

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	SAPAN		
FIRST NAME	MARY JEAN	NAME EXTENSION (JR., SR) 0/A	
MIDDLE NAME	MAGDADARO		
3. DATE OF BIRTH (mm/dd/yyyy)	7/19/1971	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	ILIGAN CITY	If holder of dual citizenship, please indicate the details.	
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. #3 Kilbourne House/Block/Lot No. Street VSU, Visca Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.52M	ZIP CODE	6521-A
8. WEIGHT (kg)	62.5		
9. BLOOD TYPE	B	18. PERMANENT ADDRESS	Apt. #3 Kilbourne House/Block/Lot No. Street VSU, Visca Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
10. GSIS ID NO.	388-4851	ZIP CODE	6521-A
11. PAG-IBIG ID NO.	1700-0027-0935		
12. PHILHEALTH NO.	1300-00-8076		
13. SSS NO.	NONE	19. TELEPHONE NO.	563-7396
14. TIN NO.	162-770-454	20. MOBILE NO.	09423679323
15. AGENCY EMPLOYEE NO.	V00470	21. E-MAIL ADDRESS (if any)	joshuasapan0403@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	SAPAN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ROBERTO	NAME EXTENSION (JR., SR) 0/A	PAUL ANDREW M. SAPAN	11/13/2000
MIDDLE NAME	ESTOPALLA		JOSHUA M. SAPAN	4/3/2005
OCCUPATION	SELF-EMPLOYED			
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	MAGDADARO			
FIRST NAME	MEDARDO	SR		
MIDDLE NAME	APAS			
25. MOTHER'S MAIDEN NAME	POGONIA			
SURNAME	MAGDADARO			
FIRST NAME	ROSA			
MIDDLE NAME	COQUILLA		(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	LILLOAN ELEM SCHOOL	ELEMENTARY EDUCATION	1979	1984	Diploma	1984	N/A
SECONDARY	ORMOC CITY HIGH SCHOOL	SECONDARY EDUCATION	1984	1998	Diploma	1988	N/A
VOCATIONAL / TRADE COURSE	NOT APPLICABLE	NOT APPLICABLE					
COLLEGE	CEBU STATE COLLEGE	BACHELOR IN ELEM. EDUCATION	1993	1995	Diploma	1993	N/A
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	MASTER IN PHYSICAL EDUCATION	2005	2016	Diploma	2016	N/A

(Continue on separate sheet if necessary)

SIGNATURE	DATE	11-18-19
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	11-18-19
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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				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			
	Chess Arbitration Seminar	6/25/2011	6/26/2011	16.0	Technical	Chess Arbiters of the Philippines
	Basic Life Support training	3/14/2012	3/16/2012	24.0	Technical	Department of Health Reg VIII
	Post Graduate Course on Community Organizing for Community Development	5/21/2012	5/25/2012	40.0	Technical	College of Public Health, UP Manila
	Annual RDE In-House Consultative review and Planning Workshop	5/30/2012		8.0	Technical	Visayas State University
	Consultative Meeting on Practice teaching and Field Study of Eduaction Students	9/8/2012		8.0	Technical	Visayas State University
	23rd PAN ASIAN Sports and Physical Education Conference	8/8/2013	8/11/2013	32.0	Technical	Visayas State University
	Red Cross 143 Training of Trainers	5/5/2014	5/9/2014	40.0	Technical	Visayas State University
	training-Workshop on Designing Research and Writing Research Articles for Peer-reviewed	8/26/2014	8/30/2014	40.0	Technical	Visayas State University
	Dynamic Classroom Communication	8/19/2015	8/20/2015	16.0	Technical	Visayas State University
	Semianr Workshop on the Implementation of Outcomes-Based Education	5/4/2015	5/5/2015	16.0	Technical	Visayas State University
	Coaches Across Continents- The Jat Trick Initiative	5/17/2015	5/9/2015	24.0	Technical	Visayas State University
	International Research and Development Conference Workshop and Convetion of Teacher Education	9/9/2015	9/11/2015	24.0	Technical	Stte Universities and Colleges Teachers Association

(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)
	Coaching		Coach, Chess men and women (Regional and National)		State Universities and Colleges Teacher Association
	Driving				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	11-18-19
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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 1999 – present
- Position: Assistant Professor III
- Name of Office/Unit: Institute of Human Kinetics
- Immediate Supervisor: Dr. Charis B. Limbo
- Name of Agency/Organization and Location: College of Education, Visayas State University
- List of Accomplishments and Contributions (if any)
 - Developed course syllabus in selected service physical education courses and major subjects
 - Served as head of the Institute of Human Kinetics for a year
 - Champion Coach in Chess
- Summary of Actual Duties
 - Teaches subjects in service physical education courses and major courses
 - Teaches subjects in the graduate program
 - Department Based Guidance Facilitator
 - Coordinator:
 1. MAPEH Student Teachers
 2. Mapeh Majors
 3. Mapeh major Congress/Symposium
 4. Intramural
 5. Recreation
 - Sports Director
 - Trainer, Basic Life Support and CPR
 - Adviser of College student organizations and religious organization


MARY JEAN M. SAPAN

(Signature over Printed Name
of Employee/Applicant)

Date: November 18, 2019