

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	VILLARUBIA		
FIRST NAME	KRISTEAN KARL	NAME EXTENSION (JR., SR)	
MIDDLE NAME	OBENA		
3. DATE OF BIRTH (mm/dd/yyyy)	JULY 23, 1995	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:
4. PLACE OF BIRTH	DUMINGAG, ZAMBOANGA DEL SUR	If holder of dual citizenship, please indicate the details	Philippines
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. 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	House/Block/Lot No. Street PUROK 4 DAPIWAK Subdivision/Village Barangay DUMINGAG ZAMBOANGA DEL SUR City/Municipality Province
7. HEIGHT (m)	1.55 m	ZIP CODE	7028
8. WEIGHT (kg)	60 kg		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	House/Block/Lot No. Street PUROK 4 DAPIWAK Subdivision/Village Barangay DUMINGAG ZAMBOANGA DEL SUR City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	7028
11. PAG-IBIG ID NO.	1212-0842-2298		
12. PHILHEALTH NO.	14-25032304-0		
13. SSS NO.	34-7037288-6	19. TELEPHONE NO.	N/A
14. TIN NO.	730-355-209	20. MOBILE NO.	09984550204
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	kristeankarl.villarubia@gmail.com

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			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	VILLARUBIA			SEPTEMBER 29, 1957
FIRST NAME	PANCHITO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	JUROLAN			
25. MOTHER'S MAIDEN NAME	OBENA			OCTOBER 02, 1961
SURNAME	VILLARUBIA			
FIRST NAME	ELEUTERIA			
MIDDLE NAME	VILLAROJO			

(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	DITULAN ELEMENTARY SCHOOL - DITULAN, DUMINGAG, ZAMBOANGA DEL SUR	PRIMARY EDUCATION	2002	2008	GRADUATED	2008	2ND HONORS
SECONDARY	J.H. CERILLES STATE COLLEGE - DUMINGAG CAMPUS / LABORATORY HIGH SCHOOL DEPT.	HIGH SCHOOL	2008	2012	GRADUATED	2012	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	CEBU TECHNOLOGICAL UNIVERSITY - MOALBOAL CAMPUS, MALABUYOC EXTENSION	BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT	2012	2016	GRADUATED	2016	CUM LAUDE
GRADUATE STUDIES	UNIVERSITY OF CEBU - MAIN CAMPUS	MASTER OF SCIENCE IN HOTEL AND RESTAURANT MANAGEMENT	2021	2023	GRADUATED	2023	N/A
CONTINUING EDUCATION	CEBU TECHNOLOGICAL UNIVERSITY - MOALBOAL CAMPUS	DIPLOMA IN PROFESSIONAL EDUCATION	2019	2020	GRADUATED	2020	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	AUGUST 12, 2024
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[illegible]

V. WORK EXPERIENCE

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

[illegible]

SIGNATURE	<i>K. L. Williams</i>	DATE	AUGUST 12, 2024
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Kullambica

AUGUST 12, 2024

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		
	PHILIPPINE NAVY - 513RD NAVAL SQUADRON RESERVE / NAVAL RESERVE CENTER EASTERN VISAYAS	10/25/2019	PRESENT	120	VOLUNTEERISM - COMMUNITY SERVICE

(Continue on separate sheet if necessary)

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

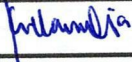
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	CTU'S 1ST INTERNATIONAL AND INTERCULTURAL FESTIVAL:CELEBRATING CULTURES, DELIGHTING IN DIVERSITY	10/6/2021	10/6/2021	16	MANAGERIAL	CEBU TECHNOLOGICAL UNIVERSITY -MAIN CAMPUS
	PATH'ALK: CAREERS AND OPPURTUNITY EXPANSION IN TOURISM AND HOSPITALITY INDUSTRY	05/18/2021	05/18/2021	8	MANAGERIAL	LYCEUM OF THE PHILIPPINES UNIVERSITY - MANILA CAMPUS
	REFLECT, RESPOND, REFRAME:CHANGING TACTICS, PIVOTING TO LEVERAGE OPPORTUNITIES AND DEVELOPING NEW MINDSETS ON THE PERSPECTIVE ON FOOD OPERATION AND MANAGEMENT IN THE NEW NORMAL	05/14/2021	05/14/2021	4	MANAGERIAL	TRINITY UNIVERSITY OF ASIA - QUEZON CITY
	REFLECT, RESPOND, REFRAME:CHANGING TACTICS, PIVOTING TO LEVERAGE OPPORTUNITIES AND DEVELOPING NEW MINDSETS ON THE PERSPECTIVE ON BAR AND BAR MANAGEMENT OPERATION IIN THE CRUISE LINE IN NEW NORMAL	05/14/2021	05/14/2021	4	MANAGERIAL	TRINITY UNIVERSITY OF ASIA - QUEZON CITY
	MARKETING 101: HOW TO USE SOCIAL MEDIA PLATFORMS FOR BRAND AWARENESS AND CUSTOMER RELATIONSHIP MANAGEMENT	11/5/2021	11/5/2021	8	MANAGERIAL	HOSPITALITY INSTITUTE OF AMERICA - PHILIPPINES INC.
	THE WORLD OF AIRLINE INDUSTRY AND ITS OPERATION	06/5/2021	06/5/2021	8	MANAGERIAL	COLEGIO DE STA. TERESA DE AVILA - QUEZON CITY
	CAREER BENEFITS OF LEARNING FOREIGN LANGUAGE AND UNDERSTANDING WORKPLACE DIVERSITY IN TOURISM AND HOSPITALITY INDUSTRY	4/5/2021	04/5/2021	8	MANAGERIAL	COLEGIO DE STA. TERESA DE AVILA - QUEZON CITY
	KAMALAYAN PROGRESSIVE WEBINAR SERIES WITH THE THEME: FACE-TO-FACE CLASSES WITH COVID-19 VACCINATION:NEW NORMAL AND BEYOND	04/23/2021	04/23/2021	8	MANAGERIAL	COMMISION ON HIGHER EDUCATION - REGIONAL OFFICE 7
	FUTURE CAREERS AND CURRICULUM DEVELOPMENT	09/17/2020	09/18/2020	16	MANAGERIAL	ENDERUN EXTENSION - NATIONAL CONFERENC ON HIGHER EDUCATION 2020
	ONLINE FACULTY TRAINING FOR WIRED FLEXIBLE LEARNING	08/17/2020	08/21/2020	40	TECHNICAL	FAR EASTERN UNIVERSITY / CHED HIEd BAYANIHAN
	LEARNING ONLINE TEACHING FOR THE NEW NORMAL: AN ONLINE TRAINING COURSE FOR HEI TEACHERS	3/8/2020	07/8/2020	40	TECHNICAL	DE LA SALLE-COLLEGE OF SAINT BENILDE / CHED HIEd BAYANIHAN
	BASIC FIRE FIGHTING AND SAFETY SEMINAR AND FIRE SIMULATION DRILL	07/29/2020	07/29/2020	8	TECHNICAL	BUREAU OF FIRE PROTECTION -MALABUYOC FIRE STATION
	ASSESSMENT IN REMOTE TEACHING AND LEARNING	08/7/2020	08/7/2020	2	SUPERVISORY	DEPT. OF INFORMATION AND COMMUNICATION TECHNOLOGY / U.P - OPEN UNIVERSITY
	SEMINAR-WORKSHOP ON RESEARCH WRITING AND PUBLICATION	12/3/2020	03/13/2020	16	TECHNICAL	CEBU TECHNOLOGICAL UNIVERISTY-MALABUYOC EXTENSION
	CTU MOALBOAL RESPONSIVE TO PANDEMIC: FACE SHIELD MAKING	09/27/2021	09/27/2021	8	TECHNICAL	CEBU TECHNOLOGICAL UNIVERSITY - MOALBOAL CAMPUS
	SUGBO KAHANAS SKILLS DEVELOPMENT PROGRAM-BREAD AND PASTRY PRODUCTION NC 2	07/1/2023	07/31/2023	165	TECHNICAL	TMJ TECHNOLOGY SKILLSS TRAINING INSTITUTE AND ASSESSMENT CENTER, INC.
	INTERNATIONAL COASTAL CLEAN-UP DAY 2019	09/21/2019	09/21/2019	8	TECHNICAL	NATURE'S SPRING FOUNDATION, INC.
	PRE-EMPLOYMENT TIPS/ PREPARATION AND EMPLOYER AND WORKER'S RIGHT	10/12/2015	10/12/2015	8	TECHNICAL	CEBU TECHNOLOGICAL UNIVERISTY-MALABUYOC EXTENSION
	2ND MINDANAO TOURISM EXPO 2024	4/26/2024	4/28/2024	16	TECHNICAL	DEPARTMENT OF TOURISM-REGION 10

(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)
	TABLE SKIRTING		N/A		INSTITUTE OF GLOBAL PROFESSIONALS-MEMBER
	FLORAL ARRANGING / DESIGNING				EDUCATORS ASSOCIATION FOR REGIONAL TOURISM AND HOSPITALITY, INCORPORATED-
	COOKING				PHILIPPINE NAVY - 513RD NAVAL SQUADRON RESERVE / NAVAL RESERVE CENTER
	NATURE EXPLORER				PHILIPPINE ASSOCIATION FOR TEACHERS & EDUCATORS (PAFTE), INC.
	TECHNO SAVVY				
	COCKTAIL MIXING				
	SPORTS ENTHUSIAST				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	AUGUST 12, 2024
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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)?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
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?	<div><input checked="" type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: END OF CONTRACT</div>
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
39. Have you acquired the status of an immigrant or permanent resident of another country?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
EDMARIE P. TABACOLDE, LPT, RN, MAN	PAGADIAN CITY	0950-342-5718
RUBYROSA B. LUNA, LPT, MST	LALA, LANA O DEL NORTE	0947-175-3104
ANJUREY S. ALBANO	KAPATAGAN, LANA O DEL NORTE	0976-367-4719
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.		



Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	<div> Signature (Sign inside the box)</div> <div>_____ Date Accomplished</div>	<div> Right Thumbmark</div>
Government Issued ID: PRC ID		
ID/License/Passport No.: 2050668		
Date/Place of Issuance: 5/25/2023 - CEBU CITY		

SUBSCRIBED AND SWORN to before me this 30 AUG 2024 , affiant exhibiting his/her validly issued government ID as indicated above.	
<div> ATTY. RYSAN C. GUINOCOR YSU Chief Legal Officer</div> <div>_____ Person Administering Oath</div>	

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

- Duration: January 28-November 12, 2021
- Position: Part-time Instructor
- Name of Office/Unit: Department of Hospitality Management
- Immediate Supervisor: Virginia B. Gabutero
- Name of Agency/Organization and Location: Cebu Technological University-Malabuyoc Extension

- **List of Accomplishments and Contributions (if any)**

- Served as the On-the-Job Training Coordinator of BSHM students
- Contributed system wide course syllabus for Macro Perspective of Tourism
- Revised the OJT Journal format

- **Summary of Actual Duties**

- Crafted course syllabus and instructional materials
- Inculcate learnings and values to students
- Checked student outputs and computed grades
- Performed other necessary task which is required by the immediate superior
- Conduct research and extension services

- Duration: December 4, 2017-December 31, 2018
- Position: Registrar's Clerk-Records Section / Job Order
- Name of Office/Unit: Office of the College Registrar
- Immediate Supervisor: Eleonor N. Oca
- Name of Agency/Organization and Location: J.H. Cerilles State College-Dumingag Campus

- **List of Accomplishments and Contributions (if any)**

- **Summary of Actual Duties**

- Evaluated student's record and lacking school credentials Kept records organize and well-arranged in the cabinet Prepared permanent collegiate records of the students.
- Assisted the College Registrar in preparing, authenticating, and verifying of documents
- Performed necessary task instructed by the College Registrar

- Duration: August 08, 2016-September 12, 2017
- Position: Food and Beverage Associate / Waiter
- Name of Office/Unit: Cowrie Cove Restaurant
- Immediate Supervisor: Benedict Arceta
- Name of Agency/Organization and Location: Shangri-La's Mactan Resort and Spa

- **List of Accomplishments and Contributions (if any)**

N/A

- **Summary of Actual Duties**

- Gave warmth greetings to the guests
- Took food and beverage orders
- Assisted guest's queries and concerns

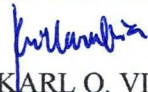
- Performed Mise-en-Place of the restaurant
- Performed upselling and suggestive selling technique for more revenue

- Duration: May 08, 2013-October 22, 2015
- Position: Banquet and Catering Services / On-call Waiter
- Name of Office/Unit: RAJA Banquet and Catering Services
- Immediate Supervisor: Alicia C. Ontiveros
- Name of Agency/Organization and Location: RAJA Banquet and Catering Services-Malabuyoc, Cebu

• **List of Accomplishments and Contributions (if any)**

N/A

- **Summary of Actual Duties**
- Gave warmth greetings to the guests
- Took food and beverage orders
- Assisted guest's queries and concerns
- Performed Mise-en-Place of the restaurant
- Performed upselling and suggestive selling technique for more revenue


KRISTEAN KARL O. VILLARUBIA
(Signature over Printed Name
of Employee/Applicant)

Date: AUGUST 12, 2024