

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	ACORITAY		
FIRST NAME	DAISY		
MIDDLE NAME	PACAYO		
3. DATE OF BIRTH (mm/dd/yyyy)		05/08/1981	16. CITIZENSHIP
4. PLACE OF BIRTH		TACLOBAN CITY	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: 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:	
7. HEIGHT (m)		1.60 meters	17. RESIDENTIAL ADDRESS
8. WEIGHT (kg)		67kgs	#76 BACHELOR'S APARTMENT KILBOURNE DRIVE House/Block/Lot No. Street VISAYAS STATE UNIVERSITY PANGASUGAN Subdivision/Village Barangay BAYBAY CITY, LEYTE City/Municipality Province
9. BLOOD TYPE		O	18. PERMANENT ADDRESS
10. GSIS ID NO.		2004364322	#76 BACHELOR'S APARTMENT KILBOURNE DRIVE House/Block/Lot No. Street VISAYAS STATE UNIVERSITY PANGASUGAN Subdivision/Village Barangay BAYBAY CITY, LEYTE City/Municipality Province
11. PAG-IBIG ID NO.		1-2009063306	ZIP CODE 6521
12. PHILHEALTH NO.		13-050052734-0	19. TELEPHONE NO. (053) 5205668
13. SSS NO.		06-2306942-8	20. MOBILE NO. 09955066503
14. TIN NO.		946-084-581	21. E-MAIL ADDRESS (if any) daisy.acoritay@vsu.edu.ph
15. AGENCY EMPLOYEE NO.		Voo8oo	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ACORITAY		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	SERGIO	NAME EXTENSION (JR., SR) N/A	ALEXC KEISHA P. ACORTAY	05/06/2004
MIDDLE NAME	TOMAZAR		ALEX KAL-EL P. ACORITAY	12/15/2005
OCCUPATION	GOVERNMENT EMPLOYEE		N/A	N/A
EMPLOYER/BUSINESS NAME	OFFICE OF CIVIL DEFENSE REGION 7		N/A	N/A
BUSINESS ADDRESS	5TH AIR RESERE CENTER BGBNEAB, LAPU-LAPU CEBU CITY		N/A	N/A
TELEPHONE NO.	(02) 410-6451		N/A	N/A
24. FATHER'S SURNAME	PACAYO		N/A	N/A
FIRST NAME	NADOR	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	CAPALAR		N/A	N/A
25. MOTHER'S MAIDEN NAME	ELSIE ROMO ESTRELLA		N/A	N/A
SURNAME	ESTRELLA		N/A	N/A
FIRST NAME	ELSIE		N/A	N/A
MIDDLE NAME	ROMO		(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	DIVINE WORD UNIVERSITY	ELEMENTARY	1986	1993	N/A	1993	N/A
SECONDARY	LEYTE NATIONAL HIGH SCHOOL	SECONDARY	1993	1997	N/A	1997	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	LEYTE NORMAL UNIVERSITY	BACHELOR OF ARTS IN COMMUNICATION	1997	2001	N/A	2001	N/A
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	MASTER IN ENGLISH	2008	2011	N/A	2011	N/A
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	DOCTOR OF ARTS IN LANGUAGE TEACHING	2008	2011	CAR	2011	CHED
GRADUATE STUDIES	CEBU NORMAL UNIVERSITY	DOCTOR OF EDUCATION MAJOR IN ENGLISH LANGUAGE TEACHING	SEPT.2019	PRESENT	CANDIDATE	N/A	NONE

(Continue on separate sheet if necessary)

SIGNATURE	<i>Daisy Pacayo-Acoritay</i>	DATE	4/24/2024
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[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	<i>Darius Pacayo - Armitage</i>	DATE	4/24/2024
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29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	PHILIPPINE BIBLE SOCIETY	11/2014	PRESENT	120	REVIEWER, BIBLE TRANSLATIONS
	VISAYAS STATE UNIVERSITY FACULTY ADVANCEMENT NETWORK	01/10/2022	PRESENT	915	BOARD OF DIRECTORS
	VISAYAS STATE UNIVERSITY FACULTY UNION	15/10/2022	PRESENT	900	CHAIR, GREIVANCE COMMITTEE
	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

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

VIII. OTHER INFORMATION

(Continue on separate sheet if necessary)			
SIGNATURE	Savvy Parag- Hontay	DATE	4/24/2024

<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: center;">N/A</p>
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: center;">N/A</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: center;">N/A</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: center;">N/A</p>
<p>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?</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: center;">RESIGNATION DUE TO RELOCATION</p>
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: center;">N/A</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: center;">N/A</p>
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p> <p style="text-align: center;">N/A</p>
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p style="text-align: center;">N/A</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p style="text-align: center;">N/A</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p style="text-align: center;">N/A</p>

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

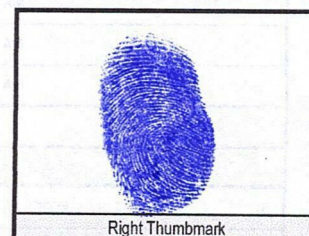
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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.



Daisy P. Acorita
DAISY P. ACORITA

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)	
PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID: UMID	
ID/License/Passport No.: 000-6230-6942-8	
Date/Place of Issuance: SEPTEMBER 2014/GSIS MAASIN	

Signature (Sign inside the box)
4/24/2024



Right Thumbmark

SUBSCRIBED AND SWORN to before me this **14 MAY 2024**, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN G. GUINOCOR
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
- 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)**

- Worked as the Head of the General Education department
- Delivered Communication Arts subjects
- Performed evaluation procedures using the STI College Ormoc protocol
- Developed and implemented Enhancement programs for a Job-ready alumni of STI College Ormoc
- 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
- Conducted research for community development.
- Worked as the liaison of the office.

Junia Pantoja-Ayona
SAISD P-Ayona

(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
- 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 appropriate 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 appropriate tasks for students, responds to queries on the academic performance of the students, and performs other related functions.