

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)	
I. PERSONAL INFORMATION					
SURNAME	JUANILLO				
FIRST NAME	KAY			NAME EXTENSION (JR., SR) NA	
MIDDLE NAME	TEPAIT				
DATE OF BIRTH (mm/dd/yyyy)	1/3/1998	16. CITIZENSHIP		<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	
PLACE OF BIRTH	BOGO CITY, CEBU	If holder of dual citizenship, please indicate the details.		<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization	
SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female			Pls. indicate country: Philippines	
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		Gesulga Boarding House N/A	
HEIGHT (m)	1.47			House/Block/Lot No. Street	
WEIGHT (kg)	58	ZIP CODE		N/A Pangasugan	
BLOOD TYPE	O			Subdivision/Village Barangay	
GSIS ID NO.	2005944689			BAYBAY LEYTE	
PAG-IBIG ID NO.	121237438191			City/Municipality Province	
PHILHEALTH NO.	12-250730327-5	18. PERMANENT ADDRESS		N/A N/A	
SSS NO.	35-1256191-1			House/Block/Lot No. Street	
14. TIN NO.	729-543-397			N/A GAIRAN	
		19. TELEPHONE NO.		N/A	
				Subdivision/Village Barangay	
				BOGO CEBU	
				City/Municipality Province	
		20. MOBILE NO.		6010	
		21. E-MAIL ADDRESS (if any)		kay.juanillo@vsu.edu.ph	

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			
FATHER'S SURNAME	JUANILLO			
FIRST NAME	JONATHAN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	TUDIO			
MOTHER'S MAIDEN NAME				
SURNAME	TEPAIT			
FIRST NAME	IDA			
MIDDLE NAME	BATERNA			

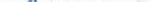
LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	BOGO CENTRAL SCHOLL II	PRIMARY EDUCATION	SY 2004-2005	SY 2009-2010	NA	2010	N/A
SECONDARY	ST. LOUISE DEMARILLAC COLLEGE OF BOGO	HIGH SCHOOL	SY 2010-2011	SY 2013-2014	NA	2014	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	NA	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY (MAIN CAMPUS)	AB ENGLISH LANGUAGE	SY 2014-2015	SY 2017-2018	NA	2018	CUM LAUDE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY (MAIN CAMPUS)	MASTER OF SCIENCE IN LANGUAGE TEACHING	SY 2018-2019	SY 2021-2022	NA	2022	N/A
	N/A	N/A	N/A	N/A	N/A	NA	NA

SIGNATURE		DATE	
		June 26, 2023	

[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	June 26, 2023
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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			
	LTNG Masterands, Visayas State Univerity	8/1/2020	12/1/2020	20	Community Outreach	
	LTNG Masterands, Visayas State Univerity	8/1/2019	12/1/2019	20	Community Outreach	
	LT 217 Masterands, Visayas State Univerity	1/1/2019	6/1/2019	20	Community Outreach	
	LT 212 Masterands, Visayas State Univerity	8/1/2018	12/1/2018	8	Community Outreach	
	Tau Omega Mu	12/13/2018	12/13/2018	12	Medical Mission	
	Farmers and Fisherfolks	5/28/2018	5/28/2018	6	Service	
	College of Arts and Science-Supreme Student Council	12/7/2017	12/7/2017	12	Community Outreach	
(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			
	42nd Annual National Convention of Campus Advisers.	3/8/2023	3/11/2023	32.0	Convention	Philippine Association of Campus Student Advisers (PACSA), Inc
	Online Professional English Network's (OPEN) 2023 Teaching Grammar Communicatively Global Online Course (GOC)	1/10/2023	3/7/2023	64.0	Curriculum	Online Professional English Network's (OPEN)
	Beyond Filipiniana: Rediscovering Precolonial Visayan Fashion	10/23/2022	10/23/2022	3.0	Curriculum	Karaoke Productions
	The Learner Centered and Inclusive English Classroom	9/11/2022	9/11/2022	2.0	Curriculum	Language and Pedagogy
	Fundamentals of Language Acquisition	1/11/2022	1/11/2022	2.0	Curriculum	Language and Pedagogy
	Applied Research and Action Research	7/10/2021	7/10/2021	3.0	Curriculum	Institute of Global Professionals
	Building Bridges to the New Normal.	7/7/2021	7/7/2021	3.0	Curriculum	Institute of Global Professionals
	Empowerment of Women in the Digital Tech	7/7/2021	7/7/2021	3.0	Curriculum	Institute of Global Professionals
	Teaching Model with Multi-Approach	6/10/2021	6/10/2021	2.0	Curriculum	Institute of Global Professionals
	Multidisciplinary Reasarch and Teaching	4/25/2021	4/26/2021	4.0	Curriculum	Institute of Global Professionals
	Face to Fce Storytelling: Freedom to Share Physical and Sensory Space	3/11/2021	3/11/2021	1.0	Curriculum	Teaching English British Council
	Modern Perspectives in Language, Literature, and Education	4/25/2021	4/25/2021	2.0	Curriculum	Institute of Global Professionals
	Research and Statistics the Easy Way	4/13/2021	4/13/2021	2.0	Curriculum	Institute of Global Professionals
	Language and Literaure in Global Unification	3/20/2021	3/20/2021	2.0	Curriculum	Institute of Global Professionals
	Educational Authentic Assesement	3/12/2021	3/12/2021	2.0	Curriculum	Institute of Global Professionals
	Research on English Language Teaching and Learning	6/26/2021	6/26/2021	3.0	Curriculum	Institute of Global Professionals
	2nd International Conference on Philippine and Asian Studies	3/5/2018	5/5/2018	24.0	Curriculum	De La Salle University and Visayas State University
	Gender Sensitivity Training and Anti-Sexual Harassment Orientation	9/4/2018	9/4/2018	8.0	Curriculum	Visayas State University
(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)		
	COMPUTER LITERATE	RESEARCH 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				
	COOKING	SECRETARIAT, WORKSHOP FOR THE TEACHING OF THE INTRODUCTION TO THE PHILOSOPHY OF THE HUMAN PERSON.				
	PAINTING	RESEARCH PUBICATION IN NOBEL: JOURNAL FOR LANGUAGE TEACHING AND LITERATURE				
		SPEAKER, CAS-SSC LEADERSHIP TRAINING				
		FINALIST, VSU LEADERSHIP AWARD				
(Continue on separate sheet if necessary)						
SIGNATURE		DATE		June 26, 2023		

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 type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<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: _____

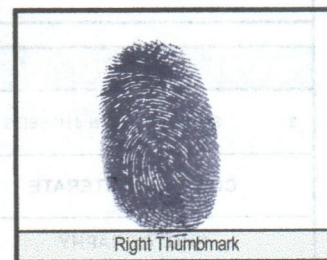
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
JETT QUEBEC	TACLOBAN, LEYTE	9082713404
SEREGENA RUTH L. MARTINEZ	VISCA, BAYBAY CITY	053-565-0600 loc. 1028
RUBEN BALOTOL JR.	VISCA, BAYBAY CITY	9153646119
42. I declare under oath that I have 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.		



KAY T. JUANILLO
PHOTO

Government Issued ID (I.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID:	TIN
ID/License/Passport No.:	729-543-397
Date/Place of Issuance:	9/07/2018, ORMOC CITY

Signature (Sign inside the box)	
June 26, 2023	
Date accomplished	



SUBSCRIBED AND SWORN to before me this 12 JUL 2023, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
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 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.
 - 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.

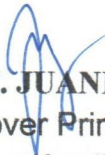
- Duration: August 2022 – February 2023
- Position: Substitute Instructor I
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Dr. Jett C. Quebec
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - 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)
 - Taught Humanities 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.
 - Published a research paper in Journal of English Teaching and Applied Linguistics (JETAL)
 - 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)
 - 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.
 - 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