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 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 bo ( ) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. (Do not fill up. For CSC use only) 2. SURNAME ACORITAY FIRST NAME DAISY **PACAYO** 3. NAME EXTENSION (e.g. Jr., Sr.) MIDDLE NAME 3. DATE OF BIRTH 05/08/1981 16. CITIZENSHIP (mm/dd/yyyy) ✓ Filipino Dual Citizenship by birth by naturalization 4. PLACE OF BIRTH TACLOBAN CITY Pls. indicate country: If holder of dual citizenship, please indicate the details. 5. SEX Male ✓ Female Philippines #76 BACHELOR'S APARTMENT KILBOURNE DRIVE 17. RESIDENTIAL ADDRESS Single ✓ Married 6 CIVIL STATUS House/Block/Lot No. Street Widowed Separated PANGASUGAN VISAYAS STATE UNIVERSITY Other/s: Subdivision/Village Barangay BAYBAY CITY LEYTE 7. HEIGHT (m) 1.60 meters City/Municipality Province 67kgs 8. WEIGHT (kg) **ZIP CODE** 6521 18. PERMANENT ADDRESS #76 BACHELOR'S APARTMENT KILBOURNE DRIVE 9. BLOOD TYPE 0 House/Block/Lot No. Street VISAYAS STATE UNIVERSITY PANGASUGAN 10. GSIS ID NO. 2004364322 Subdivision/Village Barangay BAYBAY CITY . LEYTE 11. PAG-IBIG ID NO. 1-2009063306 City/Municipality Province 12. PHILHEALTH NO 13-050052734-0 ZIP CODE 6521 06-2306942-8 13. SSS NO. 19. TELEPHONE NO. (053) 5205668 14. TIN NO. 946-084-581 20. MOBILE NO. 09955066503 15. AGENCY EMPLOYEE NO. V00800 21, E-MAIL ADDRESS (if anv) daisy.acoritay@vsu.edu.ph DATE OF BIRTH 22. SPOUSE'S SURNAME **ACORITAY** 23. NAME of CHILDREN (Write full name and list all) (mm/dd/yyyy) NAME EXTENSION (JR., SR) N/A SERGIO ALEXC KEISHA P. ACORTAY FIRST NAME 05/06/2004 ALEX KAL-EL P. ACORITAY TOMAZAR MIDDLE NAME 12/15/2005 OCCUPATION **GOVERNMENT EMPLOYEE** N/A N/A N/A OFFICE OF CIVIL DEFENSE REGION 7 EMPLOYER/BUSINESS NAM N/A 5TH AIR RESERE CENTER BGBNEAB, LAPU-LAPU CEBU CITY N/A BUSINESS ADDRESS N/A **TELEPHONE NO** (02) 410-6451 N/A N/A 24. FATHER'S SURNAME **PACAYO** N/A N/A NAME EXTENSION (JR., SR) NADOR N/A FIRST NAME N/A CAPALAR N/A N/A MIDDLE NAME **ELSIE ROMO ESTRELLA** N/A MOTHER'S MAIDEN NAME N/A SURNAME **ESTRELLA** N/A N/A FIRST NAME ELSIE N/A N/A **ROMO** MIDDLE NAME (Continue on separate sheet if necessary) HIGHEST LEVEL/ YEAR SCHOLARSHIP/ NAME OF SCHOOL 26 BASIC EDUCATION/DEGREE/COURSE PERIOD OF ATTENDANCE LEVEL UNITS EARNED GRADU CADEMIC HONORS (Write in full) (Write in full) (if not graduated) ATED RECEIVED To From ELEMENTARY **DIVINE WORD UNIVERSITY** ELEMENTARY 1986 1993 N/A 1993 N/A LEYTE NATIONAL HIGH SCHOOL SECONDARY SECONDARY 1993 1997 N/A 1997 N/A VOCATIONAL / N/A N/A N/A N/A N/A N/A TRADE COURSE LEYTE NORMAL UNIVERSITY BACHELOR OF ARTS IN COMMUNICATION COLLEGE 1997 2001 N/A 2001 N/A **GRADUATE STUDIES** LEYTE NORMAL UNIVERSITY MASTER IN ENGLISH 2008 2011 N/A 2011 N/A LEYTE NORMAL UNIVERSITY **GRADUATE STUDIES** DOCTOR OF ARTS IN LANGUAGE TEACHING 2008 2011 CAR 2011 CHED DOCTOR OF EDUCATION MAJOR IN **GRADUATE STUDIES CEBU NORMAL UNIVERSITY** SEPT.2019 PRESENT CANDIDATE NONE N/A **ENGLISH LANGUAGE TEACHING** SIGNATURE DATE 4/24/2024 CS FORM 212 (Revised 2017), Page

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER  SPECIAL LAWS/ CES/ CSEE  BARANGAY ELIGIBILITY / DRIVER'S LICENSE		RATING (If Applicable)	DATE OF EXAMINATION / PLACE OF EXAMINAT CONFERMENT		TION / CONFERMENT		NUMBER	Di Vi	
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	JSIVE DATES m/dd/yyyy)	POSITION T		DEPARTMENT / AGENCY / OFFICE / COMPANY		MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP	STATUS OF APPOINTMENT	() SE
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II. VOLUNTARY WORK OR INVOLVEMENT IN				HZATIUNIS	Process of the Control of the Contro			
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HILIPPINE BIBLE SOCIETY	11/2014	PRESENT	120	REVIEWER, BIBLE TRANSLATIONS				
ISAYAS STATE UNIVERSITY FACULTY ADVANCE	01/10/2022	PRESENT	915	BOARD OF DIRECTORS				
ISAYAS STATE UNIVERSITY FACULTY UNION	15/10/2022	PRESENT	900	CHAIR, GREIVANCE COMMITTE				
VA C95	N/A	N/A	N/A	NA				
VA	N/A	N/A	N/A	N/A				
WA		N/A	N/A	N/A	N/A			
N/A statement Say to		N/A	N/A	N/A	N/A			
/II. LEARNING AND DEVELOPMENT (L&D) II	NTERVENTIONS/TRAINING PA	ROGRAMS ATTE						
tert from the most recent L&D/training program and include only the relevant L&D/training taken for  TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		the last five (5) years for Division ChiefiExec INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		outive Warragerial p	Type of LD (Managerial/ CONDUCTED/ SPONSORED BY Supervisory/ (Write in full)			
4.0		From To		46	Technical/etc)			
RAINING-WORKSHOP ON CURRICULUM AND INSTRI		8/31/2023 1/31/2023	9/1/2023	16	TECHNICAL	VSU-GRADUATE SCHOOL		
BASIC RESEARCH RESEARCH ETHICS T BEARING UP FOR THE NEXT NEW NORMAL	NAINING	07/01/2021	08/03/2021	192	TECHNICAL	PHILIPPINE HEALTH RESEARCH ETHICS BOARD  CHED AND UNIVERSITY PHILIPPINES OPEN UNIVERSI		
ASU K-12 DIGITAL TEACHING: REMOTE K12 CON	FERENCE	1/9/2021	1/9/2021	8	TECHNICAL	ARIZONA STATE UNIVERSITY		
5 WAYSTO AMPLIFY READING INSTRUCTION	t evip addy fi	1/11/2021	1/11/2021	8	TECHNICAL	REMOTE K12 : THE CONNECTED TEACHER SUMMI		
ED MASTERCLASS : A WORKSHOP FOR IMPRO	VING ONLINE PRESENTATIONS	1/10/2021	1/10/2021	8	TECHNICAL	REMOTE K12: THE CONNECTED TEACHER SUMMI		
RD INTERNATIONAL CONFERENCE ON ENGLISH	ACROSS THE CURRICULUM	5/20/2021	5/21/2021	16	TECHNICAL	HONG KONG POLYTECHNIC UNIVERSITY		
VORKSHOP ON TEACHNING LITERATURE	237	04/03/2017	04/05/2017	24	TECHNICAL	PEN WRITERS AND KATIG WRITERS		
NATIONAL TRAINING FOR GENERAL EDUCATION TEA COMMUNICATION K-12 CURRICULUM		01/04/2017	1/20/2017	104	TECHNICAL	COMMISSION ON HIGHER EDUCATION		
SEMINAR AND WORKSHOP ON THE HUMAN RIGHT TO SENDER AND DEVELOPMENT	01/12/2016	01/12/2016	8	TECHNICAL	VISAYAS STATE UNIVERSITY			
GENDER SENTIVITY TRAINING AND ANTI-SEXUAL HA	10/19/2016	10/20/2016	16	TECHNICAL	VISAYAS STATE UNIVERSITY			
AMIRAW CREATIVE WRITING WORKSHOP	12/02/2015	12/04/2015	16	TECHNICAL	NAT'L COMMISSION ON CULTURE AND ART			
WARAY-WARAY NEW TESTAMENT REVISION AND TR		08/18/2014	08/22/2014	40	TECHNICAL	PHIL. BIBLE SOCIETY		
RAINING-WORKSHOP ON OUTCOMES-BASED BASED	04/22/2015	04/24/2015	21	TECHNICAL	COMMISSION ON HIGHER EDUCATION			
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VIII. OTHER INFORMATION		Continue on separa	Jinos, ii liecessary)					
31. SPECIAL SKILLS and HOBBIES	32.		TINCTIONS / RECOGN	ITION		MEMBERSHIP IN ASSOCIATION/ORGANIZATIO		
31. SPECIAL SKILLS and HOBBIES  PUBLIC SPEAKING		Irite in full)	N/A (Write in full)					
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	Are you related by consanguinity or affinity to the appointing of chief of bureau or office or to the person who has immediate sureau or Department where you will be apppointed,			5
	a. within the third degree?		YES NO	
	b. within the fourth degree (for Local Government Unit - Caree	er Employees)?	YES NO	
			If YES, give details:	
				N/A
35.	a. Have you ever been found guilty of any administrative offer	nse?	☐ YES ☑ NO	
			If YES, give details:	
			11 120, 3110	N/A
	b. Have you been criminally charged before any court?		YES V NO	
			If YES, give details:	
			Date Filed:	N/A
			Status of Case/s:	N/A
	Have you ever been convicted of any crime or violation of any	y law, decree, ordinance or regulation by	YES V NO	
	any court or tribunal?	Aut -	If YES, give details:	
				N/A
77	Have you ever been separated from the service in any of the	fallowing modes: resignation, retirement		
	dropped from the rolls, dismissal, termination, end of term, fin the public or private sector?	이 그는 사람들은 아니는 아니는 아니는 그들은 아니는		ION DUE TO RELOCATION
38.	a. Have you ever been a candidate in a national or local elect Barangay election)?	ion held within the last year (except	☐ YES ☑ N	
	Barangay election)?	And the second second	If YES, give details:	N/A
	b. Have you resigned from the government service during the		☐ YES ☑ N	10
	election to promote/actively campaign for a national or local c	andidate?	If YES, give details:	N/A
39.	Have you acquired the status of an immigrant or permanent re	resident of another country?		Commence of the control of the contr
,			YES V N	
		A TOTAL TOTAL	II I LO, give detaile (country)	N/A
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magr	- Carta for Disabled Persons (PA 7977):		SECTION OF THE SECTIO
40.	and (c) Solo Parents Welfare Act of 2000 (RA 8972), please a		77.73 TW824 TROP TO B.	
а.	Are you a member of any indigenous group?	allower the following items.		and the second s
	Are you a member of any indigenous group:		☐ YES ☑ N If YES, please specify:	
).	Are you a person with disability?	11 (12 (13 (14 (14 (14 (14 (14 (14 (14 (14 (14 (14	CONTRACTOR BY INCIDENCE OF SELECTION	N/A
	Are you a person with disability:		☐ YES ☑ No:	NO N/A
<b>)</b> .	Are you a solo parent?			
	710 you a colo parcini.		☐ YES ☑ N If YES, please specify ID No:	N/A
.,				
41.	REFERENCES (Person not related by consanguinity or affinity to applicant /	appointee)		
	NAME	ADDRESS	TEL. NO.	
	RHODORA A. BANDE	84 KILBOURNE VSU APARTMENT	9289891644	
	BUENA DEL SOCORRO	BANTAYAN ISLAND CEBU	9173249237	
	MICHAEL CARLO C. VILLAS	BRGY BARAS PALO LEYTE	9173041576	
42	The second secon			
42.	t decide direct can that I have personally accomplished	this Personal Data Sheet which is a tr	rue, correct and	
	complete statement pursuant to the provisions of pertine Philippines. I authorize the agency head/authorized represer	ent laws, rules and regulations of the	Republic of the	Die Pacast feritage
	agree that any misrepresentation made in this docur	ment and its attachments shall cause	ed herein.	Dais Pacago footlay
	administrative/criminal case/s against me.	Helit dilu its attacimiento onan causs	e the ming of	
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	■ ASSAULT	Person Administering Oath		

## **WORK EXPERIENCE SHEET**

Instructions: 1. Include only the work experiences relevant to the position being applied for.

- 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 starting with the most recent/present employment
- Duration: June 3, 2013 present
- Position: Assistant Professor 3
- Name of Office/Unit: Department of Arts, Languages and Literature
- Immediate Supervisor: Maria Vanessa E. Gabunada, Ph.D.
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay City Leyte
  - List of Accomplishments and Contributions (if any)
    - Submitted a Published article to one a Scopus Index Journal
    - Developed a Learning Guides for Purposive Communication and English Discourse
    - Created Virtual Classrooms for COMM 11, ELSt 107, LITNG 221, and UNDERGRADUATE THESIS
    - Attended the National Training on the Teaching of Purposive Communication as sponsored by the Commission on Higher Education
    - Proposed a Linkage Program for AB English Students
    - Worked as a thesis advisor for AB English graduating students
    - Worked as Academic Advisor AB English and Graduate students, specifically for Masters of Science and Language Teaching and Masters in Agricultural Development
    - Conducted an echo seminar on Purposive Communication among VSU English Language Teachers
    - Deliver appropriate language learning lessons for the intended language learners
    - Deliver lectures on job hunting preparations and their technicalities among selected
       VSU graduating students
    - Submitted copy of grades every end of the semester.
    - Delivers classes in major courses in AB English, MS Language Teaching, and Teaches Nihongo as a Foreign Language
    - Served as the Gender and Development Coordinator of DLABS
    - Attended the National Workshop in Teaching Literature

## Summary of Actual Duties

- Develops language learning materials for the language learners in the tertiary level of VSU Baybay Campus
- Deliver language learning lessons for the different language learners at the tertiary level in VSU Baybay Campus
- Participates in scheduled activities and programs in the department, as well as, in the
  university.
- Submit copies of the class record every end semester.
- Develops research paper on Discourse Analysis
- Proposes project for ABELS program
- Duration: November 2012-May 2013 The anothed date of burn at neutral influence A to delice with the control of the cont
- Position: School Supervisor
- Name of the Office/Unit: Elementary Section
- · Immediate Supervisor: Marideth Lepon, CPA
- Name of Agency/Organization and Location: Ormoc Holy Trinity Montessori, Inc. Ormoc City
  - Duration: June 2007- November 2012
  - Position: Assoc. Prof.1
  - Name of Office/Unit: General Education
  - Immediate Supervisor: Leni Gavero
  - Name of Agency/Organization and Location: STI College Ormoc
    - . List of Accomplishments and Contributions (if any) along a believed
    - Worked as the Head of the General Education department
    - Delivered Communication Arts subjects
    - Performed evaluation procedures using the STI College Ormoc protocol

    - Conducted an orientation and training on the Teaching Skills Training for the newly hired faculty of STI College Ormoc.
    - Developed an Enhancement Skills Program for aspiring Call Center Agents
    - Participated as the chairperson and member of a theses panel defense.
    - Participated various activities in the school
    - Conducted a research on the reading fluency and comprehension of STI College alumni

- Duration: June 2002

   May 2003
- · Position: Researcher
- Name of Office/Unit: Provincial Information Office
- Immediate Supervisor: Jun Oliva
- Name of Agency/Organization and Location: Provincial Capitol of Biliran, Naval Biliran
  - List of Accomplishments and Contributions (if any)
  - Developed relevant programs for various groups of farmers
  - Prepared Press Release

  - Worked as the liaison of the office.

(Signature over Printed Name of Employee/Applicant)

Date: 4/24/2024

## Summary of Actual Duties

- Responsible for performing administrative and technical tasks such as pre-screening
  of teacher applicants, responds to queries on the academic performance of the
  students, as well as, the faculty members within the General Education department,
  and performs other related functions.
- Duration: June 2006- March 2007
- Position: Instructor 1 (Part-Time)
- Name of Office/Unit: College of Arts and Sciences
- Immediate Supervisor: Dr. Ma. Eden Teruel available and dones
- Name of Agency/Organization and Location: Aklan State University
  - List of Accomplishments and Contributions (if any)
  - Hold lectures and conducts evaluation procedures for the students
  - Participated in various university activities
  - Summary of Actual Duties
    - Responsible to perform teaching and learning procedures for students, performs appropriates tasks for students, responds to queries on the academic performance of the students, and performs other related functions.
- Duration: June 2003- February 2006
- Position: Instructor 1
- Name of Office/Unit: Liberal Arts Department
- Immediate Supervisor: Genita Boco
- Name of Agency/Organization and Location: Asian Development Foundation College
  - List of Accomplishments and Contributions (if any)
  - Conducted lectures and evaluation procedures for the students
  - Participated in various school activities
  - Summary of Actual Duties
    - Responsible to perform teaching and learning procedures for students, performs appropriates tasks for students, responds to queries on the academic performance of the students, and performs other related functions.