

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 if accomplished through own handwriting. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

I. PERSONAL INFORMATION

1. SURNAME	CAVITE		
2. FIRST NAME	NEIL MICHAEL	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	MOLATO		
3. DATE OF BIRTH (dd/mm/yyyy)	07/05/2000	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BAYBAY CITY	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX AT BIRTH	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Pls. indicate country:
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Philippines
7. HEIGHT (m)	1.57 m	350	PUROK 3
8. WEIGHT (kg)	59 kg	House/Block/Lot No.	Street
9. BLOOD TYPE	O+	Subdivision/Village	BONTOC
10. UMID ID NO.	N/A	HINDANG	LEYTE
11. PAG-IBIG ID NO.	121348998581	City/Municipality	Province
12. PHILHEALTH NO.	132505204127	ZIP CODE	6523
13. PhilSys Number (PSN):	5631-2504-6582-4801	18. PERMANENT ADDRESS	350
14. TIN NO.	778-262-699	House/Block/Lot No.	PUROK 3
15. AGENCY EMPLOYEE NO.	N/A	Subdivision/Village	BONTOC
16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	HINDANG	LEYTE
17. RESIDENTIAL ADDRESS	350	City/Municipality	Province
18. PERMANENT ADDRESS	350	ZIP CODE	6523
19. TELEPHONE NO.	N/A	20. MOBILE NO.	09480360804
20. MOBILE NO.	09480360804	21. E-MAIL ADDRESS (if any)	neilmichael.cavite@vsu.edu.ph
21. E-MAIL ADDRESS (if any)	neilmichael.cavite@vsu.edu.ph		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (dd/mm/yyyy)
FIRST NAME	N/A	N/A	N/A
MIDDLE NAME	N/A	N/A	N/A
OCCUPATION	N/A	N/A	N/A
EMPLOYER/BUSINESS NAME	N/A	N/A	N/A
BUSINESS ADDRESS	N/A	N/A	N/A
TELEPHONE NO.	N/A	N/A	N/A
24. FATHER'S SURNAME	CAVITE	N/A	N/A
FIRST NAME	JOSELIN	N/A	N/A
MIDDLE NAME	ASIS	N/A	N/A
25. MOTHER'S MAIDEN NAME	N/A	N/A	N/A
SURNAME	MOLATO	N/A	N/A
FIRST NAME	IMELDA	N/A	N/A
MIDDLE NAME	ABAYHON	(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	BONTOC ELEMENTARY SCHOOL	PRIMARY EDUCATION	2007	2013	N/A	2013	WITH HONORS
SECONDARY	HINDANG NATIONAL HIGH SCHOOL	SENIOR HIGH SCHOOL	2017	2019	N/A	2019	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY - MAIN CAMPUS	BACHELOR OF CULTURE AND ARTS EDUCATION	2019	2023	N/A	2023	MAGNA CUMLAUDE
GRADUATE STUDIES	CEBU NORMAL UNIVERSITY - MAIN CAMPUS	MAED - CULTURE AND ARTS EDUCATION Minor in PHYSICAL EDUCATION	2025	ON GOING	15 UNITS	N/A	N/A

SIGNATURE		DATE	SEPTEMBER 18, 2025
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IV. CIVIL SERVICE ELIGIBILITY

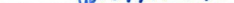
27.	CES/CSEE/CAREER SERVICE/RA 1080 (BOARD/ BAR)/UNDER SPECIAL LAWS/CATEGORY II/ IV ELIGIBILITY and ELIGIBILITIES FOR UNIFORMED PERSONNEL	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Valid Until
	RA 1080 LEPT PASSER	N/A	MARCH 2024	TACLOBAN CITY	2205350	07/05/2027
	CSE PD907HONOR GRADUATE ELEOGIBILITY	N/A	JULY 2024	ORMOC CITY	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

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

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	SEPTEMBER 18, 2025
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[illegible][illegible]

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Dancing	Coach, VSU Beach Volleyball Womens Team, AY 2024-2025	Philippine Association for Teachers and Educators (PAFTE)
Graphic Design	Committee Chairperson on Mural Painting Salingkusog 2024 October 2024	Artists with Dedication to Advocate and Represent the National Arts (ADARNA)
Hosting	Focal Person for BCAED Fourth Year Teaching Internship VSU IHK March – June 2023	N/A
Organizing Events	Fourth Year Representative ADARNA BCAED Organization IHK September 2022- June 2023	N/A
N/A	VSU Intramurals 2022 Officiating Officials (Gg. Malakas at Bb. Maganda) October 2022	N/A
N/A	President ADARNA BCAED Organization IHK November 2021 – September 2022	N/A
N/A	N/A	N/A

SIGNATURE	<i>[Signature]</i>	DATE	SEPTEMBER 18, 2025
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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)?

☐ YES☒ NO

☐ YES☒ 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?

☐ YES☒ NO

If YES, give details:

☐ YES☒ 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?

☐ YES☒ 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?

☐ YES☒ 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?

☐ YES☒ NO

If YES, give details:

☐ YES☒ NO

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES☒ NO

If YES, give details (country):

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277, as amended); and (c) Expanded Solo Parents Welfare Act (RA 11861), 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?

☐ 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	OFFICE / RESIDENTIAL ADDRESS	CONTACT NO. AND/OR EMAIL
CELSOLITO B. PULTA	DOOS SUR, HINDANG, LEYTE	0993-886-5334
JAN MAR B. CUEVAS	BONTOC, HINDANG, LEYTE	0906-342-7127

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.



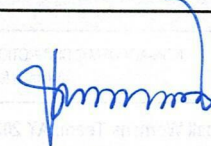
NEIL MICHAEL M. CAVITE

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: PRC ID

ID/License/Passport No.: 220535D

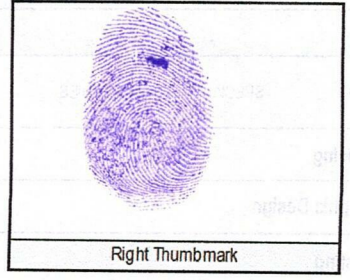
Date/Place of Issuance: July 5, 2024



Signature (Sign inside the box)


SEPTEMBER 18, 2025

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 18 SEP 2025, affiant exhibiting his/her validly issued government ID as indicated above.


ATTY. KAREN ABIGAIL S. MONTERO
VSU Director, Legal Affairs and Services

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: 12 August 2024 – present
- Position: Part-Time Instructor
- Name of Office/Unit: Institute of Human Kinetics
- Immediate Supervisor: Dr. Andrew A. Mazo
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Working Committee (Program) Goodwill Games 2025
 - KINAADMAN: Lecture and Workshop Series - Acting Essentials (Mastering the Basics of Performance (Facilitator) April 2025
 - VSU Coach Beach Volleyball December 2024
 - Committee Chairperson, Mural Painting SALINGKUSOG October 2024
 - Committee Chairperson, Beach Volleyball SALINGKUSOG October 2024
 - Committee Member, Led Wall, Sound, and Stage Décor SALINGKUSOG 2024
 - Focal Person for BCAED Fourth Year Teaching Internship March – June 2023
 - Fourth Year Representative ADARNA BCAED Organization September 2022 -June 2023
 - VSU Intramurals 2022 Officiating Officials (Gg. Malakas at Bb. Maganda) October 2022
 - President ADARNA BCAED Organization November 2021 – September 2022
- Summary of Actual Duties
 - Crafted and prepared the Course Syllabus for the CAED118, and PHED13n Traditional Games.
 - Conducted classes as scheduled.
 - Provided meaningful instructional materials for the lessons.
 - Conducted relevant activities, examinations and recitations for the classes assigned.
 - Established diverse teaching methodologies for different learning styles of the learners.
 - Managed and choreographed the field ground demonstration.
 - Actively participated and facilitated in every university activity.


NEIL MICHAEL M. CAVITE

(Signature over Printed Name
of Employee/Applicant)

Date: September 18, 2025