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 SURNAME JUANILLO NAME EXTENSION (JR., SR) NA FIRST NAME KAY MIDDLE NAME TEPAIT DATE OF BIRTH 1/3/1998 16. CITIZENSHIP ✓ Filipino Dual Citizenship (mm/dd/yyyy) by birth by naturalization PLACE OF BIRTH BOGO CITY. CEBU If holder of dual citizenship, Pls. indicate country: please indicate the details. Male ✓ Female SEX **Philippines** Y √ Single Married 17. RESIDENTIAL ADDRESS ARMENIA BOARDING HOUSE N/A CIVIL STATUS House/Block/Lot No Separated Widowed N/A GUADALUPE Other/s: Subdivision/Vil Barangay BAYBAY LEYTE HEIGHT (m) 1.47 City/Municipality Province WEIGHT (kg) 58 ZIP CODE 6521 LEYTE 18. PERMANENT ADDRESS N/A N/A BLOOD TYPE 0 GAIRAN GSIS ID NO NA Barangay ROGO CEBU PAG-IRIG ID NO 121237438191 City/Municipa PHILHEALTH NO 12-250730327-5 ZIP CODE 6010 SSS NO. N/A 19. TELEPHONE NO. NA 14. TIN NO 729-543-397 20. MOBILE NO. 09353630108 N/A 21. E-MAIL ADDRESS (if any) kay.juanillo@vsu.edu.ph SPOUSE'S SURNAME NA 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) AME EXTENSION (JR., SR) NA NA FIRST NAME NA MIDDLE NAME NA OCCUPATION NA EMPLOYER/BUSINESS NAME NA **BUSINESS ADDRESS** NA TELEPHONE NO. NA FATHER'S SURNAME JUANILLO NAME EXTENSION (JR., SR) FIRST NAME **JONATHAN** MIDDLE NAME TUDIO MOTHER'S MAIDEN NAME TEPAIT SURNAME FIRST NAME IDA MIDDLE NAME BATERNA (Continue on separate sheet if necessary) NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE PERIOD OF ATTENDANCE HIGHEST LEVEL YEAR SCHOLARSHIP/ ACADEMIC LEVEL UNITS EARNED (if not graduated) (Write in full) RADUATED HONORS RECEIVED From To SY 2004 SY 2009 ELEMENTARY BOGO CENTRAL SCHOLL II PRIMARY EDUCATION NA 2010 NIA 2005 2010 SY 2010-SY 2013-SECONDARY ST. LOUISE DEMARILLAC COLLEGE OF BOGO HIGH SCHOOL 2014 2011 2014 VOCATIONAL / N/A NIA N/A N/A NA N/A N/A TRADE COURSE SY 2014 SY 2017-COLLEGE VISAYAS STATE UNIVERSITY (MAIN CAMPUS) AB ENGLISH LANGUAGE NA 2018 CUM LAUDE 2015 2018 MASTER OF SCIENCE IN LANGUAGE SY 2018-SY 2021-VISAYAS STATE UNIVERSITY (MAIN CAMPUS) NA N/A NA TEACHING GRADUATE STUDIES NIA MIA NA N/A N/A NA NA SIGNATURE DATE March 24, 2023 CS FORM 212 (Revised 2017), Page 1 of 4

Market Contract of Contract Co	VICE ELIGIBILI	TO THE POST OF THE		,				4	<u>.</u>
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE; BARANGAY ELIGIBILITY / DRIVER'S LICENSE (If Applicable)			DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINA	TION / CONFER	RMENT	LICENSE (if a) , NUMBER	Date of Validity	
	P.D. NO. 9	07		7					
			(Conti	nue on separate sheet if n	ocessary)				
V. WORK EXP		tart from your recent wo	rk) Description o	f duties should be in	dicated in the attached l	Work Evner	ianca shaat		
28. INCL	LUSIVE DATES	POSITION TI			NCY / OFFICE / COMPANY	MONTHLY	SALARY/ JOB/ PAY GRADE (if	STATUS OF	GOV'T
From	(mm/dd/yyyy) POSITION TITLE (Write in full/Do not abbreviate)			· (Write in full/	SALARY	applicable)& STEP (Format "00-0")/ INCREMENT	APPOINTMENT	SERVICE (Y/N)	
8/1/2022	present	INSTRUCTO	ORI DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES, VISAYAS STATE UNIVERSITY			20000.00		Regular	Υ
9/1/2021	7/31/2022	INSTRUCT	ORI		ARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES, VISAYAS STATE UNIVERSITY 20000.00			SUBSTITUTE REGULAR	Υ
8/1/2018	7/13/2021	PART-TIME INST	RUCTOR	DEPARTMENT OF LIBE SCIENCES, VISAY	7000.00		JOB ORDER	Υ	
				-					
	+			1					

		P*************************************							
				7					
		Α	(Conti	nue on separate sheet if n	ocessary)				
SIGNA	TURE	1	Y		DATE		March 24, 202		
			U				ĊS	FORM 212 (Revised 20	117), Page 2 of 4

29. NAME & ADDRESS OF ORGÁNIZATION (Write in full)			INCLUSIVE DATES (mm/dd/yyyy) From To		P	DSITION / NATURE OF WORK
LTNG Masterands, Visayas State Univerity			12/1/2020		Con	nmunity Outreach
LTNG Masterands, Visayas State Univerity	8/1/2019	12/1/2019		Con	nmunity Outreach	
LT 217 Masterands, Visayas State Univerity			6/1/2019		Con	nmunity Outreach
LT 212 Masterands, Visayas State Univerity	8/1/2018	12/1/2018	- 3	Community Outreach		
Tau Omega Mu		12/13/2018	12/13/2018	/13/2018 12 Medical Mission		Medical Mission
Farmers and Fisherfolks	5/28/2018	5/28/2018	6		Service	
ollege of Arts and Science-Supreme Student Coun	12/7/2017	12/7/2017	12	Community Outreach		
. LEARNING AND DEVELOPMENT (L&D) INTE		NING PROGRA		ED		
tart from the most recent L&D/training program and include only the relevant L&D/training to 30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		INCLUSIVE ATTEN (mm/c	DATES OF IDANCE Id/yyyy)	NUMBER OF HOURS	Afanagerial positions) Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
42nd Annual National Convention of Campus	3/8/2023	3/11/2023	32.0	Technical	Philippine Association of Campus Student Advisers (PACSA), Inc	
Online Professional English Network's (OPEN) 2023 1	1/10/2023	3/7/2023	64.0	Technical	Online Professional English Network's (OPEN)	
Communicatively Global Online Course (Beyond Filipiniana: Rediscovering Precolonial Vis	10/23/2022	10/23/2022	3.0	Technical	Karakoa Productions	
The Learner Centered and Inclusive English	Classroom	9/11/2022	9/11/2022	2.0	Technical	Language and Pedagogy
Fundamentals of Language Acquisiti	on	1/11/2022	1/11/2022	2.0	Technical	Language and Pedagogy
Applied Research and Action Resear	ch	7/10/2021	7/10/2021	3.0	Technical	Institute of Global Professionals
Building Bridges to the New Normal	l.	7/7/2021	7/7/2021	3.0	Technical	Institute of Global Professionals
Empowerment of Women in the Digital	Tech	7/7/2021	7/7/2021	3.0	Technical	Institute of Global Professionals
Teaching Model with Multi-Approac	h	6/10/2021	6/10/2021	2.0	Technical	Institute of Global Professionals
Multidisciplinary Reasarch and Teach	ing	4/25/2021	4/26/2021	4.0	Technical	Institute of Global Professionals
Face to Fce Storytelling: Freedom to Share Physical a	3/11/2021	3/11/2021	1.0	Technical	Teaching English British Council	
Modern Perspectives in Language, Literature, a	4/25/2021	4/25/2021	2.0	Technical	Institute of Global Professionals	
Research and Statistics the Easy W	4/13/2021	4/13/2021	2.0	Technical	Institute of Global Professionals	
Language and Literaure in Global Unific	3/20/2021	3/20/2021	2.0	Technical	Institute of Global Professionals	
Educational Authentic Assesseme	3/12/2021	3/12/2021	2.0	Technical	Institute of Global Professionals	
Research on English Language Teaching an	d Learning	6/26/2021	6/26/2021	3.0	Technical	Institute of Global Professionals
2nd International Conference on Philippine and	Asian Studies	3/5/2018	5/5/2018	24.0	Technical	De La Salle University and Visayas State Univers
Gender Sensitivity Training and Anti-Sexual Haras	sment Orientation	9/4/2018	9/4/2018	8.0	Technical	Visayas State University
/iii. OTHER INFORMATION		(Continue o	n separate sheet i	if necessary)		
A LANGUED	32	NON-AC	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)			
31. SPECIAL SKILLS and HOBBIES COMPUTER LITERATE	RESEARCH PUBICATION IN SALEE: STUDY OF APPLIED LINGUISTICS AND ENGLISH				UISTICS AND ENGLISH	VISAYAS STATE UNIVERSITY ALUMNI ASSOCIATION
PHOTOGRAPHY	RESEARCH PUBICATION IN JETAL: A JOURNAL OF ENGLISH TEACHING AND APPR					Philippine Association of Campus Stude Advisers
WRITING	RESEARCH PUB	LINGUISTICS RESEARCH PUBICATION IN E-STRUCTURAL: ENGLISH STUDIES ON TRANSLATION,				
COOKING	CULTURE, LITERATURE, AND LINGUISTICS SECRETARIAT, WORKSHOP FOR THE TEACHING OF THE INTRODUCTION TO THE PHILOSOPHY OF THE HUMAN PERSON. RESEARCH PUBICATION IN NOBEL: JOURNAL FOR LANGUAGE TEACHING AND LITERATURE SPEAKER, CAS-SSC LEADERSHIP TRAINING					
PAINTING						
LONGING						
		,		ERSHIP AWARD		
		(Confinue	on separate shee	et if necessary)		
					DATE	March 24, 2023

VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

34.	Are you related by consanguinity or affinity to the appointing of chief of bureau or office or to the person who has immediate Bureau or Department where you will be approinted, a. within the third degree?	supervision over you in the Office,				
		YES	✓ N			
	b. within the fourth degree (for Local Government Unit - Care	ercprofpsaco);	If YES, give details:			
35.	a. Have you ever been found guilty of any administrative offe	nse YES		NO		
			If YES, give details:			
	b. Have you been criminally charged before any court?	YES	V	NO		
			If YES, give details:			
			Date Filed: Status of Case/s:			
36.	Have you ever been convicted of any crime or violation of any	y la p-decree , ordinance or regulation by		NO		
	any court or tribunal?		If YES, give details:			
37.	Have you ever been separated from the service in any of the	foll—ing-inodes: resignation,		NO		
	retirement, dropped from the rolls, dismissal, termination, end (abolition) in the public or private sector?	If YES, give details				
38.	A. Have you ever been a candidate in a national or local electron Barangay election)?	If YES, give details:				
	b. Have you resigned from the government service during the election to promote/actively campaign for a national or local of	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) Mag 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972),	경기 위한 경기 경기 경기 가는 경기를 만든 경기 위한 경기 경기를 보고 있었다. 그렇게 되었다고 있다면 그렇게 되었다고 있다면 그렇게 되었다.				
a.	Are you a member of any indigenous group?	YES	If YES, please specify	NO NO		
b.	Are you a person with disability?	YES	If YES, please specify	NO ID No:		
C.	Are you a solo parent?	YES	If YES, please specify	✓ NO		
41.	REFERENCES (Person not related by consanguinity or affinity to applicant It	appointee)				
	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			
42.	I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertine Philippines. I authorize the agency head/authorized representagree that any misrepresentation made in this document administrative/criminal case/s against me.	ent laws, rules and regulations of the native to verify/validate the contents state	Republic of the definition of the	KAY T. JUANILLO		
	Sovernment Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	^				
	overnment Issued ID:	/ h				
ΙΙΗ	/License/Passport No.: 729-543-397					
		ox)				
	ate/Place of Issuance: 9/07/2018, ORMOC CITY		Right Thumbmark			
	SUBSCRIBED AND SWORN to before me this	2 9 MAR 2023, affiant exhibiting	his/her validly issued gov	vernment ID as indicated above.		
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		and the second				
		COR				
		Person Administering Oath				
			The second secon			

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)
 - o Taught Humanities, Literature, and Communication courses.
 - o Actively participated in different department/ college/university activities...
 - Revised activities and lessons for Humn12n, Humn11, Humn15n, and Comm11 to better fit the needs of learners.
 - Attended seminars and workshops to better improve performance in delivering quality learning and in attending to the duties and responsibilities assigned by heads.
 - 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: August 2022 February 2023
- Position: Substitute 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)
 - o Taught Humanities, Literature, and Communication courses.
 - o 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.
 - Revised the Learning Guide for Humn12, Humn11, Humn15n, Comm11 and Litr001 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: August 2020 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.
 - o 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)
 - o 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)
 - o Taught Humanities/Literature/English subjects.
 - o 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: August 2018 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)

- o Taught Communication, Literature, Social Science and Humanities subjects.
- o Actively participated in different department/ college/university activities.
- o Designed and revised a number of course syllabi and instructional materials.
- Attended seminars and trainings conducted inside the university.
- o Published a research paper in Nobel Journal of Language and Literature

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.

KAY T. JUANILLO
(Signature over Printed Name of Employee/Applicant) h

Date: March 23, 2023