

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	TUBIGAN		
FIRST NAME	PRECIOUS ELAINE		NAME EXTENSION (JR., SR)
MIDDLE NAME	DICHOSA		
3. DATE OF BIRTH (mm/dd/yyyy)	8/18/1993	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	TACLOBAN CITY, 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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.67 METERS	ZIP CODE	6521
8. WEIGHT (kg)	64 KGS		
9. BLOOD TYPE	B	18. PERMANENT ADDRESS	AVENIDA RIZAL ST. House/Block/Lot No. Street B/TO Subdivision/Village Barangay ABUYOG LEYTE City/Municipality Province
10. GSIS ID NO.		ZIP CODE	6510
11. PAG-IBIG ID NO.	121125335235		
12. PHILHEALTH NO.	13-050162331-9		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	457-783-098	20. MOBILE NO.	09354154471/09611558498
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	tpreciouselaine93@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	TUBIGAN			
FIRST NAME	NECESIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ADTOON			
25. MOTHER'S MAIDEN NAME				
SURNAME	DICHOSA			
FIRST NAME	MA. THERESA			
MIDDLE NAME	ARCA			

(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	B.V. CLOSA CENTRAL SCHOOL	GRADE 1-GRADE 6	2000	2006	N/A	2006	4TH HONORABLE MENTION
SECONDARY	NOTRE DAME OF ABUYOG	1ST YEAR-4TH YEAR	2006	2010	N/A	2010	5TH HONORABLE MENTION
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	
COLLEGE	LEYTE NORMAL UNIVERSITY	BACHELOR IN SECONDARY EDUCATION- ENGLISH	2010	2014	N/A	2014	SUN LAUDE, ACADEMIC EXCELLENCE IN ENGLISH
GRADUATE STUDIES	CEBU NORMAL UNIVERSITY	MASTER OF ARTS IN EDUCATION MAJOR IN ENGLISH LANGUAGE TEACHING	2016	PRESENT	N/A	N/A	K to 12 Transition Program (Local) Scholarship

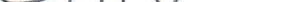
(Continue on separate sheet if necessary)

SIGNATURE		DATE	JULY 31, 2019
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	JULY 31, 2019
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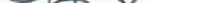
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	DOG VACCINATION IN THE LGU OF ABUYOG, DEPARTMENT OF AGRICULTURE	00/002014		5 HRS	VOLUNTEER
	NEW LIFE TACLOBAN	06/00/2016	12/00/17		VOLUNTEER
	PHILIPPINE BIBLE SOCIETY(TRANSLATION PROJECT)	09/00/16	5/00/17	8 HRS/DAY	SECRETARY
	PHILIPPINE BIBLE SOCIETY 2017 BIBLE SURVEY	05/00/17	5/00/17		ENUMERATOR


VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

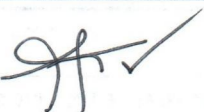
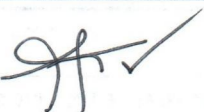
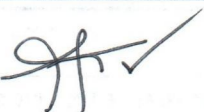



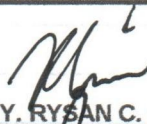
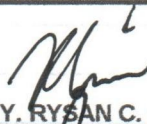
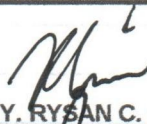
VIII. OTHER INFORMATION

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SIGNATURE		DATE	JULY 31, 2019
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JULY 31, 2019

<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>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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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>														
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 35%;">NAME</th><th style="width: 35%;">ADDRESS</th><th style="width: 30%;">TEL. NO.</th></tr></thead><tbody><tr><td>MICHAEL CARLO C. VILLAS</td><td>BRGY. BARAS, PALO LEYTE</td><td>9173041576</td></tr><tr><td>RHODORA A. BANDE</td><td>BRGY. MARCOS, BAYBAY LEYTE</td><td>9503732967</td></tr><tr><td>ORLANDO P. VINCULADO JR.</td><td>PATERNO ST. TACLOBAN CITY</td><td>9171036113</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	MICHAEL CARLO C. VILLAS	BRGY. BARAS, PALO LEYTE	9173041576	RHODORA A. BANDE	BRGY. MARCOS, BAYBAY LEYTE	9503732967	ORLANDO P. VINCULADO JR.	PATERNO ST. TACLOBAN CITY	9171036113		
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<p>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.</p>															
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td></tr><tr><td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID:</td><td>PASSPORT ID</td></tr><tr><td>ID/License/Passport No.:</td><td>EC0429164</td></tr><tr><td>Date/Place of Issuance:</td><td>VSU, Visca, Baybay 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:	PASSPORT ID	ID/License/Passport No.:	EC0429164	Date/Place of Issuance:	VSU, Visca, Baybay City, Leyte	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="text-align: center; height: 80px;"></td></tr><tr><td style="text-align: center;">Signature (Sign inside the box)</td></tr><tr><td style="text-align: center;">JULY 31, 2019</td></tr><tr><td style="text-align: center;">Date Accomplished</td></tr></table>		Signature (Sign inside the box)	JULY 31, 2019	Date Accomplished
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Right Thumbmark															
<p>SUBSCRIBED AND SWORN to before me this <u>19 AUG 2019</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 20px;"><tr><td style="text-align: center; height: 60px;"></td></tr><tr><td style="text-align: center;">ATTY. RYSAN C. GUINOCOR</td></tr><tr><td style="text-align: center;">Person Administering Oath</td></tr></table>			ATTY. RYSAN C. GUINOCOR	Person Administering Oath											
															
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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: January 10, 2019-May 31, 2019
- Position: Instructor I (Substitute)
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Dr. 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, Humanities and Literature subjects
 - Designed and revised a number of course syllabi and instructional materials
 - Publish poems in literary anthologies
- Summary of Actual Duties
 - Responsible for conducting classes in Technical Writing, Art Appreciation Classes, World Literature classes, and responsible for developing course syllabi, checked and graded students' outputs
 - Submitted grades and other requirements

- Duration: August 2018-December 2018
- Position: Part-time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor(s): Dr. 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 Speech Communication and Literature subjects
 - Designed and revised a number of course syllabi and instructional materials
 - Participated in DLABS and other activities in the university (LITMUS-Intramurals)
 - Attended as an evaluator of a creative writing workshop (15th Lamiraw) organized by the Katig Writers Network Inc. in partnership with Visayas State University
 - Received the 14th Chito S. Rono 1st Prize for Poetry
- Summary of Actual Duties
 - Responsible for conducting classes in Speech Communication, 21st Century Literature, and World Literature classes, and responsible for developing course syllabi, checked and graded students' outputs
 - Perform tasks 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: November 2017-February 2018
- Position: English as a Second Language (ESL) teacher
- Name of Office/Unit: Day Shift
- Immediate Supervisor(s):
 - Name of Agency/Organization and Location: Golden Great Peak English Inc. (Native Camp), Unit 3 ABC, 3rd floor JDN Square, P. Remedio St., Banilad, Cebu City
 - List of Accomplishments and Contributions (if any)
 - Taught English as a Second Language online to Japanese students from different age groups
 - Summary of Actual Duties
 - Responsible for conducting classes online for five hours for six days a week
 - Join an online training every month with Stephane Urtizberea to earn teaching badges
- Duration: September 2016-February 2017
- Position: Project Secretary
- Name of Office/Unit: Waray Translation Team
- Immediate Supervisor(s): Mary Jean Coloma and Liezel Ocampo
- Name of Agency/Organization and Location: Philippine Bible Society, 890 United Nations Ave, Ermita, Manila, 1000 Metro Manila
- List of Accomplishments and Contributions (if any)
 - Worked as a secretary of three translation themes (Western Waray Team, Eastern Waray Team and Northern Samar Waray Team)
 - Worked with the main office in Manila for the translation efforts
 - Attended the final meeting and consultations for the three teams headed by the consultants from the main office
 - Helped launched the New Testament of Western, Eastern and Northern Popular Versions
- Summary of Actual Duties
 - Consolidated and organized documents for three translation teams and the main office
 - Manning the office and support the teams during consultation meetings
 - Preparing narrative and liquidation reports to be sent to the main office
- Duration: June 2015- May 2016
- Position: Part-time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor(s): Annie P. Gravoso
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Taught English, Humanities and Social Sciences subjects
 - Designed and revised a number of course syllabi and instructional materials
 - Attended the 12th Lamiraw Creative Writing Workshop

- Summary of Actual Duties
 - Responsible for conducting classes in Study and Thinking Skills, Writing in the Discipline, Philippine History and Riza., Art Appreciation Classes, classes,
 - Responsible for developing course syllabi, checked and graded students' outputs
 - Perform tasks 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: June 2014-March 2015
- Position: Teacher
- Name of Office/Unit: English Unit
- Immediate Supervisor(s): Sr. Marilou I. Remandaban
- Name of Agency/Organization and Location: Notre Dame of Abuyog, Brgy. Buntay, Abuyog Leyte
- List of Accomplishments and Contributions (if any)
 - Taught Grade VIII and Fourth Year High School Students
 - Served as an adviser of the Grade VIII pilot class
 - Served as the Secretary of the Faculty Development Club
 - Served as the Moderator of the Handani (NDA Newspaper)
 - Participated in other activities of the school
- Summary of Actual Duties
 - Responsible for conducting classes for Grade 8 (3 classes) and Fourth Year (3 classes) students
 - Responsible for developing daily learning plans,
 - Checked and graded students' outputs
 - Submit grades and accomplishing other necessary requirements
 - Compute the grades of honor students
 - Perform tasks assigned by the principal
 - Prepared minutes of meeting
 - Helped the Handani (Newspaper) be published


PRECIOUS ELAINE D. TUBIGAN

(Signature over Printed Name
of Employee/Applicant)

Date: 08/01/2019