

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.

I. PERSONAL INFORMATION			
2. SURNAME	EBIT		
FIRST NAME	JANNIE	NAME EXTENSION (JR., SR) NONE	
MIDDLE NAME	GONZALES		
3. DATE OF BIRTH (mm/dd/yyyy)	3/30/1990	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	TOLINGON, ISABEL, LEYTE	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	APT. #73 KILBOURNE DRIVE House/Block/Lot No. Street VSU CAMPUS Subdivision/Village Barangay BAYBAY CITY, LEYTE City/Municipality Province 6521-A
7. HEIGHT (m)	1.53m	ZIP CODE	6521-A
8. WEIGHT (kg)	54kg		
9. BLOOD TYPE		18. PERMANENT ADDRESS	APT. #73 KILBOURNE DRIVE House/Block/Lot No. Street VSU CAMPUS Subdivision/Village Barangay BAYBAY CITY, LEYTE City/Municipality Province 6521-A
10. GSIS ID NO.	ON PROCESS	ZIP CODE	6521-A
11. PAG-IBIG ID NO.	1211-9051-0706		
12. PHILHEALTH NO.	13-050112654-4	19. TELEPHONE NO.	(053) 563-9585
13. SSS NO.	06-3051647-2	20. MOBILE NO.	0916-738-8483
14. TIN NO.	296-965-613	21. E-MAIL ADDRESS (if any)	<a href="mailto:j.annieebit@vsu.edu.ph">j.annieebit@vsu.edu.ph</a>
15. AGENCY EMPLOYEE NO.	V00914		

II. FAMILY BACKGROUND				
22. SPOUSE'S SURNAME	EBIT		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	PHILIP CAESAR	NAME EXTENSION (JR., SR) NONE	VON PHILIP C-ZAR G. EBIT	7/8/2011
MIDDLE NAME	LUNA			
OCCUPATION	INSTRUCTOR			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	VISCA, BAYBAY CITY, LEYTE			
TELEPHONE NO.				
24. FATHER'S SURNAME	GONZALES			
FIRST NAME	MAXIMO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BALORO			
25. MOTHER'S MAIDEN NAME	BATIDOR			
SURNAME	MA. FLODELIZA			
FIRST NAME	WENCESLAO			
MIDDLE NAME				

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	TOLINGON ELEMENTARY SCHOOL	PRIMARY EDUCATION	1996	2002	NA	2002	VALEDICTORIAN
SECONDARY	MATLANG NATIONAL HIGH SCHOOL	HIGH SCHOOL	2002	2006	NA	2006	VALEDICTORIAN
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF ELEMENTARY EDUCATION	2006	2010	NA	2010	CUM LAUDE
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	MASTER IN ENGLISH	2012	2015	NA	2015	NA
GRADUATE STUDIES	CEBU NORMAL UNIVERSITY	DOCTOR OF ARTS IN LITERATURE AND COMMUNICATION	2017	ON GOING		ON GOING	VSU FELLOWSHIP GRANT

SIGNATURE		DATE	
		7/31/2019	



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
	PRC LICENSE AS PROFESSIONAL TEACHER	79.40	9/26/2010	TACLOBAN CITY, LEYTE	1086400	UNTIL 3/30/2021
	CAREER SERVICE PROFESSIONAL PD 907- HONOR GRADUATE		4/9/2010	VSU, VISCA, BAYBAY CITY, LEYTE	10080260	

**V. WORK EXPERIENCE**  
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

<b>SIGNATURE</b>		<b>DATE</b>	07/31/2019
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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			
	NATIONAL SERVICE TRAINING PROGRAM-CIVIC WELFARE TRAINING SERVICE, VISAYAS STATE UNIVERSITY, VISCA, BAYBAY CITY, LEYTE	06/2014	03/2016	108 hrs	COORDINATOR	
	NATIONAL SERVICE TRAINING PROGRAM-CIVIC WELFARE TRAINING SERVICE, VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	06/2012	03/2013	108 hrs	COORDINATOR	
	BROTHERHOOD OF CHRISTIAN BUSINESSMEN AND PROFESSIONALS- BAYBAY CHAPTER, BAYBAY CITY, LEYTE	04/2014	PRESENT		MEMBER	
	CATHOLIC WOMEN'S LEAGUE-VISCA UNIT, VISCA, BAYBAY CITY, LEYTE	07/2014	PRESENT		MEMBER	
	HOLY SPIRIT PARISH LECTORS AND PSALMIST GROUP, VISCA, BAYBAY CITY, LEYTE	2007	PRESENT		LECTOR	
(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			
	College of Engineering Job Seeking Seminar 2018 (as Resource Person)	06/06/2018	06/06/2018	2HRS	Technical	College of Engineering, Visayas State University
	College of Engineering-Supreme Student Council Transition and Leadership Congress 2018 (as Resource Person)	05/31/2018	05/31/2018	2HRS	Technical	College of Engineering, Visayas State University
	Re-Echo Training on the New CHED General Education Courses: "Readings in Philippine History" (as Resource Person)	04/05/2018	04/07/2018	24HRS	Technical	VISAYAS STATE UNIVERSITY
	Re-Echo Training on the New CHED General Education Courses: "Art Appreciation" (as Resource Person)	03/01/2018	03/03/2018	24HRS	Technical	VISAYAS STATE UNIVERSITY
	Forum on Conflict on Natural Resource Management and Utilization	11/07/2017	11/07/2017	8HRS	Technical	VISAYAS STATE UNIVERSITY
	TV Production Workshop	10/12/2017	10/13/2017	16HRS	Technical	DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES-VISAYAS STATE UNIVERSITY
	Textbook Writing	10/11/2017	10/11/2017	8HRS	Technical	DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES-VISAYAS STATE UNIVERSITY & MUTYA Publishing House
	National Training-Workshop and Conference for 2017 PASUC Cultural and the Arts Festival Competitions	08/16/2017	08/18/2017	24HRS	Technical	NATIONAL PASUC CULTURE AND THE ARTS
	Workshop on Literary and Eco-Poetry Writing Workshop	06/06/2017	06/07/2017	16HRS	Technical	DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES-VISAYAS STATE UNIVERSITY
	Teachers' Training on the Teaching of Introduction to the Philosophy of the Human Person	05/25/2017	05/27/2017	24HRS	Technical	DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES-VISAYAS STATE UNIVERSITY
	15TH ANNUAL INTERNATIONAL TESOL CONFERENCE	4/7/2017	4/9/2017	24HRS	Technical	TESOL ASIA
	RESEARCH WRITESHOP ON SOCIOLOGICAL IMPACT ON ITEM RAINFORESTATION PROJECT IN GABAS, MARCOS, & PATAG	3/20/2017	3/20/2017	8HRS	Technical	DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES-VISAYAS STATE UNIVERSITY
	GENDER SENSITIVITY TRAINING FOR THE FACULTY & STAFF OF THE DEPARTMENT OF LIBERAL ARTS & BEHAVIORAL SCIENCES	3/17/2017	3/17/2017	8HRS	Technical	VISAYAS STATE UNIVERSITY
	1ST VSU CULTURE AND THE ARTS FESTIVAL	2/27/2017	2/28/2017	16HRS	Technical	CULTURE AND THE ARTS CENTER-VISAYAS STATE UNIVERSITY
	POETRY AND CREATIVE WRITING SEMINAR	2/20/2017	2/20/2017	8HRS	Technical	DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES-VISAYAS STATE UNIVERSITY
	Faculty Training for the Teaching of the New GE Core Courses	01/04/2017	01/20/2017	54hrs	Technical	Commission on Higher Education & University of the Philippines- Diliman
	PASUC 2016 National Culture and the Arts Festival	12/05/2016	12/08/2016	24hrs	Technical	Philippines Association of State College and Universities
	PASUC Region 8 Culture and the Arts Festival 2016	11/10/2016	11/10/2016	8hrs	Technical	Philippines Association of State College and Universities Region 8
	Faculty Training for the Teaching of the New GE Core Courses	10/10/2016	10/28/2016	54hrs	Technical	Commission on Higher Education & Ateneo de Davao University
	Regional Senior High School (SHS) Teacher's Training for SUC's and LUC's Region 8	07/11/2016	07/14/2016	32hrs	Technical	Commission on Higher Education & Leyte Normal University
	SCOP 29TH ANNUAL NATIONAL CONVENTION AND 4TH INTERNATIONAL CONFERENCE	05/13/2016	05/14/2016	16hrs	Technical	SPEECH COMMUNICATORS OF THE PHILIPPINES
	CFES JOB-SEEKING SEMINAR (as resource speaker)	03/14/2016	03/14/2016	4hrs	Technical	COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCES
	OLABS RESEARCH AND EXTENSION CAPABILITY BUILDING WORKSHOP	02/04/2016	02/05/2016	16hrs	Technical	DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES
	SEMINAR-WORKSHOP ON THE IMPLEMENTATION OF OUTCOMES-BASED EDUCATION (OBE)	05/04/2015	05/05/2015	16hrs	Technical	VISAYAS STATE UNIVERSITY
	ORIENTATION ON THE PREPARATION OF OPCR, IPCR, STEP INCREMENT, EDUCATIONAL TOURS, ETC	11/12/2014	11/12/2014	8hrs	Technical	DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES
	TRAINING OF TRAINERS ON COMMUNITY NEEDS ASSESSMENT	09/13/2014	09/13/2014	8hrs	Technical	VISAYAS STATE UNIVERSITY-NATIONAL SERVICE TRAINING PROGRAM
	SEMINAR ON WRITING SCIENTIFIC PAPER AND PUBLISHING IN INTERNATIONAL REFEREED JOURNAL	05/14/2014	05/14/2014	8hrs	Technical	VISAYAS STATE UNIVERSITY
	SEMINAR-WORKSHOP IN TEACHING LITERATURE	03/13/2014	03/13/2014	8hrs	Technical	LEYTE NORMAL UNIVERSITY
	KATIG WRITERS' SEMINAR WORKSHOP	02/07/2014	02/07/2014	8hrs	Technical	UNIVERSITY OF THE PHILIPPINES-EASTERN VISAYAS CAMPUS
	SEMINAR ON THE SENIOR HIGH SCHOOL PROGRAM	10/11/2013	10/11/2013	8hrs	Technical	VISAYAS STATE UNIVERSITY
	ENERGY EFFICIENCY & CONSERVATION SEMINAR	03/13/2013	03/13/2013	8hrs	Technical	VISAYAS STATE UNIVERSITY
	SEMINAR ON INTELLECTUAL PROPERTY RIGHTS (IPR) AWARENESS SEMINAR	02/19/2013	02/19/2013	8hrs	Technical	VISAYAS STATE UNIVERSITY
	BARANGAY LEGAL EDUCATION SEMINAR	11/23/2012	11/24/2012	16hrs	Technical	UNIVERSITY OF THE PHILIPPINES LAW CENTER TRAINING & CONVENTION DIVISION
	SEMINAR ON K-12 PRE-SCHOOL EDUCATION	05/03/2012	05/04/2012	16hrs	Technical	DEPARTMENT OF EDUCATION, LEYTE 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)	
	DANCING, CRAFTING, WRITING POEMS		BEST POSTER PRESENTATION -1ST PLACER, VSU NSTP-CWTS 2015-16 (as TEAM COORDINATOR)		BROTHERHOOD OF CHRISTIAN BUSINESSMEN AND PROFESSIONALS- BAYBAY CHAPTER	
			BEST COMMUNITY PROJECT- 3RD PLACER, VSU NSTP-CWTS 2015-16 (as TEAM COORDINATOR)		CATHOLIC WOMEN'S LEAGUE-VISCA UNIT	
			BEST COMMUNITY PROJECT- 2ND PLACER, VSU NSTP-CWTS 2014-15 (as TEAM COORDINATOR)		HOLY SPIRIT LECTORS & PSALMIST GROUP	
			BEST VIDEO PRESENTATION OF THE COMMUNITY PROJECT- 3RD PLACER, VSU NSTP-CWTS 2014-15 (as Team Coordinator)			
			BEST POSTER PRESENTATION OF THE COMMUNITY PROJECT- 2ND PLACER, VSU NSTP-CWTS 2014-15 (as Team Coordinator)			
(Continue on separate sheet if necessary)						
SIGNATURE			DATE 7/31/2019			
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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? ☐ 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: \_\_\_\_\_

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: \_\_\_\_\_

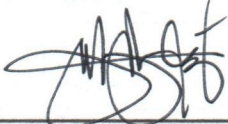
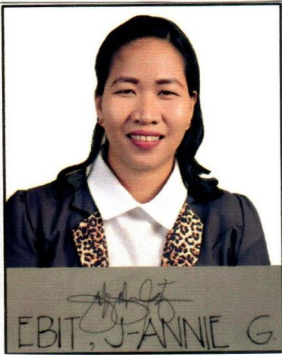

c. Are you a solo parent? ☐ YES ☒ NO

If YES, please specify ID No: \_\_\_\_\_

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

NAME	ADDRESS	TEL. NO.
DR. GUIRALDO C. FERNANDEZ, JR.	VSU, BAYBAY CITY, LEYTE	0917-654-0264
DR. ANNIE P. GRAVOSO	VSU, BAYBAY CITY, LEYTE	0915-438-4726
MR. JUFRAN C. AGUSTIN	TACLOBAN CITY, LEYTE	0921-775-8799

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: <b>PROFESSIONAL IDENTIFICATION CARD</b> ID/License/Passport No.: <b>1086400</b> Date/Place of Issuance: <b>TACLOBAN CITY, LEYTE</b>	 Signature (Sign inside the box) 07/31/2019 Date Accomplished	 PHOTO  Right Thumbmark
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SUBSCRIBED AND SWORN to before me this 09 AUG 2019, affiant exhibiting his/her validly issued government ID as indicated above.

  
**Atty. Ryan 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: August 2016– present
- Position: Instructor I
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Guiraldo C. Fernandez, Jr.
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - Attended various seminars and trainings conducted inside and outside the university
    - Served as Adviser of CAS-SSC (S.Y. 2016-17, and 1<sup>st</sup> Sem, S.Y. 2017); ABELs, (S.Y. 2016-17, and 1<sup>st</sup> Sem, S.Y. 2017); VSU Debate Society (S.Y. 2016-17)
    - Served as Coordinator for English Literary Arts of the VSU Culture and the Arts Center (S.Y. 2016-17- present)
    - Served as resource speaker for trainings inside the university
  - Summary of Actual Duties
    - Responsible for teaching College students from different programs in the field of Languages and Literature
    - Responsible for computing the grades of the students
    - In charge for classroom management

- Duration: June 2010-May 2012
- Position: Elementary Teacher
- Name of Office/Unit: Visca Foundation Elementary School, VSU
- Immediate Supervisor: Ms. Erlinda D. Edon
  - Name of Agency/Organization and Location: Visca Foundation Elementary School, VSU
  - List of Accomplishments and Contributions (if any)
    - Attended various seminars and trainings conducted inside and outside the school.
  - Summary of Actual Duties
    - Responsible for teaching elementary pupils
    - Responsible for computing the grades of the pupils
    - In charge for classroom management

  
J-ANNIE G. EBIT

(Signature over Printed Name  
of Employee/Applicant)

Date: JULY 31, 2019