

## 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	BALOTITE		
FIRST NAME	SHEERWINA MAE		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	GONZAGA		
3. DATE OF BIRTH (mm/dd/yyyy)	5/1/1991	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Philippines
7. HEIGHT (m)	1.46	House/Block/Lot No.	Street
8. WEIGHT (kg)	59.5	Subdivision/Village	GUADALUPE
9. BLOOD TYPE	B	City/Municipality	Barangay
10. GSIS ID NO.	LP 02004720727	ZIP CODE	6521
11. PAG-IBIG ID NO.	1211-2094-5945	18. PERMANENT ADDRESS	House/Block/Lot No.
12. PHILHEALTH NO.	13-050162390-4	Subdivision/Village	Street
13. SSS NO.	06-3227088-4	City/Municipality	GUADALUPE
14. TIN NO.	456-481-433	ZIP CODE	6521
15. AGENCY EMPLOYEE NO.	V00888	19. TELEPHONE NO.	(053) 563-1967
		20. MOBILE NO.	+639279286398
		21. E-MAIL ADDRESS (if any)	sheerwinamae.gonzaga@vsu.edu.ph

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BALOTITE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	DIONILO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	ESPINOSA		N/A	N/A
OCCUPATION	SEAFARER		N/A	N/A
EMPLOYER/BUSINESS NAME	ROBLE SHIPPING LINES			
BUSINESS ADDRESS	NORTH RECLAMATION AREA, CEBU CITY			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	GONZAGA			
FIRST NAME	BRIGIDO RUDILLO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	WENCESLAO			
25. MOTHER'S MAIDEN NAME				
SURNAME	ALABAT			
FIRST NAME	CELIA			
MIDDLE NAME	CRISTINO			

(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	VISCA FOUNDATION ELEMENTARY SCHOOL	N/A	*1997	*2003	GRADUATED	2003	With Honors
SECONDARY	LEYTE STATE UNIVERSITY LABORATORY HIGH SCHOOL	N/A	*2003	*2007	GRADUATED	2007	none
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF ELEMENTARY EDUCATION	*2007	*2011	GRADUATED	2011	College Honors
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF EDUCATION, MAJOR IN ENGLISH, MINOR IN PHYSICAL EDUCATION	*2011	*2014	GRADUATED	*2014	none

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 27, 2019
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[illegible]

## V. WORK EXPERIENCE

[illegible]

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July 27, 2019



# 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		
	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA
	NA	NA	NA	NA	NA

(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			
	NATIONAL SEMINAR WORKSHOP ON LANGUAGE TEACHING, LEARNING AND CAMPUS JOURNALISM	2/22/2019	2/24/2019	24.0	SEMINAR WORKSHOP	CENTER FOR HUMAN RESEARCH AND DEVELOPMENT FOUNDATION, INC.
	NATIONAL SEMINAR WORKSHOP ON RE-CALIBRATING ACTION RESEARCH	2/16/2019	2/17/2019	16.0	SEMINAR WORKSHOP	CENTER FOR HUMAN RESEARCH AND DEVELOPMENT FOUNDATION, INC.
	EFFECTIVE FACILITATING SKILLS AND PROACTIVE INTERVENTION TECHNIQUES IN RESPONDING STUDENT-AT-RISK SITUATIONS	11/26/2018	11/27/2018	16.0	SEMINAR WORKSHOP	VISAYAS STATE UNIVERSITY
	INTERNATIONAL ENGLISH TEACHERS CONFERENCE	10/27/2018	10/30/2018	32.0	SEMINAR WORKSHOP	VIVIXX ACADEMY
	SEMINAR-WORKSHOP ON PREPARING LOGFRAME FOR EFFECTIVE RESEARCH PROPOSAL	10/13/2018	10/13/2018	8.0	SEMINAR WORKSHOP	VISAYAS STATE UNIVERSITY
	WRITESHOP ON OUTCOME-BASED EDUCATION COURSE SYLLABI	7/26/2018	7/26/2018	8.0	WORKSHOP	VISAYAS STATE UNIVERSITY
	ORIENTATION SEMINAR AND RETOOLING OF CE FACULTY	9/4/2017	9/4/2017	8.0	SEMINAR	VISAYAS STATE UNIVERSITY
	PAFTE'S ANNUAL REGIONAL CONVENTION	7/29/2017	7/29/2017	8.0	SEMINAR	PHILIPPINE ASSOCIATION FOR TEACHERS AND EDUCATORS
	REVITALIZING TEACHING FOR THE NEXT GENERATION LEARNING IN GRADE 7 AND 8- ENGLISH	3/18/2017	3/18/2017	8.0	FORMAL TRAINING	PHOENIX AND SIBS PUBLISHING HOUSE, INC
	POETRY AND CREATIVE WRITING SEMINAR	2/20/2017	2/20/2017	8.0	FORMAL TRAINING	VISAYAS STATE UNIVERSITY
	HIV IN THE WORKPLACE SEMINAR	12/9/2016	12/9/2016	4.0	SEMINAR	VISAYAS STATE UNIVERSITY
	ALTERNATIVE TEACHING APPORACHES: DO YOU THINK WE ARE READY?	7/28/2016	7/28/2016	4.0	SEMINAR	VISAYAS STATE UNIVERSITY
	REGIONAL ENHANCEMENT TRAINING OF DIVISION MENTORS FOR CAMPUS JOURNALISM	6/7/2016	6/10/2016		FORMAL TRAINING	DEPARTMENT OF EDUCATION
	2-DAY INTENSIVE TRAINING OF SCHOOL PAPER ADVISERS AND STUDENT JOURNALISTS QUALIFIERS FOR 2015 RSPC	11/5/2015	11/6/2015	16.0	FORMAL TRAINING	DEPARTMENT OF EDUCATION
	3-DAY LIVE-OUT DIVISION TRAINING OF SCHOOL PAPER ADVISERS AND STUDENT JOURNALISTS FOR CAMPUS JOURNALISM	8/27/2015	8/29/2015	24.0	FORMAL TRAINING	DEPARTMENT OF EDUCATION
	LIVE-OUT REGIONAL TRAINING OF DIVISION MENTORS FOR CAMPUS JOURNALISM	7/29/2015	8/1/2015	32.0	FORMAL TRAINING	DEPARTMENT OF EDUCATION
	SEMINAR-WORKSHOP ON TEACHING CHILDREN WITH SPECIAL NEEDS	2/6/2015	2/8/2015	24.0	FORMAL TRAINING	BAYBAY CITY SOCIAL WELFARE AND DEVELOPMENT
	KASIBULAN GRASSROOTS COACHING COURSEAND FESTIVAL	11/7/2014	11/9/2014	24.0	FORMAL TRAINING	DEPARTMENT OF EDUCATION
	INTRODUCTION TO DIFFERENTIATED INSTRUCTION AND LESSON PLANNING	7/25/2012	7/25/2012	8.0	FORMAL TRAINING	LIBERTY CHRISTIAN SCHOOL FOUNDATION
	K TO 12 REGIONAL MASS TRAINING PROGRAM GRADE 1-7 2012 RE-ECHO SEMINAR	6/12/2012	6/12/2012	8.0	FORMAL TRAINING	LIBERTY CHRISTIAN SCHOOL FOUNDATION
	PHOTOGRAPHY SEMINAR-WORKSHOP	3/6/2012	3/7/2012	16.0	FORMAL TRAINING	VISAYAS STATE UNIVERSITY, COLLEGE OF EDUCATION

(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)
	COOKING		NA		VSU FACULTY ASSOCIATION
	DANCING		NA		PHILIPPINE ASSOCIATION FOR TEACHERS AND EDUCATORS
	SINGING		NA		PHILIPPINE ASSOCIATION OF TEACHERS AND EDUCATIONAL LEADERS INC.
					PINOY EDUCATORS ADVOCATING SOCIAL MEDIA EDUCATION INC.
					PHILIPPINE INSTITUTE OF 21ST CENTURY EDUCATORS INC.
					PROFESSIONAL ORGANIZATION OF RESEARCHERS AND EDUCATORS OF THE PHILS
					PHILIPPINE ASSOCIATION OF SOCIAL SCIENCES AND EDUCATIONAL MOLDERS INC.

(Continue on separate sheet if necessary)

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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: \_\_\_\_\_  
FINISHED CONTRACT

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); 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?

☐ 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.
SEREGINA RUTH L. MARTINEZ	VSU, VISCA, BAYBAY CITY, LEYTE	9185475499
CARMELITA A. CAIDLANG	BAYBAY CITY, LEYTE	9261663829
CORINA M. SACRO	GUADALUPE, BAYBAY CITY, LEYTE	9175887847

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.



BALOTITE, SHEERWINA MAE G.  
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: PRC

ID/License/Passport No.: 1111167

Date/Place of Issuance: 1/11/2012/TACLOBAN CITY, LEYTE

Signature (Sign inside the box)  
JULY 27, 2019  
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 30 JUL 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN A. GUINOCOR  
VSU LEGAL OFFICER  
Person Administering Oath