

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	PEDRERA		
FIRST NAME	HILDA	NAME EXTENSION (JR., SR) NA	
MIDDLE NAME	ALKUINO		
3. DATE OF BIRTH (mm/dd/yyyy)	06/17/1997	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	ORMOC CITY	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	608 N/A House/Block/Lot No. Street N/A DAMULAAN Subdivision/Village Barangay ALBUERA LEYTE City/Municipality Province
7. HEIGHT (m)	1.49	ZIP CODE	6542
8. WEIGHT (kg)	39		
9. BLOOD TYPE	N/A	18. PERMANENT ADDRESS	608 N/A House/Block/Lot No. Street N/A DAMULAAN Subdivision/Village Barangay ALBUERA LEYTE City/Municipality Province
10. GSIS ID NO.	2005283434	ZIP CODE	6542
11. PAG-IBIG ID NO.	121227584121		
12. PHILHEALTH NO.	13-000123828-1	19. TELEPHONE NO.	N/A
13. SSS NO.	N/A	20. MOBILE NO.	+639168567208
14. TIN NO.	340-492-077	21. E-MAIL ADDRESS (if any)	<a href="mailto:hilda.pedreravsu.edu.ph">hilda.pedreravsu.edu.ph</a>
15. AGENCY EMPLOYEE NO.	N/A		

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	PEDRERA			
FIRST NAME	CELEDONIO	NAME EXTENSION (JR., SR) JR		
MIDDLE NAME	MACASUSI			
25. MOTHER'S MAIDEN NAME	SABINO			
SURNAME	PEDRERA			
FIRST NAME	SONIA			
MIDDLE NAME	ALKUINO		(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	ALBUERA SOUTH CENTRAL SCHOOL	PRIMARY EDUCATION	SY 2003-2004	SY 2008-2009	N/A	2009	SALUTATORIAN
SECONDARY	DAMULAAN NATIONAL HIGH SCHOOL	HIGH SCHOOL	SY 2009-2010	SY 2012-2013	N/A	2013	VALEDICTORIAN
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION MAJOR IN FILIPINO	SY 2013-2014	SY 2016-2017	N/A	2017	MAGNA CUM LAUDE
GRADUATE STUDIES	CEBU NORMAL UNIVERSITY	MASTERS OF ARTS IN EDUCATION FILIPINO LANGUAGE TEACHING	SY 2018-2019	SY 2020-2021	N/A	2021	N/A
	CEBU NORMAL UNIVERSITY	DOCTOR OF EDUCATION FILIPINO LANGUAGE TEACHING	SY 2021-2022	N/A	33	N/A	N/A

SIGNATURE		DATE	July 5, 2023
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## IV. CIVIL SERVICE ELIGIBILITY


[illegible]

(Continue on separate sheet if necessary)

*(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>	July 5, 2023
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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			
	N/A	N/A	N/A	N/A	N/A	
(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			
	Raising Resilient Gen Zs and Alphas: SEL, Well-being, and Resilience in the Digitally Driven World	04/11/2023	05/03/2023	9.0	Curriculum	Rex Education
	Training-workshop on the Crafting of VSU Integrated High School Handbook	03/30/2023	04/02/2023	24.0	Curriculum	Visayas State University - VSU Integrated High School
	Extension Training-Workshop on Developing Extension Project Proposal	11/23/2022	11/25/2022	24.0	Curriculum	Visayas State University - Office of the Vice President for Research, Extension and Innovation
	Master Class in Teaching Research	12/13/2021	12/15/2021	24.0	Curriculum	De La Salle University - Office of the Vice Chancellor for Research and Innovation
	Training-Workshop on Assessment in Higher Education: Creation of Table of Specification (TOS)	11/25/2021	11/25/2021	8.0	Curriculum	Visayas State University
	Going Up – Usapang Pananaliksik	11/24/2021	11/24/2021	4.0	Curriculum	University of the Philippines Cebu
	Project Abag: Helping Communities Through Research	11/24/2021	11/24/2021	4.0	Curriculum	University of the Philippines Cebu
	Pambansang Seminar-Workshop 2021 "Pagtuturo, Pananaliksik, at Wikang Filipino sa Panahon ng New Normal"	06/23/2021	06/26/2021	32.0	Curriculum	De La Salle University – Department of Filipino
	Pambansang Seminar sa Panukiduki: Mga Kalakaran at Tunguhin sa Pananaliksik Pangwika, Kultura at Lipunan	05/22/2020	05/30/2020	18.0	Curriculum	Sto. Niño Review Center
	VSU E-learning Environment Training-Workshop Series	12/07/2020	12/07/2020	8.0	Curriculum	Visayas State University – Department of Computer Science and Technology
	Visayas Regional Conference – 42nd Annual Conference of the Ugnayang Pang-agham Tao, Inc.	11/27/2020	11/28/2020	16.0	Curriculum	Ugnayang Pang-agham Tao Inc. and University of San Carlos
	ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020		Curriculum	Visayas State University
	Sustaining Research Excellence and Production During the 2020 Pandemic Lockdowns	11/27/2020	11/27/2020	2.0	Curriculum	De La Salle University
	Rehiyonaliksik: Diskurso ng Wika at Kultura tungo sa Rehiyonal na Pananaliksik	11/21/2020	11/21/2020	8.0	Curriculum	Dagang Foundation Inc.
	Webinar on Organizing Your VSU Email for Stress-Free Productivity	11/20/2020	11/20/2020	4.0	Curriculum	Visayas State University
	Webinar on Table of Specifications and Test Item Analysis	11/12/2020	11/12/2020	8.0	Curriculum	Dagang Foundation Inc.
	De La Salle Lipa – Center for Batangas Studies 1st Virtual Local Studies Conference (Paper Presenter)	10/23/2020	10/24/2020	16.0	Curriculum	De La Salle Lipa – Center for Batangas Studies
	A Guide to Qualitative and Quantitative Research: A Webinar Workshop	09/11/2020	09/11/2020	4.0	Curriculum	De La Salle University – Social Development Research Center
	HEd Connect Session 5 "Meeting the Challenges of a Virtual Learning Environment"	08/29/2020	08/29/2020	4.0	Curriculum	Cebu Normal University – College of Teacher Education
	Introduction to Copyright and Fair Use for Educators	08/28/2020	08/01/2020	3.0	Curriculum	Visayas State University
	Envisioning the Role of Technology in Transforming Education in a Rapidly Changing World	08/01/2020	08/01/2020	2.0	Curriculum	Asia One
	Preparing HEIs for Flexible Learning the ACPAE Way: Challenges, Issues and Opportunities	06/18/2020	06/18/2020	3.0	Curriculum	Resource for Educators and Academic Professionals and Rex Academy
	Enhancing Resilience in the Workplace	06/08/2020	06/08/2020	1.0	Curriculum	Rotaract Club of Cebu Fuente
	National Training-Workshop for Teachers of Philippine History: Essential Truths on the Martial Law Period, 1972-1986	03/06/2020	03/07/2020	16.0	Curriculum	Human Rights Violations Victim's Memorial Commission and University of San Carlos
	Ikalawang Seryeng Panayam ng Department of Liberal Arts and Behavioral Sciences, "Pampublikong Forum para sa Sitwasyon,	08/28/2019	08/28/2019	4.0	Curriculum	Departamento ng Filipino, De La Salle University, Department of Liberal Arts and Behavioral Sciences, Visayas State University
	Orientation-Workshop on Theater as a Social Pedagogy	05/29/2019	05/29/2019	4.0	Curriculum	Department of Liberal Arts and Behavioral Sciences, Visayas State University
	Training-Workshop on Parametric and Non-Parametric Analysis for Socio-Economic Research Using SPSS	04/04/2019	04/05/2019	16.0	Curriculum	Department of Economics, Visayas State University
	Pambansang Kumperensiyang Pang-agham (Participant)	11/14/2018	11/16/2018	24.0	Curriculum	University of Santo Tomas
	Rainforestation Training for Developing a Learning Site for Community-Based Forest Restoration	08/30/2018	09/01/2018	24.0	Curriculum	Environmental Leadership and Training Initiative (ELTI) and Visayas State University
	Ikalawang Internasyonal na Kumperensya sa Araling Filipino at Asyano (Paper Presenter)	05/03/2018	05/05/2018	24.0	Curriculum	De La Salle University and Visayas State University
	Re-Echo Training on the New CHED General Education Courses: "Rizal"	04/12/2018	04/14/2018	24.0	Curriculum	Visayas State University
	Re-Echo Training on the New CHED General Education Courses: "Purposive Communication"	04/05/2018	04/07/2018	24.0	Curriculum	Visayas State University
	Pambansang Seminar sa Filipino	11/17/2017	11/19/2017	24.0	Curriculum	Center for the Professional Advancement of Educators
	Training-Workshop on Integrating ICT into Teaching and Learning (Basic ICT Skills, ICT4E and Project-based Approaches)	10/21/2017	10/31/2017	84.0	Curriculum	GEEN ED Consultancy, Training and Review Center
	Training-Workshop on Writing Scientific Paper for Peer-Reviewed Publication	10/16/2017	10/18/2017	24.0	Curriculum	Visayas State University
	TV Program Production Workshop	10/12/2017	10/13/2017	16.0	Curriculum	Department of Liberal Arts and Behavioral Sciences, Visayas State University
	Textbook Writing	10/11/2017	10/11/2017	8.0	Curriculum	Mutya Publishing House, Incorporated
	Publication of Research Output is a Must: Navigating Carefully Through Ethical and Professional Challenges in the Competitive	08/14/2017	08/14/2017	4.0	Curriculum	College of Arts and Sciences, Visayas State University
(Continue on separate sheet if necessary)						
SIGNATURE				DATE		July 5, 2023



## VIII. OTHER INFORMATION

[illegible]

DATE \_\_\_\_\_

July 5, 2023



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)?

☐ YES  
☐ YES

☒ 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?

☐ YES  
☐ YES

☒ NO  
☒ NO

If YES, give details:  
  
If YES, give details:  
Date Filed: \_\_\_\_\_  
Status of Case/s: ☒ NO

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

☐ YES

☒ 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?

☐ YES

☒ 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?

☐ YES  
☐ YES

☒ NO  
☒ NO

If YES, give details:  
  
If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES

☒ 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?

☐ YES  
☐ YES  
☐ YES

☒ NO  
☒ NO  
☒ NO

If YES, please specify ID No: \_\_\_\_\_  
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.
GUIRALDO C. FERNANDEZ JR.	VISCA, BAYBAY CITY, LEYTE	9176540264
LESLIE ANN L. LIWANAG	ANTIPOLO CITY, RIZAL	9208193777
SHALOM GRACE C. SUGANO	VISCA, BAYBAY CITY, LEYTE	9122654495

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

Government Issued ID:	PRC
ID/License/Passport No.:	1601509
Date/Place of Issuance:	12/28/2017, TACLOBAN CITY

Signature (Sign inside the box)  
07/05/2023  
Date Accomplished



SUBSCRIBED AND SWORN to before me this 12 JUL 2023, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAM C. GUINOCOR  
VSU CHIEF Legal Officer

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: 1) August 2017–July 2019  
2) August 2019–June 2022  
3) September 2022–October 2022  
4) November 2022–July 2023
- Position: 1) Instructor I (Substitute)  
2) Part-time Instructor  
3) Part-time Instructor  
4) Instructor I (Temporary)
- Name of Office/Unit:  
1) Department of Liberal Arts and Behavioral Sciences (DLABS)  
2-4) VSU Integrated High School (VSU IHS)
- Immediate Supervisor:  
1) Dr. Guiraldo Fernandez Jr. (DLABS Head)  
2-4) Dr. Shalom Grace C. Sugano (VSU IHS Principal)
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City
- List of Accomplishments and Contributions (if any)
  - Presented and published various research about Filipino in national and international journals
  - Develop course syllabi in different Filipino subjects from Junior High School to College
  - Develop Filipino modules and online instructional materials
  - Prepared and organized lessons in different Filipino subjects
  - Junior High School research adviser
  - Judge in a research proposal defense and difference contests
  - Cooperating Teacher of the Student Teachers assigned at VSU Integrated High School
  - Sociocultural committee member of VSUIHS
  - Member of the committee evaluating documents on awards or recognitions in the VSUIHS Admission, Screening, and Evaluation.
  - Secretariat on the international conference and different activities at DLABS
  - Faction Adviser during the VSU Intramural Games
  - VSU Chess Varsity Coach

- Summary of Actual Duties

- Provide quality instruction, publish research, actively participate in school activities, ensure students' safety, and perform other related functions.



HILDA A. PEDRERA

(Signature over Printed Name  
of Employee/Applicant)

Date: 7/7/2023