

## 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: <div>Philippines</div>	
PLACE OF BIRTH		BOGO CITY, CEBU			
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"/> Separated <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 6521    LEYTE	
HEIGHT (m)		1.47		18. PERMANENT ADDRESS  N/A    N/A House/Block/Lot No.    Street N/A    GAIRAN Subdivision/Village    Barangay BOGO    CEBU City/Municipality    Province 6010	
WEIGHT (kg)		58			
BLOOD TYPE		O			
SSIS ID NO.		N/A			
PAG-IBIG ID NO.		121237438191		19. TELEPHONE NO.    NA	
PHILHEALTH NO.		12-250730327-5			
SSS NO.		N/A		20. MOBILE NO.    09353630108	
14. TIN NO.		729-543-397		21. E-MAIL ADDRESS (if any) <a href="mailto:kay.juanillo@vsu.edu.ph">kay.juanillo@vsu.edu.ph</a>	

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	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)	

(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
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY (MAIN CAMPUS)	MASTER OF SCIENCE IN LANGUAGE TEACHING	SY 2018-2019	SY 2021-2022	NA	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	NA	NA

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	March 24, 2023
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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)

<b>SIGNATURE</b>		<b>DATE</b>	March 24, 2023
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# 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		
	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

(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			
	42nd Annual National Convention of Campus Advisers.	3/8/2023	3/11/2023	32.0	Technical	Philippine Association of Campus Student Advisers (PACSA), Inc
	Online Professional English Network's (OPEN) 2023 Teaching Grammar Communicatively Global Online Course (GOC)	1/10/2023	3/7/2023	64.0	Technical	Online Professional English Network's (OPEN)
	Beyond Filipiniana: Rediscovering Precolonial Visayan Fashion	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 Acquisition	1/11/2022	1/11/2022	2.0	Technical	Language and Pedagogy
	Applied Research and Action Research	7/10/2021	7/10/2021	3.0	Technical	Institute of Global Professionals
	Building Bridges to the New Normal.	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-Approach	6/10/2021	6/10/2021	2.0	Technical	Institute of Global Professionals
	Multidisciplinary Reasarch and Teaching	4/25/2021	4/26/2021	4.0	Technical	Institute of Global Professionals
	Face to Fce Storytelling: Freedom to Share Physical and Sensory Space	3/11/2021	3/11/2021	1.0	Technical	Teaching English British Council
	Modern Perspectives in Language, Literature, and Education	4/25/2021	4/25/2021	2.0	Technical	Institute of Global Professionals
	Research and Statistics the Easy Way	4/13/2021	4/13/2021	2.0	Technical	Institute of Global Professionals
	Language and Litteraure in Global Unification	3/20/2021	3/20/2021	2.0	Technical	Institute of Global Professionals
	Educational Authentic Assesement	3/12/2021	3/12/2021	2.0	Technical	Institute of Global Professionals
	Research on English Language Teaching and 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 University
	Gender Sensitivity Training and Anti-Sexual Harassment Orientation	9/4/2018	9/4/2018	8.0	Technical	Visayas State University

(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)
	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		Philippine Association of Campus Student Advisers
	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		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	March 24, 2023
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SUBSCRIBED AND SWORN to before me this 29 MAR 2023, affiant exhibiting his/her validly issued government ID as indicated above.

  
**ATTY. RYSAN C. GUINOCOR**  
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 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..
    - 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.
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- 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)
    - 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.
    - 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.
  - 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: 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)

- Taught Communication, Literature, 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.
  - 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