

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	LARRAZABAL		
FIRST NAME	ALAINA	NAME EXTENSION (JR, SR) NA	
MIDDLE NAME	GABISAY		
3. DATE OF BIRTH (mm/dd/yyyy)	9/22/1998	16. CITIZENSHIP	FILIPINO
4. PLACE OF BIRTH	KANANGA COMMUNITY HOSPITAL	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX	FEMALE		PHILIPPINES
6 CIVIL STATUS	SINGLE	17. RESIDENTIAL ADDRESS	A. MABINI
7. HEIGHT (m)	1.57	House/Block/Lot No.	Street
8. WEIGHT (kg)	60	Subdivision/Village	ZONE 5
9. BLOOD TYPE	O+	BAYBAY CITY	Barangay
10. GSIS ID NO.	N/A	City/Municipality	LEYTE
11. PAG-IBIG ID NO.	1212 9339 4113		Province
12. PHILHEALTH NO.	13-000128521-2	ZIP CODE	6521
13. SSS NO.	N/A	18. PERMANENT ADDRESS	
14. TIN NO.	603-634-160-0000	House/Block/Lot No.	Street
15. AGENCY EMPLOYEE NO.	V02054	Subdivision/Village	POBLACION
		KANANGA	Barangay
		City/Municipality	LEYTE
			Province
		ZIP CODE	6531
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09562367878
		21. E-MAIL ADDRESS (if any)	alaina.larrazabal@vsu.edu.ph


II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR, SR)	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	LARRAZABAL		N/A	N/A
FIRST NAME	ALLAN MATHIAS	SR.	N/A	N/A
MIDDLE NAME	ABALLE		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	GABISAY		N/A	N/A
FIRST NAME	JO-ANN		N/A	N/A
MIDDLE NAME	SULLA		(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	KANANGA CENTRAL SCHOOL	N/A	6/1/2005	3/30/2011	GRADUATE	2011	4th HONORABLE MENTION
SECONDARY	KANANGA NATIONAL HIGH SCHOOL	N/A	6/1/2011	3/26/2015	GRADUATE	2015	FIRST ACHIEVER
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	LEYTE NORMAL UNIVERSITY	BACHELOR OF SECONDARY EDUCATION MAJOR IN SOCIAL STUDIES	6/6/2017	7/27/2021	GRADUATE	2021	Competence in Practicum Awardee/Good
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF SCIENCE IN DEVELOPMENT SOCIOLOGY	8/15/2022	7/24/25	GRADUATE	2025	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	8/27/25	CS FORM 212 (Revised 2017), Page 1 of 4
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

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

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE

DATE _____

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		
	MAMANWA TRIBE, SAN FRANCISCO, SOUTHERN LEYTE	1/14/2022	1/16/2022	72.0	RESEARCH AND OUTREACH PROGRAM

(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			
	PAP Annual International Conference	6/18/24	6/20/24	20	Technical	OPHICAL ASSOCIATION OF THE PHIL
	AMERICAN CAMPAIGNS IN RANAO	5/24/24	5/24/24	3	Technical	HERITAGE AND INDIGENOUS LEARN
	FROM SEAS TO STREETS: SAMA-BAJAUS NOTION OF SPACE	5/14/24	5/14/24	2	Technical	HAMBURG: AUSTRONESIAN RESEAI
	BAHI-MANWA: IP WOMEN IN COMMUNITY AFFAIRS	3/20/24	3/20/24	3	Technical	HERITAGE AND INDIGENOUS LEARN
	BEYOND THE HEADLINES: AS CHINA AND INDIA AGE, YOUNG AFRICA HAS POTENTIAL TO POWER GLOBAL WORKFORCE	06/01/2023	06/01/2023	1.0	Technical	POPULATION REFERENCE BUREAU
	LEARNING FROM ALIENS: NEW DIRECTIONS IN ENVIRONMENTAL RESEARCH AND PRACTICE	05/04/2023	05/05/2023	16.0	Technical	ASIA RESEARCH INSTITUTE: NATIONAL UNIVERSITY OF
	CLIMATE JUSTICE FOR GENDER-RESPONSIVE AND RESILIENT COMMUNITIES	03/17/2023	03/17/2023	8.0	Technical	VSU GENDER RESOURCE CENTER, RCCRDC, ISRDS
	LAYO NA PERO LAYO PA: CONVERSATIONS ON CREATING A GENDER-EQUAL AND SOCIALLY INCLUSIVE UNIVERSITY	3/9/2023	3/9/2023	3.0	Technical	VSU GENDER RESOURCE CENTER, ISRDS
	HARMONIZING UNDERSTANDING OF BASIC GAD CONCEPTS AND COLLECTION OF SEX-DISAGGREGATED DATA TO ENGENDER PROJECT DESIGN AND IMPLEMENTATION OF PCAARRD-FUNDED RESEARCH PROJECTS	3/3/2023	3/3/2023	8.0	Technical	VSU ISRDS
	SEMINAR ON SOCIOLOGY DEVELOPMENT: AGRICULTURE, POVERTY, AND GENDER	9/2/2023	9/2/2023	8.0	Technical	VSU ISRDS
	ANINGAL GENDER AND DEVELOPMENT Webinar	03/1/2022	03/1/2022	5.0	Technical	Leyte Normal University
	Prioritizing Self Care: Teacher Wellness for Teaching Effectiveness	2/3/2022	2/3/2022	2.0	Technical	Vibal Group
	Educational Gamification: Maximizing Power in PowerPoint	03/22/2022	03/22/2022	2.0	Technical	Vibal Group
	Teacher Tech Summit 2022	03/21/2022	03/21/2022	7.0	Technical	The World Bank
	Sining ng Pagpupulong: Batayan sa Masistemang Implementasyon	03/15/2022	03/15/2022	2.0	Technical	Vibal Group
	Pursuing Educational Excellence: Lessons from Finland	11/3/2022	11/3/2022	3.0	Technical	Bigpond Foundation
	International Panel Forum on Research and Innovation for Sustainable Education	11/3/2022	11/3/2022	4.0	Technical	Leyte Normal University
	Advancing Better Online Distance Learning: A Webinar-Workshop on Effective Strategies and Approaches in Online Distance Learning	06/26/2021	06/26/2021	8.0	Technical	TAGPROS
	INFOTECH: Challenges and Best Practices in Information - Seeking Behavior of Students in the Digital Environment	12/6/2021	12/6/2021	4.0	Technical	Polytechnic University of the Philippines
	Globalization: Interdependency of Asia Pacific Nations vis-a-vis South China Sea Political Tension and COVID-19 Management	10/11/2021	10/11/2021	3.0	Technical	VSU Department of Liberal Arts and Behavioral Sciences
	Regional PAFTE Webinar	03/20/2021	03/20/2021	8.0	Technical	Philippine Association for Teachers and Educators Region VIII
	Webinar on the National Conference on the 75th Anniversary of the End of World War II in the Philippines	3/9/2020	09/24/2020	32.0	Technical	National Historical Commission of the Philippines

(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)
	BASIC COMPUTER SKILLS		N/A		N/A
	MICROSOFT OFFICE UTILIZATION		N/A		N/A
	BREAD AND PASTRY		N/A		N/A

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)? NO	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?	NO If YES, give details: _____ 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?	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?	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?	NO If YES, give details: _____ NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	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?	NO If YES, please specify: _____ If YES, please specify ID No: _____ If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
RYAN G. DESTURA	TACLOBAN CITY	ryan.destura@lnu.edu.ph
JET C. QUEBEC	BURAUEN	jetquebec@gmail.com
ALFRANJON ULLANOTA	BAI BAI CITY	affranjon.ullanota@gmail.com

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.



LARRAZABAL, ALAINA GABISAY
PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: NATIONAL ID
ID/License/Passport No.: 5089-4704-6279-0517
Date/Place of Issuance: KANANGA LEYTE/25/06/2021

Signature (Sign inside the box)
Date Accomplished



SUBSCRIBED AND SWORN to before me this 08 SEP 2023, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ABEGAL S. MONTERON VSU Director, Legal Affairs and Services
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: September 3, 2021 – June 18, 2022
- 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 – Main Campus
 - List of Accomplishments and Contributions (if any)
 - Master of Ceremony for the College of Arts and Sciences Anniversary
 - Master of Ceremony for the 2-day symposium for Voter's Education arranged by the Social Science section of the Department of Liberal Arts and Behavioral Sciences
 - Participated in the research and extension in the Mamanwa Tribe, San Francisco, Southern Leyte
 - Appointed as a member of the AACUP taskforce of DLABS
- Summary of Actual Duties
 - Taught Understanding the Self and Philippine Indigenous Communities courses;
 - Prepared interactive PowerPoint presentations and activities for the students;
 - constructed Table of Specification;
 - constructed and provided learning tasks and assessments;
 - computed grade and provided feedback to students;
 - actively participated in the Department's programs and activities and performed other related functions.
- Duration: September 9, 2022 – Present
- Position: Instructor I
- Name of Office/Unit: Department of Philosophy and Social Sciences
- Immediate Supervisor: aProf. Mary Ann G. Cobico
- Name of Agency/Organization and Location: Visayas State University – Main Campus
 - List of Accomplishments and Contributions (if any)
 - Chairperson of the Socio-cultural committee
 - Chairperson of the Finance Committee
 - Member Library Holdings Committee
 - Member Physical facilities committee
- Summary of Actual Duties
 - Taught Understanding the Self and Philippine Indigenous Communities, the Contemporary World courses;
 - Prepared interactive PowerPoint presentations and activities for the students;
 - constructed Table of Specification;
 - constructed and provided learning tasks and assessments;

- computed grade and provided feedback to students;
- actively participated in the Department's programs and activities and performed other related functions.



ALAINA G. LARRAZABAI

(Signature over Printed Name
of Employee/Applicant)

Date: 8/29/25