CS Form No. 212 Revised 2017

## PĒRSONAL DATA SHEĒT

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

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) Print legibly. Tick appropriate boxes ( and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. 2 SURNAME **ENAYA** AME EXTENSION (JR., SR) FIRST NAME **MARY GRACE** MIDDLE NAME PEREZ 3. DATE OF BIRTH 07/09/1990 16. CITIZENSHIP Filipino Dual Citizenship (mm/dd/yyyy) ☑ by birth ☐ by naturalization 4. PLACE OF BIRTH **CEBU CITY** If holder of dual citizenship, Pls. indicate country. please indicate the details. ☐ Male **▼** Female Philippines Single ✓ Married 17. RESIDENTIAL ADDRESS 6 CIVIL STATUS House/Block/Lot No ☐ Widowed Separated BRGY. PANGASUGAN Other/s: Subdivision/Village Barangay RAYRAY CITY LEYTE 7. HEIGHT (m) 1.74 City/Municipality Province 49 KGS 8 WEIGHT (kg) 7IP CODE 6521-A 18. PERMANENT ADDRESS LOT 52 BLOCK 2 9 BLOOD TYPE 0+ House/Block/Lot No LA BIENVENIDA SUBD TUNGKOP 10. GSIS ID NO. 2005461870 Subdivision/Village Barangay MINGLANILLA CEBU 11. PAG-IBIG ID NO. 912-1160-16786 City/Municipality Provinc 12. PHILHEALTH NO. 12-051204881-7 ZIP CODE 6032 13. SSS NO. 06-3139-745 4 19. TELEPHONE NO. N/A 14. TIN NO. 423-614-493-000 20 MORII E NO 1942 790 5873 15. AGENCY EMPLOYEE NO. 21. E-MAIL ADDRESS (if any) zoom.monsteritch@gmail.com FAMILY BACKGROUND 22. SPOUSE'S SURNAME ENAYA 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) N/A FIRST NAME BELJUN N/A MIDDLE NAME **PADECIO** OCCUPATION INSTRUCTOR FMPI OYER/RIISINESS NAME **VISAYAS STATE UNIVERSITY BUSINESS ADDRESS** VSU, VISCA, BAYBAY CITY, LEYTE TELEPHONE NO NIA 24 FATHER'S SURNAME PEREZ NAME EXTENSION (JR., SR) SR FIRST NAME ANTONIO MIDDLE NAME MAGBANUA 25. MOTHER'S MAIDEN NAME SURNAME CARBONEL FIRST NAME **FRANCIS** MIDDLE NAME MAGPUYO (Continue on separate sheet if necessary) **EDUCATIONAL BACKGROUND** SCHOLARSHIP NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE PERIOD OF ATTENDANCE YEAR ACADEMIC LEVEL UNITS FARNED HONORS RECEIVED (Write in full) (Write in full) GRADUATED (if not graduated) From To ELEMENTARY CITY CENTRAL ELEMENTARY SCHOOL 1997 2003 N/A NIA 2003 SECONDARY ABELLANA NATIONAL SCHOOL N/A 2003 2007 N/A 2007 NA VOCATIONAL / MIA MIA N/A NA N/A N/A N/A TRADE COURSE BACHELOR OF SECONDAY EDUCATION MAJOR IN ENGLISH COLLEGE CEBU NORMAL UNIVERSITY 2007 2011 N/A 2011 NIA GRADUATE STUDIES CEBU NORMAL UNIVERSITY MASTER OF ARTS IN LITERATURE 2012 2019 NIA 2018 N/A SIGNATURE DATE 7/15/2019

IV. CIVIL SE	ERVICE ELIG	IBILITY							
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE			RATING	DATE OF EXAMINATION /	PLACE OF EXAMINA	ATION / CONFERMENT		LICENSE (if a	
BAR		ITY / DRIVER'S LICENSE	(If Applicable)	CONFERMENT	) DIOC OF EXPENSIVE			NUMBER	Date of Validity
	PRC LIC	ENSE	79.0	9/25/2011	UNIVERSITY OF CEBU	J, BANILAD,	CEBU CITY	1117298	7/9/2021
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	XPERIENCE			ntinue on separate shee					
		nt. Start from your recei	nt work) Descriptio	on of duties should	be indicated in the attach	ed Work Exp	erience shee	t I	
	3. INCLUSIVE DATES (mm/dd/yyyy) POSITION (Write in full/Do n			DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)		MONTHLY	GRADE (if applicable)& STEP (Format "00-0")/	STATUS OF APPOINTMENT	SERVICE
From	То		2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 -	The second of th			INCREMENT	rear all and a second	(Y/ N)
11/1/2013	7/17/2018	ENGLISH AS SECOND TEACH			TIONAL MARK & JAMES DEME, INC.	9,500/month	N/A	REGULAR	NO
6/26/2013	10/30/2013	PUBLIC TE/			E NIGHT HIGH SCHOOL	7,000/month	N/A	JOB ORDER	YES
11/17/2011	6/24/2013	ENGLISH AS SECOND TEACH	ER	1	TIONAL MARK & JAMES DEME, INC.	8,500/month	N/A	REGULAR	NO
04//2011	07//2011	ENGLISH AS SECOND TEACH		E-ACCESS		8,000/month	N/A	TEMPORARY	NO
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VI. VOLUNTARY WORK OR INVOLVEMENT	· ·			OKGANIZA IIC		
29. NAME & ADDRESS OF C		INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS		POSITION / NATURE OF WORK
(sine mile		From	То			
SACRED HEART CATHOLIC CHARISMATIC COI	MMUNITY	9//2017	9//2017	8.0	co haces	LEADERSHIP TRAINING
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	5-2					
		nue on separate s	AND REAL PROPERTY AND REAL PRO	n)		
VII. LEARNING AND DEVELOPMENT (L&E (Start from the most recent L&D/training program and inc				Chief Executive Man	agerial positions)	
		INCLUSIVE DATES OF			Type of LD	
<ol> <li>TITLE OF LEARNING AND DEVELOPMENT IN         (Write in fit</li> </ol>		ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
ORIENTATION SEMINAR ON GENERAL EDUCATION	COURSES (GEC)	From 7/26/2018	To 7/27/2018	116 (8) 116	PARTICIPANT	VISAYAS STATE UNIVERSITY AND MUTYA
TEAM BUILDING: UNDERSTANDING THE DIFFEREN	T PERSONALITY TYPES, WORK TYPE	7/29/2016	7/29/2016	8.0	PARTICIPANT	PUBLISHING HOUSE, INC.  ROUTER PHILIPPINES MARKET RESEARCH AND
AND TEAM WORK PROCESSING, DEALING WITH DI 12th DLSU ARTS CONGRESS CONFERENCE DE LA		2/20/2019	2/21/2019	and the state of t	PRESENTER	RESOURCE MANAGEMENT CENTER AND CIMJA  DE LA SALLE UNIVERSITY MANILA
GENDER SENSITIVITY TRAINING AND ANTI-SEXUA	L HARASSMENT ORIENTATION	9/4/2018	9/4/2018	shings to sale	PARTICIPANT	VISAYAS STATE UNIVERSITY
VSUCC BASIC COOPERATIVE COURSE SEMINAR	200	11/17/2018	9/5/2018	HAME ALW OF	PARTICIPANT	VISAYAS STATE UNIVERSITY AND VISAYAS STAT UNIVERSITY CREDIT COOPERATIVE
ORIENTATION OF THE NEWLY HIRED FACULTY AN	D PART-TIMERS	8/31/2018	8/31/2018		PARTICIPANT	VISAYAS STATE UNIVERSITY
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VIII. OTHER INFORMATION	Con	linue on separate	sheet if necessa	<b>'')</b>		
31. SPECIAL SKILLS and HOBBIES	32. NON	ACADEMIC DISTI	NCTIONS / RECO	OGNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Excellent Communication Skills		feetin				Sacred Heart Catholic Charismatic Communit
Writing	1-10				yr Sai	man 2.34 p. 1032 may fire my Smith
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SIGNATURE	( nayarmo	KC		L	ATE	7/15/2019

Are you related by consanguinity or affinity to the cointing			. 17
chief of bureau or office or to the person who has immediate Bureau or Department where you will be apppointed,	supervision over you in the Office,		
a. within the third degree?		YES NO	
b. within the fourth degree (for Local Government Unit - Care	eer Employees)?	YES NO	
		If YES, give details:	
5. a. Have you ever been found guilty of any administrative offe	inse?	YES V NO	
		If YES, give details:	
b. Have you been criminally charged before any court?		☐ YES ☑ NO If YES, give details:	
		Date Filed: Status of Case/s:	
6. Have you ever been convicted of any crime or violation of an	y law, decree, ordinance or regulation	Dy YES INO	
any court or tribunal?	If YES, give details:		
7. Have you ever been separated from the service in any of the	following modes: resignation,	☐ YES ☑ NO	
retirement, dropped from the rolls, dismissal, termination, end (abolition) in the public or private sector?	ut If YES, give details:		
8. a. Have you ever been a candidate in a national or local elec Barangay election)?	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?		
9. Have you acquired the status of an immigrant or permanent	☐ YES ☑ NO If YES, give details (country):		
Are you a member of any indigenous group?  Are you a person with disability?  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:		
REFERENCES (Person not related by consanguinity or affinity to applicant /a	appointee)		
NAME	ADDRESS	TEL. NO.	
MELISA Q. AVILA	CEBU CITY	0995 429 3205	
REMYLIE CANOY	CEBU CITY	0932 235 0109	
JENNIFER T. DUDANG	CEBU CITY	0933 446 7716	
I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertine Philippines. I authorize the agency head/authorized represer agree that any misrepresentation made in this docum administrative/criminal case/s against me.	ent laws, rules and regulations of the native to verify/validate the contents s	e Republic of the ated herein.	yaynage P. ENAYA
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  PLEASE INDICATE ID Number and Date of Issuance		2	
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D/License/Passport No.: 1117298	e box)		
Date/Place of Issuance: 2/14/2012 / PRC, Manduae City	Right Thi	umbmark	
SUBSCRIBED AND SWORN to before me this	UG 2019 affiant exhi	oiting his/her validly issued government ID as indica	ated above.
	ATTY. RYSAN C. GUI		

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## 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: August 9, 2018-present

Position: Instructor I

- · Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Guiraldo C. Fernandez Jr.
- Name of Agency/Organization and Location: Visayas State University, VSU, Visca, Baybay City, Leyte
  - Summary of Actual Duties
    - Responsible in teaching English Language and Literature courses to different college levels
- Duration: Nov., 2013 July 17, 2018
- Position: ESL Teacher
- Name of Office/Unit: Writing Department, Video Class Department
- Immediate Supervisor: Melisa Avila, Rutchel Moceno
- Name of Agency/Organization and Location: Cebu International Mark & James Academe, Inc., Cebu City
  - Summary of Actual Duties
    - Responsible in correcting essays of South Korean students in elementary to college levels
    - Responsible in administering entrance level tests
    - Responsible in teaching speaking classes to South Korean students in elementary to college levels
    - Responsible in teaching TOEFL speaking supplementary classes to South Korean high school students
    - Responsible in handling debate supplementary classes to South Korean high school students
    - Handled one writing group from November 2017 to July 2018
- Duration: June 26, 2013 October 30, 2013
- Position: Public Teacher
- Name of Office/Unit: Ramon Duterte Night High School
- Immediate Supervisor: Rosemarie O. Novabos
- Name of Agency/Organization and Location: Ramon Duterte Night High School, Guadalupe Cebu City
  - Summary of Actual Duties
    - Responsible in teaching the different facets of the English language to students from the first year to fourth year levels
    - Was an adviser to one section

Duration: Nov. 2011 – June 2013

· Position: ESL Teacher

- Name of Office/Unit: Writing Department
- Immediate Supervisor: Kristine Joy Amoin
- Name of Agency/Organization and Location: Cebu International Mark & James Academe, Inc., Cebu City
  - Summary of Actual Duties
    - Responsible in correcting essays of South Korean students in elementary to college levels
    - Responsible in administering entrance level tests
- Duration: April 2011 July 2011
- · Position: ESL Teacher
- Name of Office/Unit: Night Shift Department
- Immediate Supervisor: Dennis Barriga
- Name of Agency/Organization and Location: E-Access, Mango, Cebu City
  - Summary of Actual Duties
    - Responsible in teaching Japanese students the different facets of the English language

Responsible in teaching Callan Method to Japanese students

(Signature over Printed Name of Employee/Applicant)

Date: \_\_\_\_7/5/19