

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	BALOTITE		
FIRST NAME	SHEERWINA MAE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	GONZAGA		
3. DATE OF BIRTH (mm/dd/yyyy)	01/05/1991	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	BAYBAY, LEYTE	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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.46	ZIP CODE	House/Block/Lot No. Street GUADALUPE
8. WEIGHT (kg)	68 kg		Subdivision/Village Barangay BAYBAY LEYTE
9. BLOOD TYPE	B		City/Municipality Province 6521
10. GSIS ID NO.	LP 02004720727		
11. PAG-IBIG ID NO.	1211-2094-5945	18. PERMANENT ADDRESS	
12. PHILHEALTH NO.	13-050162390-4	ZIP CODE	House/Block/Lot No. Street GUADALUPE
13. SSS NO.	06-3227088-4		Subdivision/Village Barangay BAYBAY LEYTE
14. TIN NO.	456-481-433		City/Municipality Province 6521
15. AGENCY EMPLOYEE NO.	V00888		
19. TELEPHONE NO.	(053) 563-1967		
20. MOBILE NO.	+639552195051		
21. E-MAIL ADDRESS (if any)	sheerwinamae.gonzaga@vsu.edu.ph		

II. FAMILY BACKGROUND				
22. SPOUSE'S SURNAME	BALOTITE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	DIONILO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	ESPINOSA			
OCCUPATION	SELF-EMPLOYED			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	GONZAGA			
FIRST NAME	BRIGIDO RUDILLO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	WENCESLAO			
25. MOTHER'S MAIDEN NAME				
SURNAME	ALABAT			
FIRST NAME	CELIA			
MIDDLE NAME	CRISTINO		(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	VISCA FOUNDATION ELEMENTARY SCHOOL	N/A	1997	2003	GRADUATED	2003	With Honors
	SECONDARY	LEYTE STATE UNIVERSITY LABORATORY HIGH SCHOOL	N/A	2003	2007	GRADUATED	2007	none
	VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF ELEMENTARY EDUCATION	2007	2011	GRADUATED	2011	College Honors
	GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF EDUCATION, MAJOR IN ENGLISH, MINOR IN PHYSICAL EDUCATION	2011	2014	GRADUATED	2014	none

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	September 15, 2022

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(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)

SIGNATURE		DATE	September 15, 2022
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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		
	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA
	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			
	NATIONAL SEMINAR WORKSHOP ON LANGUAGE TEACHING, LEARNING AND CAMPUS JOURNALISM	02/22/2019	02/24/2019	24.0	Technical	CENTER FOR HUMAN RESEARCH AND DEVELOPMENT FOUNDATION
	NATIONAL SEMINAR WORKSHOP ON RE-CALIBRATING ACTION RESEARCH	02/16/2019	02/17/2019	16.0	Technical	CENTER FOR HUMAN RESEARCH AND DEVELOPMENT FOUNDATION
	ORIENTATION-WORKSHOP ON THE ESTABLISHMENT OF AN INFORMATION AND SERVICE DELIVERY NETWORK FOR BAYBAY CITY	01/25/2019	01/25/2019	8.0	Technical	COMMISSION ON POPULATION REGIONAL OFFICE VIII
	SEMINAR ON SCHOOL PAPER MAMANGEMENT AND CAMPUS JOURNALISM	01/19/2019	01/19/2019	8.0	Technical	CENTER FOR HUMAN RESEARCH AND DEVELOPMENT FOUNDATION
	SEMINAR ON 21ST CENTURY LANGUAGE TEACHING AND LEARNING	01/18/2019	01/18/2019	8.0	Technical	CENTER FOR HUMAN RESEARCH AND DEVELOPMENT FOUNDATION
	RETOOLING/CAPACITY BUILDING SEMINAR-WORKSHOP: "EFFECTIVE FACILITATING SKILLS & PROACTIVE INTERVENTION TECHNIQUES IN	11/26/2018	11/27/2018	16.0	Technical	VISAYAS STATE UNIVERSITY
	INTERNATIONAL ENGLISH TEACHERS CONFERENCE	10/27/2018	10/30/2018	32.0	Technical	VIVIXX ACADEMY
	SEMINAR-WORKSHOP ON PREPARING LOGFRAME FOR EFFECTIVE RESEARCH PROPOSAL	08/13/2018	08/13/2018	8.0	Technical	VISAYAS STATE UNIVERSITY
	WRITESHOP ON OUTCOME-BASED EDUCATION COURSE SYLLABI	07/26/2018	07/26/2018	8.0	Technical	VISAYAS STATE UNIVERSITY
	ORIENTATION SEMINAR AND RETOOLING OF CE FACULTY	04/09/2017	09/04/2017	8.0	Technical	VISAYAS STATE UNIVERSITY
	PAFTE'S ANNUAL REGIONAL CONVENTION	07/29/2017	07/29/2017	8.0	Technical	PHILIPPINE ASSOCIATION FOR TEACHERS AND EDUCATORS
	REVITALIZING TEACHING FOR THE NEXT GENERATION LEARNING IN GRADE 7 AND 8- ENGLISH	03/18/2017	03/18/2017	8.0	Technical	PHOENIX AND SIBS PUBLISHING HOUSE, INC
	POETRY AND CREATIVE WRITING SEMINAR	02/20/2017	02/20/2017	8.0	Technical	VISAYAS STATE UNIVERSITY
	HIV IN THE WORKPLACE SEMINAR	09/12/2016	09/12/2016	4.0	Technical	VISAYAS STATE UNIVERSITY
	ALTERNATIVE TEACHING APPORACHES: DO YOU THINK WE ARE READY?	07/28/2016	07/28/2016	4.0	Technical	VISAYAS STATE UNIVERSITY
	REGIONAL ENHANCEMENT TRAINING OF DIVISION MENTORS FOR CAMPUS JOURNALISM	07/06/2016	10/06/2016	32.0	Technical	DEPARTMENT OF EDUCATION
	2-DAY INTENSIVE TRAINING OF SCHOOL PAPER ADVISERS AND STUDENT JOURNALISTS QUALIFIERS FOR 2015 RSPC	05/11/2015	06/11/2015	16.0	Technical	DEPARTMENT OF EDUCATION
	3-DAY LIVE-OUT DIVISION TRAINING OF SCHOOL PAPER ADVISERS AND STUDENT JOURNALISTS FOR CAMPUS JOURNALISM	08/27/2015	08/29/2015	24.0	Technical	DEPARTMENT OF EDUCATION
	LIVE-OUT REGIONAL TRAINING OF DIVISION MENTORS FOR CAMPUS JOURNALISM	29/07/2015	01/08/2015	32.0	Technical	DEPARTMENT OF EDUCATION
	SEMINAR-WORKHOP ON TEACHING CHILDREN WITH SPECIAL NEEDS	06/02/2015	08/02/2015	24.0	Technical	BAYBAY CITY SOCIAL WELFARE AND DEVELOPMENT







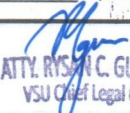
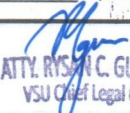
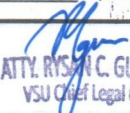
(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	COOKING		WINNING COACH - REGIONAL SCHOOLS PRESS CONFERENCE		VSU FACULTY ASSOCIATION
	DANCING		WINNING COACH - DIVISION SCHOOLS PRESS CONFERENCE		PHILIPPINE ASSOCIATION FOR TEACHERS AND EDUCATORS (PAFTE)
	SINGING				SPEECH COMMUNICATION ORGANIZATION OF THE PHILIPPINES (SCOP), INC.
					PHILIPPINE ASSOCIATION OF SOCIAL SCIENCES AND EDUCATIONAL MOLDERS, INC. (PASSEM)
					PINOY EDUCATORS ADVOCATING SOCIAL MEDIA EDUCATION INC.
					PHILIPPINE INSTITUTE OF 21ST CENTURY EDUCATORS INC. (PICE21)
					PROFESSIONAL ORGANIZATION OF RESEARCHES AND EDUCATORS OF THE PHILIPPINES, INC.
					PHILIPPINE ASSOCIATION OF TEACHERS AND EDUCATIONAL LEADERS INC. (PA&TEL)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	September 15, 2022
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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: FINISHED CONTRACT												
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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>SEREGINA RUTH L. MARTINEZ</td><td>VSU, VISCA, BAYBAY CITY, LEYTE</td><td>9185475499</td></tr><tr><td>SHALOM GRACE. SUGANO</td><td>VSU, VISCA, BAYBAY CITY, LEYTE</td><td>9122654495</td></tr><tr><td>CORINA M. SACRO</td><td>GUADALUPE, BAYBAY CITY, LEYTE</td><td>9175887847</td></tr></table>		NAME	ADDRESS	TEL. NO.	SEREGINA RUTH L. MARTINEZ	VSU, VISCA, BAYBAY CITY, LEYTE	9185475499	SHALOM GRACE. SUGANO	VSU, VISCA, BAYBAY CITY, LEYTE	9122654495	CORINA M. SACRO	GUADALUPE, BAYBAY CITY, LEYTE	9175887847
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CORINA M. SACRO	GUADALUPE, BAYBAY CITY, LEYTE	9175887847											
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.													
<table><tr><td>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: PRC</td></tr><tr><td>ID/License/Passport No.: 1111167</td></tr><tr><td>Date/Place of Issuance: 1/11/2012/TACLOBAN CITY, LEYTE</td></tr></table>	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.: 1111167	Date/Place of Issuance: 1/11/2012/TACLOBAN CITY, LEYTE	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>15/09/2022</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	15/09/2022	Date Accomplished				
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	<table><tr><td></td></tr><tr><td>Right Thumbmark</td></tr></table>		Right Thumbmark										
													
Right Thumbmark													
SUBSCRIBED AND SWORN to before me this <u>03 OCT 2022</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td> ATTY. RYAN C. GUINOCOR VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>		 ATTY. RYAN C. GUINOCOR VSU Chief Legal Officer	Person Administering Oath										
 ATTY. RYAN 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: January 2019 - September 2022
- Position: Instructor II
- Name of Office/Unit: VSU Integrated High School
- Immediate Supervisor: Shalom Grace C. Sugano, Ph.D.
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte


- List of Accomplishments and Contributions (if any)
 - Developed course outlines and syllabus
 - Provided instructional materials
 - Facilitated students' extra-curricular activities
 - Facilitated school-related programs

- Summary of Actual Duties
 - Responsible for the classroom management and applying teaching methods and strategies for instruction; provides services and assistance to school-related activities and performs other related functions. Aside from the teaching responsibilities, I was designated as the Section Head of Communication Arts. Part of being the section head, I perform monitoring of faculty for their teaching performance through class observations and monitoring their submission of course syllabus and table of specifications.

- Duration: July 2015 - December 2018
- Position: Instructor I
- Name of Office/Unit: VSU Integrated High School
- Immediate Supervisor: Rosario P. Abela, Ed.D.
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Developed course outlines and syllabus
 - Provided instructional materials

- Facilitated students' extra-curricular activities
 - Facilitated school-related programs
- Summary of Actual Duties
 - Responsible for the classroom management and applying teaching methods and strategies for instruction; provides services and assistance to school-related activities and performs other related functions.


SHEERWINA MAE G. BALOTITE
(Signature over Printed Name
of Employee/Applicant)

Date: September 15, 2022