIRTH (mm/dd/yyyy)	01/21/1963	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	MACROHON, SOUTHERN LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	ROOM 3002, INTERNATIONAL HOUSE LOWER CAMPUS VISAYAS STATE UNIVERSITY PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521-A
7. HEIGHT (m)	1.59	18. PERMANENT ADDRESS	226 JOSE RIZAL ST House/Block/Lot No. Street SAN VICENTE (POB) Subdivision/Village Barangay MACROHON SOUTHERN LEYTE City/Municipality Province 6601
8. WEIGHT (kg)	37	19. TELEPHONE NO.	NONE
9. BLOOD TYPE	O	20. MOBILE NO.	09058844431
10. GSIS ID NO.	CRN-006-0086-5738-1	21. E-MAIL ADDRESS (if any)	salvador.catre@vsu.edu.ph
11. PAG-IBIG ID NO.	1700-0026-9311		
12. PHILHEALTH NO.	13-000069842-4		
13. SSS NO.	N/A		
14. TIN NO.	141-123-791		
15. AGENCY EMPLOYEE NO.	V00803		

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	CATRE			
FIRST NAME	SALVADOR	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ELACRE			
25. MOTHER'S MAIDEN NAME				
SURNAME	MANTILLA			
FIRST NAME	VISITACION			
MIDDLE NAME	MAUCESA			

(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	MACROHON CENTRAL ELEMENTARY SCHOOL	ELEMENTARY	1970	1976		1976	First Honorable Mention
SECONDARY	MACROHON INSTITUE	SECONDARY	1976	1980		1980	First Honorable Mention
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	1980	1984		1984	None
	ST. JOSEPH COLLEGE	BACHELOR OF SECONDARY EDUCATION	1991	1995		1995	None
GRDUATE STUDIES	CEBU NORMAL UNIVERSITY	MASTER OF ARTS IN EDUCATION - ENGLISH LANGUAGE TEACHING	1999	2015		2015	None
	PHILIPPINE NORMAL UNIVERSITY	PhD IN LITERATURE (ENGLISH STREAM)	2017	PRESENT	54		VSU Fellowship Grant

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/12/2022
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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
PROFESSIONAL BOARD EXAM FOR TEACHERS - LET	80.80	OCTOBER 25, 1992	MAASIN, SOUTHERN LEYTE	0387579	17/06/1998
CAREER SERVICE PROFESSIONAL EXAM	80.67	OCTOBER 14, 1984	MAASIN, SOUTHERN LEYTE	N/A	05/03/1985

(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						
01/01/2022	PRESENT	ASSISTANT PROF I	VISAYAS STATE UNIVERSITY	35, 097.00	15	PERMANENT	Y
01/01/2021	12/31/2021	ASSISTANT PROF I	VISAYAS STATE UNIVERSITY	33,575.00	15	PERMANENT	Y
01/01/2020	12/31/2020	ASSISTANT PROF I	VISAYAS STATE UNIVERSITY	32,053.00	15	PERMANENT	Y
01/01/2019	12/31/2019	ASSISTANT PROF I	VISAYAS STATE UNIVERSITY	30,531.00	15	PERMANENT	Y
01/01/2018	12/31/2018	ASSISTANT PROF I	VISAYAS STATE UNIVERSITY	29,010.00	15	PERMANENT	Y
01/01/2017	12/31/2017	ASSISTANT PROF I	VISAYAS STATE UNIVERSITY	27,565.00	15	PERMANENT	Y
06/01/2016	12/31/2016	INSTRUCTOR II	VISAYAS STATE UNIVERSITY	22,564.00	13	PERMANENT	Y
02/25/2016	05/31/2016	INSTRUCTOR II	VISAYAS STATE UNIVERSITY	22,564.00	13	TEMPORARY	Y
01/01/2016	02/24/2016	INSTRUCTOR II	VISAYAS STATE UNIVERSITY	22,328.00	13	TEMPORARY	Y
06/01/2012	12/31/2015	INSTRUCTOR II	VISAYAS STATE UNIVERSITY	21,436.00	13	TEMPORARY	Y
06/01/2011	05/31/2012	INSTRUCTOR II	VISAYAS STATE UNIVERSITY	19,658.00	13	TEMPORARY	Y
12/01/2010	05/31/2011	INSTRUCTOR II	VISAYAS STATE UNIVERSITY	17,880.00	13	TEMPORARY	Y
06/24/2010	11/30/2010	INSTRUCTOR II	VISAYAS STATE UNIVERSITY	17,880.00	13	CONTRACTUAL	Y
10/01/2009	06/23/2010	INSTRUCTOR I	VISAYAS STATE UNIVERSITY	16,101.00	12	CONTRACTUAL	Y
07/01/2009	09/30/2009	INSTRUCTOR I	VISAYAS STATE UNIVERSITY	15,119.00	12	CONTRACTUAL	Y
07/01/2008	06/30/2009	INSTRUCTOR I	VISAYAS STATE UNIVERSITY	13,512.00	12	CONTRACTUAL	Y
07/01/2007	06/30/2008	INSTRUCTOR I	VISAYAS STATE UNIVERSITY	12,284.00	12	CONTRACTUAL	Y
06/01/2005	06/30/2007	INSTRUCTOR I	VISAYAS STATE UNIVERSITY	11, 167.00	12	CONTRACTUAL	Y
01/01/2002	05/31/2005	INSTRUCTOR I	VISAYAS STATE UNIVERSITY	11, 167.00	12	TEMPORARY	Y
07/01/2001	12/31/2001	INSTRUCTOR I	VISAYAS STATE UNIVERSITY	11, 167.00	12	TEMPORARY	Y
01/01/2000	06/30/2001	INSTRUCTOR I	VISAYAS STATE UNIVERSITY	10, 635.00	12	TEMPORARY	Y
01/01/1999	12/31/1999	INSTRUCTOR I	VISAYAS STATE UNIVERSITY	9,668.00	12	TEMPORARY	Y
07/02/1998	12/31/1998	INSTRUCTOR I	VISAYAS STATE UNIVERSITY	9,668.00	12	TEMPORARY	Y

(Continue on separate sheet if necessary)

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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		
	DIOCESE OF MAASIN - CATHOLIC RELIEF SERVICES	1987	1987	36	FIELD WORKER

(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			
	VSU E-Learning Environment Training Workshop Series	12/03/2020	12/03/2020	8	Technical	Dept of Computer Science and Technology, VSU
	ISO - 9001:2015 Awareness/Reawareness Webinar	11/27/2020	11/27/2020	4	Technical	Visayas State University
	Webinar on Table of Specifications and Test Item Analysis	11/12/2020	11/12/2020	4	Technical	Visayas State University
	We Make Change Work for Women	03/04/2017	03/04/2017	4	Technical	University Center for Gender and Development, Philippine Normal University
	12th Lamiraw Creative Writing Workshop	12/02/2015	12/04/2015	24	Technical	Katig Writers Network, Inc., National Commision for Culture and Arts
	Training on Social-Emotional Development of Young Children	05/26/2014	05/28/2014	24	Technical	Agricultural Training Institute - Regional Traing Center VIII
	Regional Division-Based Training in Coaching and Officiating (Tennis)	08/29/2013	08/31/2013	24	Technical	DepEd 8, Baybay City Division
	Philosophy of Knowledge Seminar	05/23/2013	05/25/2013	16	Technical	Our Lady of the Philippines Trappist Abbey, Jordan, Guimaras
	11th Rappler Chat Series -Harnessing Social Media for Honest Elections	01/23/2013	01/23/2013	4	Technical	Devt of Development Communication, VSU, Rappler
	Regional Training of Teachers on the Implementation of Grade 7 of the K to 12 Basic Education Curriculum	05/14/2012	05/18/2012	40	Technical	Teacher Education Council, DepEd 8; Leyte Normal University
	7th Joint CDCE-CETA National Conference on Language and Literature in the English Classroom: Theories, Methods, and Approaches	10/26/2011	10/28/2011	24	Technical	Coucil of Department Chairpersons for English, College English Teachers Association, Commission on Higher Education
	Milagros G. Tanlayco National Conference on the Teaching of Literature	05/09/2011	05/10/2011	16	Technical	Faculty of Arts and Letters, University of Santo Tomas

(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)
	READING SPORTS NEWS		NONE		VSU FACULTY ASSOCIATION
	WRITING SHORT POEMS				KATIG WRITERS NETWORK, INC.
	WATCHING LIVESTREAMED SPORTING EVENTS				LITERATURE EDUCATORS ASSOCIATION OF THE PHILIPPINES

(Continue on separate sheet if necessary)

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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)?

☐ 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

If YES, give details:

☐ 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:

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

If YES, please specify:

☐ YES☒ NO

If YES, please specify ID No:

☐ YES☒ NO

If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
ROSARIO P. ABELA, Ed. D.	VSU, VISCA, BAYBAY CITY LEYTE	9183641159
CHARIS B. LIMBO	VSU, VISCA, BAYBAY CITY LEYTE	9485105847
SHALOM GRACE C. SUGANO, Ed. D.	VSU, VISCA, BAYBAY CITY LEYTE	9122654495

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.

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.: 0387579

Date/Place of Issuance: 06/17/1998 /Manila

Signature (Sign inside the box)

10/12/2022

Date Accomplished

14 OCT 2022

Right Thumbmark

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

ATTY. RYSAN C. GUIMOCOR

VSU Chief 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.


- Duration: Jan 2017 - Present
- Position: Assistant Professor 1
- Name of Office/Unit: VSU Integrated high School
- Immediate Supervisor: Dr. Rosario P. Abela
- Name of Agency/Organization and Location: Visayas State University/Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Developed modules for English 8 and Foreign Language 12 (Spanish)
 - Published a literary work in an anthology
 - Completed the academic requirements for doctoral degree, passed the comprehensive exam, and presented a concept paper
 - Took short term courses in Spanish
- Summary of Actual Duties

My actual duties include developing learning guides, preparing and updating lessons in the VSUEE, doing online class through google meet, and recently, holding/conducting face-to-face classes both in VSUIHS and DLABS.
- Duration: Oct 2009 – Dec 2016
- Position: Instructor 2
- Name of Office/Unit: VSU Laboratory High School
- Immediate Supervisor: Dr. Nelen P. Lambert, Dr. Rolando H. Apilleda
- Name of Agency/Organization and Location: Visayas State University/Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Developed syllabus for English 8
 - Finished a master's degree with thesis
 - Became a fellow in a Creative Writing Workshop
 - Collaborated with English Club officers and fellow English teachers for the annual English Month celebration
 - Attended the Regional Training for Grade 7 Teachers on the Implementation of the K to 12 Basic Education Curriculum both as a participant and a demonstration teacher
- Summary of Actual Duties

My actual duties included teaching English I, English II, and Values Education IV in VSULHS; being a section/class adviser and English Club adviser; being the section head of Communication Arts Section in VSUIHS; and being the secretary of the PTA.

- Duration: July 1998 – Sept 2009
- Position: Instructor 1
- Name of Office/Unit: VSU Laboratory High School
- Immediate Supervisors: Prof. Dominador Ugsang, Dr. Virgenita Albarico, Dr. Nelen P. Lambert
- Name of Agency/Organization and Location: Visayas State University/Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Prepared lesson plans for subjects taught
 - Prepared report cards and permanent records of students
 - Prepared minutes of meetings
 - Attended seminars on topics related to subjects taught
- Summary of Actual Duties

My actual duties included teaching English I, English II, English III and Values Education IV in VSULHS; being a section/class adviser, a guidance facilitator, and a recording secretary of VSULHS.


SALVADOR M. CATRE, JR.
(Signature over Printed Name
of Employee/Applicant)

Date: Sept 15, 2022