

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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 | BUAR | | |
| FIRST NAME | CARA LUZ | NAME EXTENSION (JR., SR) N/A | |
| MIDDLE NAME | | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 11/18/1995 | 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 | Tagum City, Davao | If holder of dual citizenship, please indicate the details. | |
| 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"/> Separated <input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS | N/A House/Block/Lot No. Street N/A PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6600 |
| 7. HEIGHT (m) | 1.61 | 18. PERMANENT ADDRESS | N/A House/Block/Lot No. Street N/A GUADALUPE Subdivision/Village Barangay MAASIN CITY SOUTHERN LEYTE City/Municipality Province ZIP CODE 6600 |
| 8. WEIGHT (kg) | 79 | 19. TELEPHONE NO. | N/A |
| 9. BLOOD TYPE | AB+ | 20. MOBILE NO. | 09270619246 |
| 10. GSIS ID NO. | N/A | 21. E-MAIL ADDRESS (if any) | buarcaraluz@gmail.com |
| 11. PAG-IBIG ID NO. | N/A | | |
| 12. PHILHEALTH NO. | 13-000123168-6 | | |
| 13. SSS NO. | | | |
| 14. TIN NO. | 489-520-166 | | |
| 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 | N/A | N/A |
| MIDDLE NAME | N/A | N/A | N/A |
| OCCUPATION | N/A | N/A | N/A |
| EMPLOYER/BUSINESS NAME | N/A | N/A | N/A |
| BUSINESS ADDRESS | N/A | N/A | N/A |
| TELEPHONE NO. | N/A | N/A | N/A |
| 24. FATHER'S SURNAME | N/A | N/A | N/A |
| FIRST NAME | N/A | N/A | N/A |
| MIDDLE NAME | N/A | N/A | N/A |
| 25. MOTHER'S MAIDEN NAME | N/A | N/A | N/A |
| SURNAME | BUAR | N/A | N/A |
| FIRST NAME | JOSEPHINE | N/A | N/A |
| MIDDLE NAME | CLIMACO | (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 | GUADALUPE ELEMENTARY SCHOOL | PRIMARY EDUCATION | 06/06/2002 | 03/31/2008 | N/A | 2008 | VALEDICTORIAN |
| SECONDARY | GUADALUPE NATIONAL HIGH SCHOOL | HIGH SCHOOL | 06/06/2008 | 31/03/2012 | N/A | 2012 | VALEDICTORIAN |
| VOCATIONAL / TRADE COURSE | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| COLLEGE | VISAYAS STATE UNIVERSITY | BACHELOR IN SECONDARY EDUCATION | 07/06/2012 | 13/04/2016 | N/A | 2016 | CUM LAUDE |
| GRADUATE STUDIES | VISAYAS STATE UNIVERSITY | Med Chem | 07/31/2017 | Present | N/A | N/A | N/A |

(Continue on separate sheet if necessary)

| | |
|-----------|---------|
| SIGNATURE | DATE |
| | 1/30/19 |

[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 | | DATE | 1/30/19 |
|-----------|---|------|---------|

[illegible]

(Continue on separate sheet if necessary)

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

[illegible]

(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) |
|--|--|---|
| Microsoft Office (MS Word, Excel, PPT) | | |
| Computer Skills (Internet, Email | | |
| Volleyball | | |
| | | |
| | | |
| | | |
| | | |

(Continue on separate sheet if necessary)

| | | | |
|-----------|---|------|---------|
| SIGNATURE |  | DATE | 1/30/19 |
|-----------|---|------|---------|

| WORK EXPERIENCE SHEET |
|---|
| <p>Instructions: 1. Include only the work experiences relevant to the position being applied to.</p> <p>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.</p> |
| <ul style="list-style-type: none">• Duration: August 2016 – Present• Position: Substitute Instructor I• Name of Office/Unit: Department of Mathematics and Physics• Immediate Supervisor: Climaco D. Espina Jr.• Name of Agency/Organization and Location: Visayas State University, Visca Baybay City Leyte <ul style="list-style-type: none">▪ List of Accomplishments and Contributions (if any)▪ Summary of Actual Duties <ul style="list-style-type: none">• Teaches assigned subjects and performs other teaching related functions, among others, the following:<ul style="list-style-type: none">a. Prepares and revises teaching materials/guides and submit to department head.b. Prepares and gives examinations (mid/final/long/quizzes).c. Checks test papers and returns to students one week after examination.d. Submits grade sheets within prescribed period to the Registrar through the department.e. Turns over class records to College Dean within two weeks after final examination.f. Makes herself available for consultation by his/her students during scheduled consultation hours.g. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions. |


CARA LUZ BUAR
(Signature over Printed Name of
Employment/Applicant)
Date: 1/30/19