

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	CAYUBIT		
FIRST NAME	NIEL	NAME EXTENSION (JR., SR) JR.	
MIDDLE NAME	TEVES		
3. DATE OF BIRTH (mm/dd/yyyy)	07/11/1996	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BAHAY, SIBONGA, CEBU	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Pls. indicate country:
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	House/Block/Lot No. Street
7. HEIGHT (m)	1.7	ZIP CODE	HIBUNAWAN
8. WEIGHT (kg)	65		Subdivision/Village Barangay
9. BLOOD TYPE	O		BAYBAY CITY LEYTE
10. GSIS ID NO.	N/A	18. PERMANENT ADDRESS	City/Municipality Province
11. PAG-IBIG ID NO.	1211-3469-7218		House/Block/Lot No. Street
12. PHILHEALTH NO.	12-051392799-7		HIBUNAWAN
13. SSS NO.	06-3622954-3	ZIP CODE	Subdivision/Village Barangay
14. TIN NO.	320-214-500		BAYBAY CITY LEYTE
15. AGENCY EMPLOYEE NO.	N/A		City/Municipality Province
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	0975-950-7882
		21. E-MAIL ADDRESS (if any)	neilcayubit@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CAYUBIT		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ELLEN	NAME EXTENSION (JR., SR)	ELISE NILE C. CAYUBIT	07/24/2023
MIDDLE NAME	CERNA			
OCCUPATION	HOUSEWIFE			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	9153489533			
24. FATHER'S SURNAME	CAYUBIT			
FIRST NAME	NIEL	NAME EXTENSION (JR., SR) SR.		
MIDDLE NAME	OLIVAR			
25. MOTHER'S MAIDEN NAME	CYNDRELLE JURADO TEVES			
SURNAME	CAYUBIT			
FIRST NAME	CYNDRELLE			
MIDDLE NAME	TEVES			

(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	SIBONGA CENTRAL ELEMENTARY SCHOOL	PRIMARY EDUCATION	Jun. 2003	Mar. 2009	(GRADUATED)	2009	WITH HONORS
SECONDARY	SIBONGA NATIONAL HIGH SCHOOL	HIGH SCHOOL EDUCATION	Jun. 2009	Mar. 2013	(GRADUATED)	2013	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	SIBONGA COMMUNITY COLLEGE	BSED - MATHEMATICS	Oct. 2015	May 2020	(GRADUATED)	2020	CUM LAUDE
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES CEBU	MASTER OF EDUCATION (MATHEMATICS)	Sep. 2021	Dec. 2023	(GRADUATED)	2023	N/A

(Continue on separate sheet if necessary)

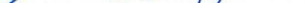
SIGNATURE		DATE	August 13, 2024
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[illegible]

## V. WORK EXPERIENCE

[illegible]

<b>SIGNATURE</b>		<b>DATE</b>	<b>August 13, 2024</b>
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## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

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

[illegible]

(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 BOOKS		N/A		SAVE PHILIPPINE SEAS
	DRAWING				
	PAINTING				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 13, 2024
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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.
ATTY. EDWARD MAGLUCOT, Ph.D.	CARCAR CITY, CEBU	0917-677-7116
SHANNA A. ORACION	CEBU CITY, CEBU	0922-520-1318
EULALIA A. PANTOJA	SIBONGA, CEBU	0927-353-0764

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.: 2088112

Date/Place of Issuance: 08/08/2023/MANDAUE CITY, CEBU

Signature (Sign inside the box)

August 13, 2024

Date Accomplished

PHOTO

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 28 AUG 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUIMOCOR  
VSU Chief Legal Officer

Person Administering Oath

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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: February 16, 2024 – June 02, 2024
- Position: Non-resident Faculty
- Name of Office/Unit: College of Arts and Sciences
- Immediate Supervisor: Louise Marie B. Siason, Chairperson
- Name of Agency/Organization and Location: Cebu Technological University Argao Campus
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Responsible for teaching assigned subjects and performing other teaching related functions, among others, the following:
    - a. Prepare and revise teaching materials/guides and submit them to the department head
    - b. Prepares and gives examinations (mid/final/long/quizzes)
    - c. Checks test papers and returns to students one week after examination
    - d. Submits grade sheets within the prescribed period to the Registrar through the department
    - e. Turns over class records to department heads within two weeks after final examination
    - f. Makes himself available for consultation by his/her students during scheduled consultation hours

- Duration: February 16, 2022 – February 15, 2024
- Position: Faculty
- Name of Office/Unit: BSEd Department, College of Education
- Immediate Supervisor: Ceferina L. Rodriguez
- Name of Agency/Organization and Location: Sibonga Community College
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Responsible for teaching assigned subjects and performing other teaching related functions, among others, the following:
    - g. Prepare and revise teaching materials/guides and submit them to the department head
    - h. Prepares and gives examinations (mid/final/long/quizzes)
    - i. Checks test papers and returns to students one week after examination
    - j. Submits grade sheets within the prescribed period to the Registrar through the department
    - k. Turns over class records to department heads within two weeks after final examination
    - l. Makes himself available for consultation by his/her students during scheduled consultation hours

  
NIEL T. CAYUBIT JR.

(Signature over Printed Name  
of Employee/Applicant)

Date: August 13, 2024