

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	DOMINGO		
FIRST NAME	PRECIOUS	NAME EXTENSION (JR., SR)	NA
MIDDLE NAME	COMPENDIO		
3. DATE OF BIRTH (mm/dd/yyyy)	06/26/1992	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	METRO MANILA, PASIG CITY	If holder of dual citizenship, please indicate the details:	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Philippines
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	
7. HEIGHT (m)	1.5 METERS		House/Block/Lot No. Street PUROK 4 SAN PABLO Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province
8. WEIGHT (kg)	45	ZIP CODE	6541
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	
10. GGS ID NO.	021198574887		House/Block/Lot No. Street PUROK 4 SAN PABLO Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province
11. PAG-IBIG ID NO.	121173952192	ZIP CODE	6541
12. PHILHEALTH NO.	130501387968	19. TELEPHONE NO.	NA
13. SSS NO.	0632863770	20. MOBILE NO.	09566531821
14. TIN NO.	000427109241	21. E-MAIL ADDRESS (if any)	PRECIOUSDOMINGO@gmail.com
15. AGENCY EMPLOYEE NO.	V01101		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NA	NAME EXTENSION (JR., SR)	NA	NA
MIDDLE NAME	NA			
OCCUPATION	NA			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	DOMINGO			
FIRST NAME	ROLANDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	REVES			
25. MOTHER'S MAIDEN NAME	COMPENDIO			
SURNAME	JENNIFER			
FIRST NAME	CASTRO			
MIDDLE NAME				

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	SANPABLO ELEMENTARY SCHOOL	Primary Education	2001	2004	Graduate	2001	Salutatorian
SECONDARY	NEW ORMOC CITY NATIONAL HIGH SCHOOL	Secondary Education	2004	2008	Graduate	2005	With Honors
VOCATIONAL / TRADE COURSE	NA	NA			NA	NA	NA
COLLEGE	VISAYAS STATE UNIVERSITY	Bachelor of Elementary Education	2008	2012	Graduate	2009	Cum Laude
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	Master of Science in Language Teaching	2014	2018	Graduate	2017	none
	LEYTE NORMAL UNIVERSITY	Doctor of Arts in Language Teaching	2018	Present	Continuing		

SIGNATURE		DATE	7/4/2019	CS FORM 212 (Revised 2017), Page 1 of 4
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27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RA (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	Civil Service Eligible (PD 607- Honor Graduate)					
	Licensure Examination for Teachers	85.0	SEPTEMBER 2012	TACLOBAN CITY LEYTE	1306320	6/26/2020

V. WORK EXPERIENCE

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

28.	INCLUSIVE DATES						
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SIGNATURE		DATE	7/1/2019	CS FORM 212 (Revised 2017) Page 2 of 2
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CS FORM 212 (Revised 2017), Page 2 of 4

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		
	NA	NA	NA	NA	NA

(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			
	Cultivating Mental Health, Ethics and Diplomacy Towards Efficient Public Service	04/28/2019	04/28/2019	1 DAY		Leyte Normal University CPD Credit Unit- 7 Accrediation No: 2018-196-3547
	Regional Seminar Workshop on English Language Proficiency cum English Language Pedagogy	03/13/2019	03/15/2019	3 DAYS		Leyte Normal University
	Seminar Workshop on Innovative Language Teaching Strategies for the 21st Century Classroom	03/23/2019	03/23/2019	1 DAY		Leyte Normal University
	Trainign-Workshop on Parametric and Non Parametric Analysis for Socio-Economic Research using SPSS	04/04/2019	04/05/2019	2 DAYS		ViSERDAC, Visayas State University
	Linguistic Society of the Philippines International Conference 2019 (LSPIC 2019)	03/07/2019	03/09/2019	3 DAYS		De La Salle University
	Training Workshop on Innovative learning Strategies	5/15/2018	5/16/2018	2 DAYS		College of Education/Depatment of Teacher Education, Visayas State University
	1ST SALINDUNONG International Conference	4/2/2018	4/4/2018	3 DAYS		Central Mindanao State University/ Xavier University- Ateneo de Cagayan/ Mindanao Stae University- Iligan Institute og Technology
	NCIII BOOKKEEPING	12/1/2017	1/30/2018	1 MONTH		TESDA (ACLC-ORMOC)
	NC II BREAD AND PASTRY	8/1/2017	8/30/2017	20 DAYS		TESDA (ZANAIDAS- ORMOC)
	Job Seeking Seminar	3/11/2016	3/11/2016	1 DAY		VISAYAS STATE UNIVERSITY
	Seminar on Preparation of Instructiona Material and Computer Aided Instruction	11/25/2015	11/25/2015	1 DAY		College of Education/Depatment of Teacher Education, Visayas State University
	Construction of Table of Specification (TOS) and Formulation of LET- like Questions	11/26/2015	11/26/2015	1 DAY		College of Education/Depatment of Teacher Education, Visayas State University
	Interfacing Graduate School Researches in ASEAN 2015 Integration	8/29/2015	8/29/2015	1 DAY		PHILIPPINE ASSOCIATION FOR GRADUATE EDUCATION
	SEMINAR-WORKSHOP ON THE IMPLEMENTATION OF OUTCOME BASED EDUCATION (OBE)	5/4/2015	5/5/2015	2 DAYS		VISAYAS STATE UNIVERSITY
	NATIONAL CONFERENCE ON DEVELOPMENT INITIATIVES IN THE PHILIPPINE MARGINAL UPLANDS	10/22/2013	10/24/2013	3 DAYS		PHILIPPINE HIGHER EDUCATION RESEARCH NETWORK/ VISAYAS STATE UNIVERSITY
	Orientation Seminar for Newly Hired Faculty Members	6/13/2013	6/14/2013	2 DAYS		Visayas State University

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	COMPUTER SKILLS	NA	

(Continue on separate sheet if necessary)

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☒ NO

☐ YES☒ 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☒ NO

☐ YES☒ NO

If YES, give details:

Date Filed:

Status of Case/s:

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☒ NO

☐ YES☒ NO

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☒ NO

☐ YES☒ NO

☐ YES☒ NO

If YES, please specify:

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.
Dr. Annie P. Gravoso	VSU, Visca, Baybay City, Leyte	NA
Dr. Lijueraj J. Cuadra	VSU, Visca, Baybay City, Leyte	NA
Dr. Seregena Ruth L. Martinez	VSU, Visca, Baybay City, Leyte	NA

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: UMID CARD 021198574887

ID/License/Passport No.:

Date/Place of Issuance: Ormoc City / March 2019

Signature (Sign inside the box)

07/04/2019

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 19 AUG 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR

Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4

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.

Sample: If applying to Supervising Administrative Officer

- **Duration:** August 02, 2016 – January 31, 2017
 - **Position:** Part-Time Instructor
 - **Name of Office/Unit:** Department of Liberal Arts and Behavioral Sciences
 - **Immediate Supervisor:** Prof. Guiraldo C. Fernandez Jr.
 - **Name of Agency/Organization and Location:** Visayas State University, Visca, Baybay City, Leyte
 - **List of Accomplishments and Contributions (if any)**
 - Taught Social Science minor courses and management subject
 - Designed and revised a number of course syllabi and instructional materials
 - **Summary of Actual Duties**
 - Responsible in teaching social sciences subjects, submitting grades and accomplishing other necessary requirements.
-
- **Duration:** August 1, 2018 – present
 - **Position:** Instructor 1 (Substitute-temporary)
 - **Name of Office/Unit:** Department of Liberal Arts and Behavioral Sciences
 - **Immediate Supervisor:** Prof. Guiraldo C. Fernandez Jr.
 - **Name of Agency/Organization and Location:** Visayas State University, Visca, Baybay City, Leyte
 - **List of Accomplishments and Contributions (if any)**
 - Taught English and Language minor courses, and Senior High School
 - Designed and revised a number of course syllabi and instructional materials
 - Participated in DLABS and also in the University's activities
 - Attended trainings, seminars and conferences to enhance teaching method and learn new strategies
 - **Summary of Actual Duties**
 - Responsible in teaching English and Language subjects, senior high school ensuring a quality service as instructor, adviser and mentor to the students
 - Perform task assigned by the head, dean and other university authorities
 - Submit grades and accomplishing other necessary requirements asked by the department, the university and other governing bodies.
-
- **Duration:** January 1, 2018- July 31, 2018
 - **Position:** Part- Time Instructor
 - **Name of Office/Unit:** Department of Teacher Education
 - **Immediate Supervisor:** Dr. Lijuera J. Cuadra
 - **Name of Agency/Organization and Location:** Visayas State University, Visca, Baybay City,

Leyte

- List of Accomplishments and Contributions (if any)
 - Taught professional education course
 - Designed and revised a number of course syllabi and instructional materials
 - Participated in department, college and university's activities
 - Attended trainings, seminars and conferences to enhance teaching method and learn new strategies
- Summary of Actual Duties
 - Responsible in teaching professional education course ensuring a quality service as instructor, adviser and mentor to the students
 - Perform task assigned by the head, dean and other university authorities
 - Submit grades and accomplishing other necessary requirements asked by the department, the university and other governing bodies.

- **Duration:** September 1, 2017- March 7, 2018
- **Position:** Assistant Bookkeeper
- **Name of Office/Unit:** CBB Bookkeeping
- **Immediate Supervisor:**
- **Name of Agency/Organization and Location:** Ormoc City, Leyte

- List of Accomplishments and Contributions (if any)
 - Documented accounts of companies (International)
- Summary of Actual Duties
 - Responsible for keeping records and transactions made
 - Perform task assigned by supervisor

- **Duration:** June 27, 2016- July 7, 2017
- **Position:** BPO Representative
- **Name of Office/Unit:** Convergys
- **Immediate Supervisor:** Convergys
- **Name of Agency/Organization and Location:** Cebu, City

- List of Accomplishments and Contributions (if any)
 - Received and Make International calls
 - Provide customers assistance
- Summary of Actual Duties
 - Received calls
 - Help customers in solving internet connection signals

- **Duration:** January 1, 2018- July 31, 2018
- **Position:** Part- Time Instructor
- **Name of Office/Unit:** Department of Teacher Education
- **Immediate Supervisor:** Dr. Lijuera J. Cuadra
- **Name of Agency/Organization and Location:** Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Taught professional education course
 - Designed and revised a number of course syllabi and instructional materials
 - Participated in department, college and university's activities
 - Attended trainings, seminars and conferences to enhance teaching method and learn new strategies
- Summary of Actual Duties
 - Responsible in teaching professional education course ensuring a quality service as instructor, adviser and mentor to the students
 - Perform task assigned by the head, dean and other university authorities
 - Submit grades and accomplishing other necessary requirements asked by the department, the university and other governing bodies.



PRECIOUS C. DOMINGO

(Signature over Printed Name
of Employee/Applicant)

Date: 07/08/19