## 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 1. CS ID No (Do not fill up. For CSC use only) JUANILLO NAME EXTENSION (JR., SR) NA KAY FIRST NAME MIDDLE NAME TEPAIT DATE OF BIRTH 16. CITIZENSHIP 1/3/1998 ▼ Filipino Dual Citizenship (mm/dd/yyyy) by birth by naturalization PLACE OF BIRTH BOGO CITY, CEBU Pls. indicate country: If holder of dual citizenship, please indicate the details. SEX Male Female Philippines ▼ Single ☐ Married 17 RESIDENTIAL ADDRES Gesulga Boarding House N/A CIVIL STATUS ☐ Widowed House/Block/Lot No. Street ☐ Separated N/A Pangasugan Other/s: Subdivision/Village Barangay BAYBAY LEYTE HEIGHT (m) 1.47 City/Municipalit Province WEIGHT (kg) ZIP CODE 58 6521 LEYTE 18. PERMANENT ADDRES N/A N/A **BLOOD TYPE** 0 House/Block/Lot No. Street N/A GAIRAN GSIS ID NO. 2005944689 Subdivision/V Barangay BOGO CEBU PAG-IBIG ID NO. 121237438191 Province PHILHEALTH NO 12-250730327-5 ZIP CODE SSS NO. 35-1256191-1 19. TELEPHONE NO. 14. TIN NO. 729-543-397 20. MOBILE NO. 09612403571 NHA VO2085 21, E-MAIL ADDRESS (if a kay.juanillo@vsu.edu.ph GOUT 10 SPOUSE'S SURNAME NA 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) FIRST NAME NA NA NA MIDDLE NAME NA OCCUPATION NA EMPLOYER/BUSINESS NAM NA **BUSINESS ADDRESS** NA TELEPHONE NO. NA FATHER'S SURNAME JUANILLO NAME EXTENSION (JR., SR) FIRST NAME JONATHAN MIDDLE NAME TUDIO MOTHER'S MAIDEN NAME SURNAME TEPAIT FIRST NAME IDA MIDDLE NAME BATERNA (Continue on separate sheet if necessary) PERIOD OF HIGHEST LEVEL SCHOLARSHIP/ NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE LEVEL ATTENDANCE (Write in full) ACADEMIC HONORS RECEIVED UNITS EARNED (Write in full) GRADUATED (if not graduated) From To SY 2004-SY 2009 ELEMENTARY BOGO CENTRAL SCHOLL II PRIMARY EDUCATION 2010 NA N/A 2005 2010 ST. LOUISE DEMARILLAC COLLEGE OF SY 2010-SY 2013 SECONDARY HIGH SCHOOL 2014 N/A 2011 2014 VOCATIONAL / N/A N/A N/A N/A NA N/A N/A TRADE COURSE VISAYAS STATE UNIVERSITY (MAIN SY 2014-SY 2017 COLLEGE AB ENGLISH LANGUAGE NA 2018 CUM LAUDE CAMPUS) 2015 2018 VISAYAS STATE UNIVERSITY (MAIN MASTER OF SCIENCE IN LANGUAGE SY 2018-SY 2021 NA 2022 N/A TEACHING CAMPUS) 2019 2022 GRADUATE STUDIES N/A N/A NIA NIA N/A NA NA SIGNATURE DATE June 26, 2023

CS FORM 212 (Revised 2017), Page 1 of 4

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LTNG Masterands, Visayas St	tate Univerity	8/1/2020	12/1/2020	20		Community Outreach	
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II. LEARNING AND DEVELOPMEN tart from the most recent L&D/training program						cutive/Managerial positions)	
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42nd Annual National Convention of Ca	ampus Advisers.	3/8/2023	3/11/2023	32.0	Convention	Philippine Association of Campus Student Advisers (PACSA), Inc	
nline Professional English Network's (Ol Grammar Communicatively Global Onli		1/10/2023	3/7/2023	64.0	Curriculum	Online Professional English Network's (OPEN)	
Beyond Filipiniana: Rediscovering Pre		10/23/2022	10/23/2022	3.0	Curriculum	Karakoa Productions	
The Learner Centered and Inclusive En	nglish Classroom	9/11/2022	9/11/2022	2.0	Curriculum	Language and Pedagogy	
Fundamentals of Language Ac	quisition	1/11/2022	1/11/2022	2.0	Curriculum	Language and Pedagogy	
Applied Research and Action F	Research	7/10/2021	7/10/2021	3.0	Curriculum	Institute of Global Professionals	
Building Bridges to the New I	Normal.	7/7/2021	7/7/2021	3.0	Curriculum	Institute of Global Professionals	
Empowerment of Women in the D	Digital Tech	7/7/2021	7/7/2021	3.0	Curriculum 000	Institute of Global Professionals	
Teaching Model with Multi-Ap	oproach 237	6/10/2021	6/10/2021	2.0	Curriculum	Institute of Global Professionals	
Multidisciplinary Reasarch and	4/25/2021	4/26/2021	4.0	Curriculum	Institute of Global Professionals		
Face to Fce Storytelling: Freedom to Sl Sensory Space	3/11/2021	3/11/2021	1.0	Curriculum	Teaching English British Council		
Modern Perspectives in Language, Litera	ture, and Education	4/25/2021	4/25/2021	2.0	Curriculum	Institute of Global Professionals	
Research and Statistics the E	asy Way	4/13/2021	4/13/2021	2.0	Curriculum	Institute of Global Professionals	
Language and Literaure in Global	I Unification	3/20/2021	3/20/2021	2.0	Curriculum	Institute of Global Professionals	
Educational Authentic Asses	sement	3/12/2021	3/12/2021	2.0	Curriculum	Institute of Global Professionals	
Research on English Language Teach	ing and Learning	6/26/2021	6/26/2021	3.0	Curriculum	Institute of Global Professionals	
nd International Conference on Philippin	8701 001 1	3/5/2018	5/5/2018	24.0	Curriculum	De La Salle University and Visayas State University	
Gender Sensitivity Training and Anti-S Orientation	exual Harassment	9/4/2018	9/4/2018	8.0	Curriculum	Visayas State University	
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31. SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)			MEMBERSHIP IN 33. ASSOCIATION/ORGANIZATION (Write in full)		
COMPUTER LITERATE	RESEARCH PUE	CH PUBICATION IN SALEE: STUDY OF APPLIED LINGUISTICS AND ENGLISH EDUCATION			VISAYAS STATE UNIVERSITY ALUMNI ASSOCIATION		
PHOTOGRAPHY	RESEARCH PUBICATION IN JETAL: A JOURNAL OF ENGLISH TEACHING AND APPLIED LINGUISTICS					Philippine Association of Campus Student Advisers	
WRITING	RESEARCH PUBICATION IN E-STRUCTURAL: ENGLISH STUDIES ON TRANSLATION, CULTURE, LITERATURE, AND LINGUISTICS  SECRETARIAT, WORKSHOP FOR THE TEACHING OF THE INTRODUCTION TO THE PHILOSOPHY OF THE HUMAN PERSON.						
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PAINTING	PUBICATION IN NOBEL: JOURNAL FOR LANGUAGE TEACHING AND LITERATURE EAKER, CAS-SSC LEADERSHIP TRAINING FINALIST, VSU LEADERSHIP AWARD						
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		/Continue o	on separate she	et if necessary	)		

4. Are you related by consanguinity or affinity to the appointing chief of bureau or office or to the person who has immediate	or recommending authority, or to the supervision over you in the Office.		,		
Bureau or Department where you will be apppointed,	7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7				
a. within the third degree?	☐ YES ☑ NO				
b. within the fourth degree (for Local Government Unit - Care	☐ YES E	☑ NO			
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5. a. Have you ever been found guilty of any administrative offer	ense?	☐ YES ☑ NO			
	on proves contain	If YES, give detail	S. 77 Masteronds, Vice		
b. Have you been criminally charged before any court?	A PROGRESS CONTRACTOR	□ YES	☑ NO		
b. Have you been criminally charged before any counts	If YES, give details:				
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	r es temporarios de la	Status of Case/s:			
6. Have you ever been convicted of any crime or violation of a	ny law, decree, ordinance or regulation	☐ YES	☑ NO		
by any court or tribunal?	If YES, give detail	s:			
7. Have you ever been separated from the service in any of the	e following modes: resignation	☐ YES	☑ NO		
retirement, dropped from the rolls, dismissal, termination, er	If YES, give detail				
out (abolition) in the public or private sector?	Tage 4				
a. Have you ever been a candidate in a national or local ele	☐ YES ☑ NO If YES, give details:				
Barangay election)?					
b. Have you resigned from the government service during th	☐ YES ☑ NO				
election to promote/actively campaign for a national or local		If YES, give details:			
<sub>39.</sub> Have you acquired the status of an immigrant or permanent	resident of another country?	□ YES:	☑ NO		
strassresm - sado O to akizini. I midusimi O	If YES, give details (country):				
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag	gna Carta for Disabled Persons (RA		Made a sugar a gradual		
7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972),		A Digital Task			
Are you a member of any indigenous group?	re you a member of any indigenous group?				
A standard Surger and a second multiplicate		If YES, please speci	fy:		
Are you a person with disability?	e you a person with disability?				
Are you a solo parent?		If YES, please specify ID No:  ☐ YES ☑ NO			
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41. REFERENCES (Person not related by consanguinity or affinity to applicant	1.1 1.1 1.1 1.1 1.1 1.1 1.1 1.1 1.1 1.1	ones <sup>perio</sup>	old all		
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RUBEN BALOTOL JR.	VISCA, BAYBAY CITY	9153646119	molficial molficial		
42. I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertine Philippines. I authorize the agency head/authorized repre I agree that any misrepresentation made in this doc administrative/criminal case/s against me.	ent laws, rules and regulations of the esentative to verify/validate the content	Republic of the s stated herein.	KAY T. JUANILLO, PHOTO		
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)					
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## **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 2022 April 2022
- Position: Instructor I
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Dr. Jett C. Quebec
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - Taught Humanities, Literature, and Communication courses.
    - o Actively participated in different department/ college/university activities...
    - Revised activities and lessons for Humn12n, Humn11, Humn15n, and Comm11 to better fit the needs of learners.
    - Attended seminars and workshops to better improve performance in delivering quality learning and in attending to the duties and responsibilities assigned by heads.
    - Served as AB English Language Studies Society Adviser, ABELS Alumni Communicator, and member of the department socio-cultural committee.

Summary of Actual Duties

- Responsible in teaching college students in the field of Arts, Communication, and Literature; performs tasks assigned by the head and other university authorities; submits reports and other papers asked by the department, college, the university, and/or other governing bodies.
- Duration: September 2021 July 2022
- Position: Instructor I
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Dr. Jett C. Quebec
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - Taught Humanities, Literature, and Communication courses.
    - Actively participated in different department/ college/university activities...
    - Revised activities and lessons for Humn12n, Humn11, Humn15n, and Comm11 to better fit the needs of learners.
    - Attended seminars and workshops to better improve performance in delivering quality learning and in attending to the duties and responsibilities assigned by heads.
  - Summary of Actual Duties
    - Responsible in teaching college students in the field of Arts, Communication, and Literature; performs tasks assigned by the head and other university authorities; submits reports and other papers asked by the department, college, the university, and/or other governing bodies.

- Duration: August 2022 February 2023
- Position: Substitute Instructor I
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Dr. Jett C. Quebec
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - o Taught Humanities, Literature, and Communication courses.
    - Actively participated in different department/ college/university activities.
    - Designed and revised a number of course syllabi and instructional materials to fit the synchronous/asynchronous classes.
    - Revised the Learning Guide for Humn12, Humn11, Humn15n, Comm11 and Litr001 to better fit remote learning.
    - Attended seminars to innovate strategies for improved effectiveness and be familiarization on how to deliver the topics to the students through online and modular ways.

Summary of Actual Duties

- Responsible in teaching college students in the field of Arts, Communication, and Literature; performs tasks assigned by the head and other university authorities; submits reports and other papers asked by the department, college, the university, and/or other governing bodies.
- Duration: August 2020 June 2021
- Position: Part-Time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Dr. Jett C. Quebec
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - o Taught Humanities courses.
    - o Actively participated in different department/ college/university activities.
    - Designed and revised a number of course syllabi and instructional materials to fit the synchronous/asynchronous classes.
    - Published a research paper in Journal of English Teaching and Applied Linguistics (JETAL)
    - o Revised the Learning Guide for Humn12 and Litr00 to better fit remote learning.
    - Attended seminars to innovate strategies for improved effectiveness and be familiarization on how to deliver the topics to the students through online and modular ways.
  - Summary of Actual Duties
    - Responsible in teaching college students in the field of Arts and Humanities,; performs tasks assigned by the head and other university authorities; submits reports and other papers asked by the department, college, the university, and/or other governing bodies.
- Duration: August 2020 February 2021
- Position: Part-Time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Dr. Jett C. Quebec
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - Taught Humanities/Literature/English subjects.

- Designed and revised a number of course syllabi and instructional materials.
- Published a research paper in E-Structural (English Studies on Translation, Culture, Literature, and Linguistics)
- Designed and revised a number of course syllabi and instructional materials to fit the synchronous/asynchronous classes.
- Written a Learning Guide for Humn12 and Litr00.
- Attended seminars to innovate strategies for improved effectiveness and be familiarization on how to deliver the topics to the students through online and modular ways.

## Summary of Actual Duties

- Responsible in teaching college and senior high school students in the field of Communication, Humanities, and Literature; performs tasks assigned by the head and other university authorities; submits reports and other papers asked by the department, college, the university, and/or other governing bodies.
- Duration: August 2018 May 2020
- Position: Part-Time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Prof. Guiraldo C. Fernandez
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - o Taught Communication, Literature, Social Science and Humanities subjects.
    - Actively participated in different department/ college/university activities.
    - Designed and revised a number of course syllabi and instructional materials.
    - o Attended seminars and trainings conducted inside the university.
    - Published a research paper in Nobel Journal of Language and Literature

## Summary of Actual Duties

 Responsible in teaching college students in the fields of Social Science and Humanities; performs tasks assigned by the head and other university authorities; submits reports and other papers asked by the department, college, the university, and/or other governing bodies.

KAY T. JUANILLO
(Signature over Printed Name of Employee/Applicant) h
Date: \_\_\_June 27, 2023