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SIGNATURE

PERSONAL DATA SHEET my misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person AD THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM. Print legibly. Tick appropr te boxes () and use separate sheet if necessary. Indicate N/A if not at 1. CS 1D N (Do not fill up. For CSC use only) 2. SURNAME SAPAN NAME EXTENSION (JR., SR) FIRST NAME MARY JEAN . . MIDDLE NAME MAGDADARO 3. DATE OF BIRTH 7/19/1971 16. CITIZENSHIP Filipino Dual Citizenship (mm/dd/vvvv) ☑ by birth ☐ by naturalization 4. PLACE OF BIRTH ILIGAN CITY, LANAO DEL NORTE If holder of dual citizenship, Pls. indicate country: please indicate the details. 5. SEX ☐ Male **▼** Female Philippines T ☐ Single ☑ Married 17. RESIDENTIAL ADDRESS 6 CIVIL STATUS House/Block/Lot No Street ☐ Widowed ☐ Separated APT. # 3 KILBOURNE ☐ Other/s: Subdivision/Village Barangay VSU, BAYBAY CITY LEYTE 7 HEIGHT (m) 1.55 City/Municipality Province ZIP CODE 6521 8. WEIGHT (kg) 66 18. PERMANENT ADDRESS 9. BLOOD TYPE B House/Block/Lot No. Street KILBOURNE APT. # 3 10. GSIS ID NO. 388-48511700-0027-0935 Subdivision/Village Barangay LEYTE VSII. BAYBAY CITY 11. PAG-IBIG ID NO. 121092071981 City/Municipality Province 12. PHILHEALTH NO. 1300-0036-8076 ZIP CODE 6521 19. TELEPHONE NO. 13. SSS NO. 563-7396 14. TIN NO. 162-770-454 20 MORTLE NO 09423679323 maryjean.sapan@vsu.edu.ph 15. AGENCY EMPLOYEE NO. V00470 21. E-MAIL ADDRESS (if ar 23. NAME of CHILDREN (Write full name and DATE OF BIRTH (mm/dd/yyyy) 22. SPOUSE'S SURNAME SAPAN list all) NAME EXTENSION (JR., SR) PAUL ANDREW M. SAPAN NOVEMBER 13, 2000 FIRST NAME ROBERTO JOSHUA M. SAPAN APRIL 3, 2005 MIDDLE NAME **ESTOPALLA** SELF-EMPLOYED OCCUPATION EMPLOYER/BUSINESS NAME N/A BUSINESS ADDRESS N/A TELEPHONE NO. N/A 24. FATHER'S SURNAME MAGDADARO MEDARDO FIRST NAME APAS MIDDLE NAME 25. MOTHER'S MAIDEN NAME POGONIA SURNAME MAGDADARO FIRST NAME ROSA MIDDLE NAME COQUILLA (Continue on separate sheet if necessary) LEVEL SCHOLARSHIP/ PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE YEAR ACADEMIC HON RECEIVED LEVEL UNITS GRADUATED (Write in full) (Write in full) EARNED From NONE FI FMENTARY LILOAN ELEMENTARY SCHOOL 1979 1984 Elementary Graduate 1984 SECONDARY ORMOC CITY HIGH SCHOOL High School Graduate 1984 1988 1988 NONE VOCATIONAL / N/A N/A N/A NONE NONE COLLEGE CEBU STATE COLLEGE RFFD-PF 1992 1995 1995 GRADUATE STUDIES LEYTE NORMAL UNIVERSITY MASTER IN PE 2005 NONE

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7/1/2007	6/30/2016	Instructor I		Visayas St	ate University	21996.00	SG-12	Contractual	Yes
11/1/2005	6/30/2007	Instructor I		374 37 37	te University	12284. 00	SG-12	Contractual	Yes
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VI. VOLUI	VIARY WORK OR INVOLVEMEN	T IN CIVIC / NON-GO	VERNMENT ,	/ PEOPLE /	VOLUNTARY	ORGANIZA	TION/S	
29. NAME & ADDRESS OF ORGANIZATION (Write in full)			INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK		
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	the most recent pay training pro					Type of LD		
30. TITLE	30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS			INCLUSIVE DATES OF ATTENDANCE		(Managerial/		
/w :- :- 6.11\		Patroneous des ti	(mm/dd/yyyy)		NUMBER OF HOURS	Supervisory/ Technical/etc		
Internati	onal Research and Develo	opment Conference-	9/9/15	9/11 2015	24	Lochnical	State Univesities and Colleges	
	and Convention on Teach cross Continents -The Ha		5/7/15	5/9/15	24		Teachers Association Visayas State University	
	orkshop on the Implemnta		5/4/15	5/5/15	16		Visayas State University	
	Classrooms: Communication	8/19/15	8/20/15	16		Visayas State University		
Red Cross	s 143 Training of Trainer	S	5/5/14	5/9/14	40		Philippine National Red Cross, Ormoc	
Training-	-Workshop on Designing Re	esearch and Writing	8/26/14	8/30/14	40	Technical	Office of the Vice-President for	
23rd PAN ASIAN SPORTS & PHYSICAL EDUCATION CONFERENCE			8/8/13	8/11/13	32	Technical	PAN ASIA	
Consultative Meeting on Practice Teaching and Field			9/28/12		8	Technical	Visayas State University, College of	
Study of Education Students Annual RDE In-House			5/30/12	†	8	Technical	Education and Levte Schools Division Visayas State University	
Post Graduate Course on Community Organizing for			5/21/12	5/25/12	40	Technical	- "	
Basic Life Support Training -Lay Rescuer			3/14/12	3/16/12	24	A STATE OF THE PARTY OF THE PAR	Department of Health Emergency	
Chess Arbitration Seminar			6/25/11	6/26/11	16	Technical	Chess Arbiters Association of the	
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VIII. O	THER INFORMATION							
31.	SPECIAL SKILLS and HOBBIES	32. NO	NON-ACADEMIC DISTINCTIONS / RECOGNITION 33. MEMBERSHIP IN ASSOCIATION/ (Write in full)					
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				CS FORM 212 (Revised 2017), Page 4 of	4	
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	is a true, correct and complete statement rules and regulations of the Republic of t authorized representative to verify/valida any misrepresentation made in this document of administrative/criminal case/s against povernment Issued ID (i.e.Passport, GSIS, SSS, PRC,	pursuant to the provisions of pursuant to the Philippines. I authorize the te the contents stated herein. It and its attachments shall ca	pertinent laws, e agency head / I agree that	TIDAO		
2.	Dr. Bayron S. Barredo I declare under oath that I have personall	VSU, ViSCA, Baybay City, Leyte v accomplished this Personal Da				
	Dr. Aleli A. Villocino	VSU, ViSCA, Baybay City, Leyte				
	DR. CHARIS B. LIMBO	VSU, ViSCA, Baybay City, Leyte		10 e		
	NAME	ADDRESS	TEL. NO.			
1.	REFERENCES (Person not related by consanguinity or af					
			If YES, please			
	Are you a solo parent?		If YES, please			
	Are you a person with disability?		☐ YES	☑ NO		
	Are you a member of any indigenous group?		☐ YES If YES, please	_	563-7396	
•	Disabled Persons (RA 7277); and (c) Solo Pa	[22] [2] [2] [2] [3] [3] [4] [4] [4] [4] [4] [4] [4] [4] [4] [4		The second of the second secon		
0.	Pursuant to: (a) Indigenous People's Act (R	A 8371). (b) Magna Carta for			H ny	
	another country?	☐ YES ☑ NO If YES, give details (country):				
9.	Have you acquired the status of an immig	61 N. 1 16 - 1 - 10 10 10	ES, give details		77.16	
	b. Have you resigned from the government se month period before the last election to pr	☐ YES	☑ NO	Male		
	within the last year (except Barangay elect		☐ YES ES, give details	☑ NO		
8	a. Have you ever been a candidate in a nati	Finished Contract				
7.	Have you ever been separated from the servi modes: resignation, retirement, dropped from	If YES, gi	☑ NO ve details:			
6.	Have you ever been convicted of any crime of ordinance or regulation by any court or tri		_	▼ NO ve details:		
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WORK EXPERIENCE SHEET

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

- 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: July 2019 to PRESENT
- Position: Assistant Professor III
- Name of Office/Unit: Institute of Human Kinetics, College of Education, Visayas State University
- Immediate Supervisor: Charis B. Limbo
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)

On study leave (done with all the course work and comprehensive examination)

- Duration: June 1, 2000 to July 2019
- Position: Assistant Professor III
- Name of Office/Unit: Institute of Human Kinetics, College of Education, Visayas State University
- Immediate Supervisor: Charis B. Limbo
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Prepares and revised teaching materials/guides and submit to department head
 - Prepares and gives examinations (mid/final/long/quizzes)
 - Checks test papers and returns to students one week after examination
 - Submits grade sheets within prescribed period to the Registrar through the department
 - Turns over class records to department heads within two weeks after final examination
 - Makes himself available for consultation by his/her students during scheduled consultation hours
 - Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions
 - Performs coaching and training of athletes
 - Performs functions of a sports coordinator
 - Prepares extension proposals
 - Prepares and prepares reports within the prescribed period
 - Performs administrative functions

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Summary of Actual Duties

- Teaches assigned subjects and performs other teaching related functions. Performs research and/or extension, administrative and other functions assigned by the head.
- Teaches assigned subjects and performs other teaching related functions. Performs other functions assigned by the Head.

MARY JEAN M. SAPAN (Signature over Printed Name of Employee/Applicant)

Date: September 15, 2022