	PERSU	NAL DATA	3HE	ET				
concerned.	ion made in the Personal Data Sheet and the				ve/criminal case/s ag	gainst the pers	son	
READ THE ATTACHED GUIDE T	O FILLING OUT THE PERSONAL DATA SHEE in and use separate sheet if necessary. Indicate N	T (PDS) BEFORE ACCOMPLISHI	NG THE PDS F	ORM.	ło.	(Do not fill up. Fo	or CSC use only	
Print legibly. Tick appropriate boxes (PERSONAL INFORMATION		A il lioi applicable. Do NOT ABBRE						
2 SURNAME	TUBIGAN							
FIRST NAME	PRECIOUS ELAINE				NAME EXTENSION (JR	, SR)		
MIDDLE NAME	DICHOSA							
3. DATE OF BIRTH	8/18/1993	16. CITIZENSHIP	✓ Filipino Dual Citizenship					
(mm/dd/yyyy)			J Hilpino		by naturalization			
4. PLACE OF BIRTH	TACLOBAN CITY, LEYTE	If holder of dual citizenship,			Pls. indicate o	country:		
5. SEX	Male Female	please indicate the details.	Phil	ppines				
6 CIVIL STATUS	✓ Single Married	17. RESIDENTIAL ADDRESS						
6 CIVIL STATUS	Widowed Separated	e en la more i cum de la la major de la ma	House/Bloc	k/Lot No.		Street GUADALUPE		
APART TO THE PERSON OF THE PER	Other/s:	CONTRACTOR OF THE STREET	Subdivision/Village BAYBAY			Barangay LEYTE		
7. HEIGHT (m)	1.67 METERS		City/Mun			Province		
8. WEIGHT (kg)	64 KGS	ZIP CODE			6521	54//DA 6/71/ 1=		
9. BLOOD TYPE	В	18. PERMANENT ADDRESS	House/Bloo	k/Lot No.	AV	ENIDA RIZAL ST. Street		
10. GSIS ID NO.			Subdivisio			BITO Barangay		
11. PAG-IBIG ID NO.	121125335235	TATE BALASSY SEARS	Subdivision/Village ABUYOG			LEYTE		
12. PHILHEALTH NO.	13-050162331-9	ZIP CODE	City/Municipality 6510			Province		
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			l.com		
II. FAMILY BACKGROUND								
22. SPOUSE'S SURNAME	N/A	23.1	NAME of CHILDRE	Write full name	and list all)	DATE OF BIRT	TH (mm/dd/yyy)	
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						And the Publisher of th	
24. FATHER'S SURNAME	TUBIGAN				***			
FIRST NAME	NECESIO	NAME EXTENSION (JR, SR)						
MIDDLE NAME	ADTOON						41 100 100	
25. MOTHER'S MAIDEN NAME								
SURNAME	DICHOSA							
FIRST NAME	MA. THERESA						THE RESERVE AND	
MIDDLE NAME	ARCA			(Continue d	n separate sheet if nece	ssary)		
III. EDUCATIONAL BACKG	ROUND							
	NAME OF SCHOOL	BASIC EDUCATION/DEGREE/CC	SOI WE	OD OF ATTENDAN	UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHI ACADEMIC HONORS RECEIVED	
26. LEVEL	(Write in full)	(vvine nitur)			The second secon			
26. LEVEL ELEMENTARY		GRADE 1-GRADE 6		000 200	6 N/A	2006	4TH HONORABLE MENTION	
LEVEL	(Write in full)		2			2006	MENTION	
ELEMENTARY SECONDARY VOCATIONAL /	(Write in full) B.V. CLOSA CENTRAL SCHOOL	GRADE 1-GRADE 6	2	000 200) N/A		5TH HONORABLE	
ELEMENTARY SECONDARY	(Write in full) B.V. CLOSA CENTRAL SCHOOL NOTRE DAME OF ABUYOG	GRADE 1-GRADE 6 1ST YEAR-4TH YEAR	2 2 1	000 200 006 201	N/A N/A	2010	MENTION 5TH HONORABLE	

SIGNATURE

DATE

IV. CIVIL S	ERVICE ELIGIBI	ILITY							
	SPECIAL LAWS		RATING (If Applicable)	DATE OF EXAMINATION /	ION / CONFERMENT		LICENSE (if ap	Date of	
BARANGAY ELIGIBILITY / DRIVER'S LICENSE (IT Applicable)			CONFERMENT		PRODUCTION OF			Validity	
LICENSURE EXAMINATION FOR PROFESSIONAL TEACHERS				3/1/2015 PRC TACL		OBAN CITY		001405036	
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			(Co	ontinue on separate sheet	if necessary)		Manager Control		
	EXPERIENCE								
	vate employment. USIVE DATES	Start from your recent	work) Descripti	on of duties should b	e indicated in the attache	d Work Ex	SALARY/ JOB/ PAY	t Marie	
100 Z 40 L 100 Z 100 L 100 Z	nm/dd/yyyy)	POSITION TIT (Write in full/Do not a			ENCY / OFFICE / COMPANY /Do not abbreviate)	MONTHLY SALARY	GRADE (if applicable)& STEP (Format "00-0")/	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/N)
From	То		PLE TO STATE OF THE PROPERTY OF				INCREMENT	SUBSTITUTE	
10/1/2019	07/31/2019				S STATE UNIVERSITY	22000.00		INSTRUCTOR	Y
10/8/2017	12/17/2018	PART-TIME INSTRUCTOR		DLABS, VISAYA	11000.00		CONTRACTUAL	Y	
4/6/2015	05/17/2016				S STATE UNIVERSITY	10000.00		CONTRACTUAL	Y
06/00/2014	03/00/2015	TEACHE			ME OF ABUYOG IGN LANGUAGES THAI	7000.00		REGULAR	N
3/00/14	05/00/14	PRACTICE TEA		NGUYEN UNI	VERSITY, VIETNAM			INTERN	
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SIGN	IATURE	7	1		DATE		JULY 31	2019 S FORM 212 (Revised 2)	017), Page 2 of

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VI. VÖLUNTARY WORK OR INVOLVEMENT IN C	IVIC / NON-GOVERNMENT / I	PEOPLE / VO	LUNTARY OF	RGANIZATION/S			
29. NAME & ADDRESS OF ORGANIZATION (Write in full)			IVE DATES dd/yyyy) To	NUMBER OF HOURS		POSITION / NATURE OF WORK	
DOG VACCINATION IN THE LGU OF ABUYOG, DEPARTMENT OF AGRICULTURE		00/002014	111, 180	5 HRS	VOLUNTEER		
NEW LIFE TACLOBAN			12/00/17		VOLUNTEER		
PHILIPPINE BIBLE SOCIETY(TRANSLATION PROJECT)			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) INTI	ERVENTIONS/TRAINING PRO		TENDED		aneriai nosilionsi	THE COURT OF THE PARTY OF THE	
Start from the most recent L&D/training program and include o	nly the relevant L&D training taken for	INCLUSIN	/E DATES OF	Chien Executive mark	Type of LD		
30. TITLE OF LEARNING AND DEVELOPMENT INTERVIE (Write in full)	ENTIONS/TRAINING PROGRAMS		enDance /dd/yyyy)	NUMBER OF HOURS	(Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
15TH LAMIRAW CEATIVE WRITING WORKSHOP		8/10/2018	8/12/2018		EVALUATOR	KATIG WRITERS NETWORK INC	
PAPER PRESENTATION AT LEYTE NORMAL UNIVERSIT	Y and I have	9176 172	ALTE VI		PRESENTOR	LEYTE NORMAL UNIVERSITY	
12TH LAMIRAW CREATIVE WRITING WORKSHOP		12/3/2015	12/5/2015		WRITING FELLOW	KATIG WRITERS NETWORK INC	
ryance,	2. 80% ST 7						
		2131210711					
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	Co	entinue on separat	te sheet if necess	ary)	y is Ar		
VIII. OTHER INFORMATION				em (Constitution)			
31. SPECIAL SKILLS and HOBBIES	32. NO	N-ACADEMIC DIS	TINCTIONS / REC	OGNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATIO (Write in full)	
ASPIRING WRITER	AWARDEE OF T	HE CHITO S. F	RONO 1ST PR	IZE FOR POETR	Y	KATIG WRITERS NETWORK INC	
	to the state of th						
	graphical services and a supplication of the services of the s	The second second	0117	A A			
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4							
	(Cc	ontinue do separa	te sheet if neces:	ary)			

34. /	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,	and the second s				
	Bureau or Department where you will be apppointed,	ZBAT					
	a. within the third degree?	YES NO					
-	o, within the fourth degree (for Local Government Unit - Care	YES NO If YES, give details:	*				
35.	a. Have you ever been found guilty of any administrative offe	ense?	YES NO				
		If YES, give details:					
Sweet the con-	b. Have you been criminally charged before any court?	☐ YES ☑ NO If YES, give details: Date Filed: Status of Case/s:					
	Have you ever been convicted of any crime or violation of ar any court or tribunal?	ny law, decree, ordinance or regulation by	YES VIONO If YES, give details:				
	Have you ever been separated from the service in any of the retirement, dropped from the rolls, dismissal, termination, en (abolition) in the public or private sector?	☐ YES ☑ NO If YES, give details:					
	a. Have you ever been a candidate in a national or local ele- Barangay election)?	☐ YES ☑ NO If YES, give details:					
	 b. Have you resigned from the government service during the election to promote/actively campaign for a national or local 	YES INO					
39.	Have you acquired the status of an immigrant or permanent	☐ YES ☑ NO If YES, give details (country):					
a. b.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), Are you a member of any indigenous group? Are you a person with disability? Are you a solo parent?		☐ YES ☑ NO If YES, please specify: ☐ YES ☑ NO If YES, please specify ID No: ☐ YES ☑ NO If YES, please specify ID No:				
41.	REFERENCES (Person not related by consanguinity or affinity to applicant	/appointee)					
	NAME	ADDRESS	TEL. NO.				
	MICHAEL CARLO C. VILLAS	BRGY. BARAS, PALO LEYTE	9173041576				
	RHODORA A. BANDE	BRGY. MARCOS, BAYBAY LEYTE	9503732967	4.			
	ORLANDO P. VINCULADO JR.	PATERNO ST. TACLOBAN CITY	9171036113				
	I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertin Philippines. I authorize the agency head/authorized represe agree that any misrepresentation made in this docu administrative/criminal case/s against me.	ent laws, rules and regulations of the entative to verify/validate the contents state	Republic of the ad herein.	LAINE D. TUBIGAN			
PL	evernment Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) EASE INDICATE ID Number and Date of Issuance	Sty					
Go	vernment Issued ID: PASSPORT ID		K- */K				
-	License/Passport No.: EC0429164	Signature (Sign inside the b	ox)				
Da	te/Place of Issuance: VSU, Visca, Baybay City, Leyte	Date Accomplished	Righ	nt Thumbmark			
	SUBSCRIBED AND SWORN to before me this	AUG 2019 , affiant exhibiti	ng his/her validly issued government ID as in	ndicated above.			
		ATTY. RYSAN C. GUINO Person Administering Oat					

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
 - o 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)
 - o 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
 - o 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)
 - o 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
 - o 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
 - o Helped the Handani (Newspaper) be published

PRECIOUS ELAINE D. TUBIGAN

(Signature over Printed Name of Employee/Applicant)

Date: 08/01/2019