

## 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 ( ) ☐ d 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	ENAYA		
FIRST NAME	MARY GRACE		NAME EXTENSION (JR., SR) NA
MIDDLE NAME	PEREZ		
3. DATE OF BIRTH (mm/dd/yyyy)	07/09/1990	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: Philippines
4. PLACE OF BIRTH	CEBU CITY	If holder of dual citizenship, please indicate the details.	
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	APARTMENT 48 KILBOURNE DRIVE House/Block/Lot No. Street VSU, VISCA, BRGY. PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521-A
7. HEIGHT (m)	1.54	ZIP CODE	6521-A
8. WEIGHT (kg)	54		
9. BLOOD TYPE	O+		
10. GSIS ID NO.	2005461870	18. PERMANENT ADDRESS	APARTMENT 48 KILBOURNE DRIVE House/Block/Lot No. Street VSU, VISCA, BRGY. PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521-A
11. PAG-IBIG ID NO.	912-1160-16786	ZIP CODE	6521-A
12. PHILHEALTH NO.	12-051204881-7		
13. SSS NO.	06-3139-745 4		
14. TIN NO.	423-614-493-000	19. TELEPHONE NO.	563-0374
15. AGENCY EMPLOYEE NO.	NA	20. MOBILE NO.	0942 790 5873
		21. E-MAIL ADDRESS (if any)	marygrace.perez@vsu.edu.ph

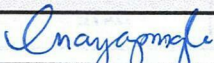
### II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ENAYA		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	BELJUN	NAME EXTENSION (JR., SR) NA	ANAIIS YVAINE P. ENAYA	01/06/2022
MIDDLE NAME	PADECIO		BRACIE ARIEN P. ENAYA	11/11/2023
OCCUPATION	INSTRUCTOR		NA	NA
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY		NA	NA
BUSINESS ADDRESS	VSU, VISCA, BAYBAY CITY, LEYTE		NA	NA
TELEPHONE NO.	563-0374		NA	NA
24. FATHER'S SURNAME	PEREZ		NA	NA
FIRST NAME	ANTONIO	NAME EXTENSION (JR., SR) SR.	NA	NA
MIDDLE NAME	MAGBANUA		NA	NA
25. MOTHER'S MAIDEN NAME			NA	NA
SURNAME	CARBONEL		NA	NA
FIRST NAME	FRANCIS		NA	NA
MIDDLE NAME	MAGPUYO		(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	CITY CENTRAL ELEMENTARY SCHOOL	NA	1997	2003	NA	2003	NA
SECONDARY	ABELLANA NATIONAL SCHOOL	NA	2003	2007	NA	2007	NA
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	CEBU NORMAL UNIVERSITY	BACHELOR OF SECONDARY EDUCATION MAJOR IN ENGLISH	2007	2011	NA	2011	NA
GRADUATE STUDIES	CEBU NORMAL UNIVERSITY	MASTER OF ARTS IN LITERATURE	2012	2018	NA	2018	NA
GRADUATE STUDIES	UNIVERSITY OF SANTO TOMAS	DOCTOR OF PHILOSOPHY MAJOR IN LITERATURE	2022	2023	24	NA	NA

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 24, 2024
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IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
PRC LICENSE	79.0	25/09/2011	UNIVERSITY OF CEBU, BANILAD, CEBU CITY	1117298	09/07/2025
NA	NA	NA	NA	NA	NA
NA	NA	NA	NA	NA	NA
NA	NA	NA	NA	NA	NA
NA	NA	NA	NA	NA	NA
NA	NA	NA	NA	NA	NA
NA	NA	NA	NA	NA	NA

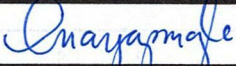
(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

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

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format '00-0')/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
08/09/2020	Present	INSTRUCTOR I	DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES	29, 500	SG 12	REGULAR-PERMANENT	Y
08/09/2018	08/08/2020	INSTRUCTOR I	DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES	24, 410	SG 12	REGULAR-TEMPORARY	Y
01/11/2013	17/07/2018	ENGLISH AS SECONDARY LANGUAGE TEACHER	CEBU INTERNATIONAL MARK & JAMES ACADEME, INC.	9,500/month	NA	REGULAR	NO
26/06/2013	30/10/2013	PUBLIC TEACHER	RAMON DUTERTE NIGHT HIGH SCHOOL	7,000/month	NA	JOB ORDER	YES
17/11/2011	24/06/2013	ENGLISH AS SECONDARY LANGUAGE TEACHER	CEBU INTERNATIONAL MARK & JAMES ACADEME, INC.	8,500/month	NA	REGULAR	NO
04//2011	07//2011	ENGLISH AS SECONDARY LANGUAGE TEACHER	E-ACCESS	8,000/month	NA	TEMPORARY	NO
NA	NA	NA	NA	NA	NA	NA	NA
NA	NA	NA	NA	NA	NA	NA	NA
NA	NA	NA	NA	NA	NA	NA	NA
NA	NA	NA	NA	NA	NA	NA	NA
NA	NA	NA	NA	NA	NA	NA	NA
NA	NA	NA	NA	NA	NA	NA	NA
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NA	NA	NA	NA	NA	NA	NA	NA
NA	NA	NA	NA	NA	NA	NA	NA
NA	NA	NA	NA	NA	NA	NA	NA

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 24, 2024
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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	
(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			
	TEAM BUILDING: UNDERSTANDING THE DIFFERENT PERSONALITY TYPES, WORK TYPE AND TEAM WORK PROCESSING, DEALING WITH DIFFICULT PERSONALITIES AT WORK	07/29/2016	07/29/2016	NA	PARTICIPANT	ROUTER PHILIPPINES MARKET RESEARCH AND RESOURCE MANAGEMENT CENTER AND CIMJA
	ORIENTATION SEMINAR ON GENERAL EDUCATION COURSES (GEC)	07/26/2018	07/26/2018	NA	PARTICIPANT	VISAYAS STATE UNIVERSITY AND MUTYA PUBLISHING HOUSE, INC.
	ORIENTATION OF THE NEWLY HIRED FACULTY AND PART-TIMERS	08/31/2018	08/31/2018	NA	PARTICIPANT	VISAYAS STATE UNIVERSITY
	GENDER SENSITIVITY TRAINING AND ANTI-SEXUAL HARASSMENT ORIENTATION	09/04/2018	09/04/2018	NA	PARTICIPANT	VISAYAS STATE UNIVERSITY
	VSUCC BASIC COOPERATIVE COURSE SEMINAR	11/17/2018	11/17/2018	NA	PARTICIPANT	VISAYAS STATE UNIVERSITY AND VISAYAS STATE UNIVERSITY CREDIT COOPERATIVE
	12th DLSU ARTS CONGRESS CONFERENCE DE LA SALLE UNIVERSITY	02/20/2019	02/21/2019	NA	PRESENTER	DE LA SALLE UNIVERSITY MANILA
	SYLLABUS WRITESHOP FOR NEW GE COURSES ELECTIVES	08/05/2019	08/06/2019	NA	PARTICIPANT	VISAYAS STATE UNIVERSITY
	UGAT CONFERENCE	11/07/2019	11/08/2019	NA	PARTICIPANT	VISAYAS STATE UNIVERSITY
	DATA PRIVACY WEBINAR	05/14/2020	05/14/2020	NA	PARTICIPANT	DICT REGIONAL OFFICE
	WEBINAR ON GOOGLE CLASSROOM	06/02/2020	06/04/2020	NA	PARTICIPANT	VISAYAS STATE UNIVERSITY
	WEBINAR ON MOODLE	06/24/2020	06/26/2020	NA	PARTICIPANT	VISAYAS STATE UNIVERSITY
	MGA DURUNGAWAN SA KULTURANG FILIPINO: A WEBINAR SERIES ON CULTURE-BASED EDUCATION	09/01/2020	10/31/2020	NA	PARTICIPANT	NATIONAL COMMISSION FOR CULTURE AND THE ARTS OF THE REPUBLIC OF THE PHILIPPINES
	KUMPERENSIYA SA ARLING PILIPINAS: WIKA, KULTURA, AT MIDYA (VIA ZOOM), PUBLIC CONFERENCE, FILIPINO DEPARTMENT, DE LA SALLE UNIVERSITY-MANILA	09/19/2020	09/19/2020	NA	PARTICIPANT	DE LA SALLE UNIVERSITY-MANILA
	FIRST VIRTUAL LOCAL STUDIES CONFERENCE (DE LA SALLE LIPA-CENTER FOR BATANGAS STUDIES)	10/23/2020	10/24/2020	NA	PAPER PRESENTER	DE LA SALLE LIPA-CENTER FOR BATANGAS STUDIES
	OF BOOKS AND PATHOGENS: SOUTHEAST ASIA IN THE EYES OF EMPIRE	11/07/2020	11/07/2020	NA	PARTICIPANT	DE LA SALLE UNIVERSITY-MANILA
	SUSTAINING RESEARCH EXCELLENCE AND PRODUCTION DURING THE 2020 PANDEMIC LOCKDOWNS, BUSINESS & SOCIAL SCIENCES CLUSTER	11/27/2020	11/27/2020	NA	PARTICIPANT	DE LA SALLE UNIVERSITY-MANILA
	2ND ANNUAL CONFERENCE OF THE UGNAYAN PANG-AGHAMTAO INC. (UGAT) VISAYAS REGIONAL CONFERENCE 2020	11/27/2020	11/28/2020	NA	PAPER PRESENTER	UGAT
	GETTING IT PUBLISHED: FROM THE ACADEME TO THE PUBIC: A GRADUATE STUDENTS FORUM	11/28/2020	11/28/2020	NA	PARTICIPANT	DE LA SALLE UNIVERSITY-MANILA
	SIGNIFYING FR. IGNACIO ALCINA'S BISAYAN ISLANDS IN THE 21ST CENTURY ONLINE HERITAGE LECTURE SERIES FOR THE QUINCENTENARY CELEBRATION	02/17/2021	02/17/2021	NA	PARTICIPANT	DEPARTMENT OF TOURISM
	2021 INTERNATIONAL MOTHER LANGUAGE CONFERENCE WITH THE THEME "MULTILINGUAL EDUCATION IN THE PANDEMIC AND IN TRANSITION: MAPPING THE	02/21/2021	03/20/2021	NA	PARTICIPANT	170+ TALAYTAYAN MLE, INC.
	TITLE: CORONAVIRUS VACCINE: ARE YOU WILLING TO TAKE THE SHOT?	02/23/2021	02/23/2021	NA	PARTICIPANT	VISAYAS STATE UNIVERSITY
	GENDER AND QUARANTINE PRODUCTIVITY, AN ONLINE CLOUD TAG WORKSHOP	03/14/2021	03/14/2021	NA	PARTICIPANT	UNIVERSITY OF SANTO TOMAS
	WOMEN AND PHENOMENOLOGY CLASS' INTERNATIONAL WEBINAR FEATURING SCHOLARY PHILOSOPHICAL PAPERS ON HEDWIG CONRAD-MARTIUS, EDITH STEIN, AND FOREST SUSTAINABILITY LAB, DE LA SALLE UNIVERSITY-THE DEPARTMENT OF LITERATURE	04/29/2021	04/29/2021	NA	PARTICIPANT	UNIVERSITY OF SANTO TOMAS
		06/05/2021	07/24/2021	NA	FELLOW	FOREST SUSTAINABILITY LAB AND DLABS, VISAYAS STATE UNIVERSITY
	UGNAYANG PANG-AGHAMTAO, INC (UGAT) ANTHROPOLOGICAL ASSOCIATION OF THE PHILIPPINES VISAYAS ONLINE FORUM	06/19/2021	06/19/2021	NA	PARTICIPANT	UGAT
	PAMBANSANG SEMINAR-WORKSYAP 2021: PAGTUTURO, PANANALIKSIK, AT WIKANG FILIPINO SA PANAHON NG NEW NORMAL, DE LA SALLE-MANILA, DEPARTAMENTO NG FILIPINO	06/23/2021	06/26/2021	NA	PAPER PRESENTER	DE LA SALLE UNIVERSITY-MANILA
	BUWAN NG WIKA 2021 NA MAY TEMANG FILIPINO AT MGA KATUTUBONG WIKANG DEKOLONISASYON NG PAG-IISIP NG MGA PILIPINO: KUMPERENSIYA BUWAN NG WIKA 2021 WIKANG MIDYA AT KULTURA	08/28/2021	08/28/2021	NA	PAPER PRESENTER	DE LA SALLE UNIVERSITY-MANILA
	UNDERSTANDING CORPUS LINGUISTIC	09/22/2021	09/22/2021	NA	PARTICIPANT	DLABS, VISAYAS STATE UNIVERSITY
	CHOOSING THE RIGHT JOURNAL FOR YOUR RESEARCH ARTICLES	10/05/2021	10/05/2021	NA	PARTICIPANT	ELSEVIER
	ANG GUBAT: PLAYWRIGHT WORKSHOP	10/29/2021	02/05/2022	NA	FELLOW	DE LA SALLE UNIVERSITY-MANILA
	THE LANGUAGE(S) OF THE LAW: GLOBAL ANALYSIS	11/27/2021		NA	PARTICIPANT	UNIVERSITY OF SANTO TOMAS
	CONFERENCE: 43RD ANNUAL CONFERENCE OF THE UGNAYANG PANG-AGHAMTAO INC. ANTHROPOLOGIES OF (DE)COLONIZATION AND BEYOND	12/07/2021	10/10/2021	NA	PAPER PRESENTER	UGAT
(Continue on separate sheet if necessary)						
VIII. OTHER DISTINCTIONS						
31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
	EXCELLENT COMMUNICATION SKILLS		NA		SACRED HEART CHARISMATIC COMMUNITY	
	WRITING		NA		BROTHERHOOD OF CHRISTIAN BUSINESSMEN AND PROFESSIONALS BAYBAY CHAPTER	
	ORGANIZING EVENTS		NA		NA	
	CANVA EDITING SKILLS		NA		NA	
	READING		NA		NA	
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	April 24, 2024	



<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>35. a. Have you ever been found guilty of any administrative offense?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>

41. REFERENCES (Person not related by consanguinity or affinity to applicant / appointee)		
NAME	ADDRESS	TEL. NO.
JETT C. QUEBEC	BURAUEN COMMUNITY COLLEGE, BURAUEN	0918-545-9928
JOYCE L. ARRIOLA	UNIVERSITY OF SANTO TOMAS, MANILA	3406-1611
MARIA VANESSA E. GABUNADA	VISYAS STATE UNIVERSITY, BAYBAY CITY	563-0371
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.		




MARY GRACE P. ENAYA

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc ).	
<i>PLEASE INDICATE ID Number and Date of Issuance</i>	
Government Issued ID:	University ID
ID/License/Passport No.:	V01097
Date/Place of Issuance:	July 2, 2019/Baybay City, Leyte

Signature (Sign inside the box)

April 24, 2024

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 09 MAY 2024, affiant exhibiting his/her validly issued government ID as indicated above.

1024  
 ATTY. RYAN E. 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: August 9, 2018-present
- Position: Instructor I
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences, Department of Arts, Languages, and Literature
- Immediate Supervisor: Guiraldo C. Fernandez, Jr., Jett C. Quebec, Maria Vanessa E. Gabunada
- Name of Agency/Organization and Location: Visayas State University, VSU, Visca, Baybay City, Leyte

- Summary of Actual Duties

- Served and participated in departmental and university events such as intramurals, graduation, and other activities
- Collaborated with the affiliated department in creating and revising syllabi for newly offered subjects
- Taught major and minor courses in the College of Education
- Wrote modules/learning guides for minor and major course of the department
- Wrote syllabi for the courses taught
- Prepared documents for the department's AACUP Level 1
- Served as the department's secretary
- Served as the chair of the department's Web Team Committee

- Duration: November 2013 – July 17, 2018
- Position: ESL Teacher
- Name of Office/Unit: Writing Department, Video Class Department
- Immediate Supervisor: Melisa Q. Avila, Rutchel Moceno
- Name of Agency/Organization and Location: Cebu International Mark & James Academe, Inc., Cebu City

- Summary of Actual Duties

- Responsible in correcting essays of South Korean students in elementary to college levels
- Responsible in administering entrance level tests
- Responsible in teaching speaking classes to South Korean students in elementary to college levels
- Responsible in teaching TOEFL speaking supplementary classes to South Korean high school students
- Responsible in handling debate supplementary classes to South Korean high school students
- Handled one writing group from November 2017 to July 2018



- Duration: June 26, 2013 - October 30, 2013
- Position: Public Teacher
- Name of Office/Unit: Ramon Duterte Night High School
- Immediate Supervisor: Rosemarie O. Novabos
- Name of Agency/Organization and Location: Ramon Duterte Night High School, Guadalupe Cebu City

- Summary of Actual Duties
  - Responsible in teaching the different facets of the English language to students from the first year to fourth year levels
  - Was an adviser to one section

- Duration: November 2011 – June 2013
- Position: ESL Teacher
- Name of Office/Unit: Writing Department
- Immediate Supervisor: Kristine Joy Amoin
- Name of Agency/Organization and Location: Cebu International Mark & James Academe, Inc., Cebu City

- Summary of Actual Duties
  - Responsible in correcting essays of South Korean students in elementary to college levels
  - Responsible in administering entrance level tests
  - Responsible in teaching speaking classes to South Korean students in elementary to college levels
  - Responsible in teaching TOEFL speaking supplementary classes to South Korean high school students
  - Responsible in handling debate supplementary classes to South Korean high school students

- Duration: April 2011 - July 2011
- Position: ESL Teacher
- Name of Office/Unit: Night Shift Department
- Immediate Supervisor: Dennis Barriga
- Name of Agency/Organization and Location: E-Access, Mango, Cebu City

- Summary of Actual Duties
  - Responsible in teaching Japanese students the different facets of the English language
  - Responsible in teaching Callan Method to Japanese students

  
MARY GRACE P. ENAYA  
 (Signature over Printed Name  
 of Employee/Applicant)  
 Date: April 24, 2024