

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.

1. CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

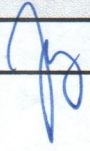
SURNAME	JUANILLO		
FIRST NAME	KAY	NAME EXTENSION (JR., SR) NA	
MIDDLE NAME	TEPAIT		
DATE OF BIRTH (mm/dd/yyyy)	1/3/1998	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
PLACE OF BIRTH	BOGO CITY, CEBU	If holder of dual citizenship, please indicate the details.	Philippines
SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	ARMENIA BOARDING HOUSE N/A House/Block/Lot No. Street N/A GUADALUPE Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
HEIGHT (m)	1.47	ZIP CODE	6521 LEYTE
WEIGHT (kg)	53	18. PERMANENT ADDRESS	N/A N/A House/Block/Lot No. Street N/A CAIRAN Subdivision/Village Barangay BOGO CEBU City/Municipality Province
BLOOD TYPE	O	19. TELEPHONE NO.	NA
GSIS ID NO.	N/A	20. MOBILE NO.	09353630108
PAG-IBIG ID NO.	121237438191	21. E-MAIL ADDRESS (if any)	kay.juanillo@vsu.edu.ph
PHILHEALTH NO.	12-250730327-5		
SSS NO.	N/A		
14. TIN NO.	729-543-397		

SPOUSE'S SURNAME	NA	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NA	NAME EXTENSION (JR., SR)	NA
MIDDLE NAME	NA		
OCCUPATION	NA		
EMPLOYER/BUSINESS NAME	NA		
BUSINESS ADDRESS	NA		
TELEPHONE NO.	NA		
FATHER'S SURNAME	JUANILLO		
FIRST NAME	JONATHAN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	TUDIO		
MOTHER'S MAIDEN NAME			
SURNAME	TEPAIT		
FIRST NAME	IDA		
MIDDLE NAME	BATERNA		

(Continue on separate sheet if necessary)

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	BOGO CENTRAL SCHOLL II	PRIMARY EDUCATION	SY 2004-2005	SY 2009-2010	NA	2010	N/A
SECONDARY	ST. LOUISE DEMARILLAC COLLEGE OF BOGO	HIGH SCHOOL	SY 2010-2011	SY 2013-2014	NA	2014	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	NA	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY (MAIN CAMPUS)	AB ENGLISH LANGUAGE	SY 2014-2015	SY 2017-2018	NA	2018	CUM LAUDE
	VISAYAS STATE UNIVERSITY (MAIN CAMPUS)	MASTER OF SCIENCE IN LANGUAGE TEACHING	SY 2018-2019	SY 2021-2022	NA	N/A	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	NA	NA

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 23, 2022
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	
[Signature]		August 23, 2022	


29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	LTNG Masterands, Visayas State Univerity	8/1/2020	12/1/2020		Community Outreach
	LTNG Masterands, Visayas State Univerity	8/1/2019	12/1/2019		Community Outreach
	LT 217 Masterands, Visayas State Univerity	1/1/2019	6/1/2019		Community Outreach
	LT 212 Masterands, Visayas State Univerity	8/1/2018	12/1/2018		Community Outreach
	Tau Omega Mu	12/13/2018	12/13/2018	12	Medical Mission
	Farmers and Fisherfolks	5/28/2018	5/28/2018	6	Service
	College of Arts and Science-Supreme Student Council	12/7/2017	12/7/2017	12	Community Outreach

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


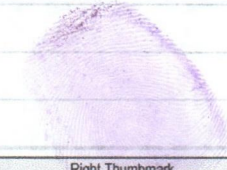

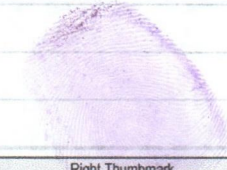

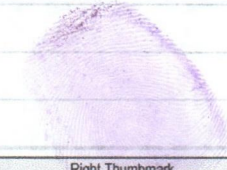



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VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	COMPUTER LITERATE		RESEARCH PUBICATION IN SALEE: STUDY OF APPLIED LINGUISTICS AND ENGLISH EDUCATION		VISAYAS STATE UNIVERSITY ALUMNI ASSOCIATION
	PHOTOGRAPHY		RESEARCH PUBICATION IN JETAL: A JOURNAL OF ENGLISH TEACHING AND APPLIED LINGUISTICS		
	WRITING		RESEARCH PUBICATION IN E-STRUCTURAL: ENGLISH STUDIES ON TRANSLATION, CULTURE, LITERATURE, AND LINGUISTICS		
	COOKING		SECRETARIAT, WORKSHOP FOR THE TEACHING OF THE INTRODUCTION TO THE PHILOSOPHY OF THE HUMAN PERSON.		
	PAINTING		RESEARCH PUBICATION IN NOBEL: JOURNAL FOR LANGUAGE TEACHING AND LITERATURE		
			SPEAKER, CAS-SSC LEADERSHIP TRAINING		
			FINALIST, VSU LEADERSHIP AWARD		
			FACILITATOR, PASUC 2020		

SIGNATURE		DATE	August 23, 2022
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August 23, 2022

<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>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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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>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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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>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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>JETT QUEBEC</td> <td>TACLOBAN, LEYTE</td> <td>9082713404</td> </tr> <tr> <td>SEREGENA RUTH L. MARTINEZ</td> <td>VISCA, BAYBAY CITY</td> <td>N/A</td> </tr> <tr> <td>RUBEN BALOTOL JR.</td> <td>VISCA, BAYBAY CITY</td> <td>9153646119</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	JETT QUEBEC	TACLOBAN, LEYTE	9082713404	SEREGENA RUTH L. MARTINEZ	VISCA, BAYBAY CITY	N/A	RUBEN BALOTOL JR.	VISCA, BAYBAY CITY	9153646119
NAME	ADDRESS	TEL. NO.											
JETT QUEBEC	TACLOBAN, LEYTE	9082713404											
SEREGENA RUTH L. MARTINEZ	VISCA, BAYBAY CITY	N/A											
RUBEN BALOTOL JR.	VISCA, BAYBAY CITY	9153646119											
<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GISIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>TIN</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>729-543-397</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>9/07/2019, ORMOC CITY</td> </tr> </table>	Government Issued ID (i.e. Passport, GISIS, SSS, PRC, Driver's License, etc.)		PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	TIN	ID/License/Passport No.:	729-543-397	Date/Place of Issuance:	9/07/2019, ORMOC CITY	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">  Signature (Sign inside the box) August 23, 2022 Date Accomplished </td> <td style="text-align: center;">  Right Thumbmark </td> </tr> </table>	 Signature (Sign inside the box) August 23, 2022 Date Accomplished	 Right Thumbmark
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 Signature (Sign inside the box) August 23, 2022 Date Accomplished	 Right Thumbmark												
<p>SUBSCRIBED AND SWORN to before me this 16 SEP 2022, affiant exhibiting his/her validly issued government ID as indicated above.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="text-align: center;">  ATTY. RYSAN C. GUINOCOR Person Administering Oath </td> </tr> </table>		 ATTY. RYSAN C. GUINOCOR Person Administering Oath											
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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: September 2021 – July 2022
 - Position: Instructor I
 - Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
 - Immediate Supervisor: Dr. Jett C. Quebec
 - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Taught Humanities, Literature, and Communication courses.
 - Actively participated in different department/ college/university activities.
 - Designed and revised a number of course syllabi and instructional materials to fit the synchronous/asynchronous classes.
 - Published a research paper in SALEE: Study of Applied Linguistics and Language Education.
 - Revised the Learning Guide for Humn12, Humn11, Humn15n, Comm11 and Litr00 to better fit remote learning.
 - Attended seminars to innovate strategies for improved effectiveness and be familiarization on how to deliver the topics to the students through online and modular ways.
 - Summary of Actual Duties
 - Responsible in teaching college students in the field of Arts, Communication, and Literature; performs tasks assigned by the head and other university authorities; submits reports and other papers asked by the department, college, the university, and/or other governing bodies.
-
- Duration: March 2021 – June 2021
 - Position: Part-Time Instructor
 - Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
 - Immediate Supervisor: Dr. Jett C. Quebec
 - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Taught Humanities courses.
 - Actively participated in different department/ college/university activities.
 - Designed and revised a number of course syllabi and instructional materials to fit the synchronous/asynchronous classes.
 - Published a research paper in Journal of English Teaching and Applied Linguistics (JETAL)
 - Revised the Learning Guide for Humn12 and Litr00 to better fit remote learning.
 - Attended seminars to innovate strategies for improved effectiveness and be familiarization on how to deliver the topics to the students through online and modular ways.
 - Summary of Actual Duties
 - Responsible in teaching college students in the field of Arts and Humanities, ; performs tasks assigned by the head and other university authorities; submits reports and other papers asked by the department, college, the university, and/or other governing bodies.

- Duration: August 2020 – February 2021
- Position: Part-Time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Dr. Jett C. Quebec
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Taught Humanities/Literature/English subjects.
 - Designed and revised a number of course syllabi and instructional materials.
 - Published a research paper in E-Structural (English Studies on Translation, Culture, Literature, and Linguistics)
 - Designed and revised a number of course syllabi and instructional materials to fit the synchronous/asynchronous classes.
 - Written a Learning Guide for Humn12 and Litr00.
 - Attended seminars to innovate strategies for improved effectiveness and be familiarization on how to deliver the topics to the students through online and modular ways.
- Summary of Actual Duties
 - Responsible in teaching college and senior high school students in the field of Communication, Humanities, and Literature; performs tasks assigned by the head and other university authorities; submits reports and other papers asked by the department, college, the university, and/or other governing bodies.

- Duration: January 2020 – May 2020
- Position: Part-Time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Prof. Guiraldo C. Fernandez
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Taught Social Science and Humanities subjects.
 - Actively participated in different department/ college/university activities.
 - Designed and revised a number of course syllabi and instructional materials.
 - Attended seminars and trainings conducted inside the university.
- Summary of Actual Duties
 - Responsible in teaching college students in the fields of Social Science and Humanities; performs tasks assigned by the head and other university authorities; submits reports and other papers asked by the department, college, the university, and/or other governing bodies.


- Duration: August 2019 – December 2019
- Position: Part-Time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Prof. Guiraldo C. Fernandez
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)

- Taught Humanities/Literature/English subjects.
 - Actively participated in different department/ college/university activities.
 - Designed and revised a number of course syllabi and instructional materials.
 - Published a research paper in Nobel: Journal of Language and Literature.
 - Attended seminars and trainings conducted inside the university.
- Summary of Actual Duties
 - Responsible in teaching college and senior high school students in the field of English Studies, Humanities, and Literature; performs tasks assigned by the head and other university authorities; submits reports and other papers asked by the department, college, the university, and/or other governing bodies.

Duration: January 2019 – May 2019

- Position: Part-Time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Prof. Guiraldo C. Fernandez
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Taught English/Humanities subjects.
 - Actively participated in different department/ college/university activities.
 - Designed and revised a number of course syllabi and instructional materials.
 - Attended seminars and trainings conducted inside the university.
- Summary of Actual Duties
 - Responsible in teaching college and senior high school students in the field of English language, Arts, and Literature; performs tasks assigned by the head and other university authorities; submits reports and other papers asked by the department, college, the university, and/or other governing bodies.

- Duration: August 2018 – December 2018
- Position: Part-Time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Prof. Guiraldo C. Fernandez
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Taught Communication/Literature subjects.
 - Actively participated in different department/ college/university activities.
 - Designed and revised a number of course syllabi and instructional materials.
- Summary of Actual Duties
 - Responsible in teaching college and senior high school students in the field of Communication and Literature; performs tasks assigned by the head and other university authorities; submits reports and other papers asked by the department, college, the university, and/or other governing bodies.


KAY T. JUANILLO
(Signature over Printed Name
of Employee/Applicant)
Date: August 23, 2022