

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 () ☐ 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	CAYETANO		
FIRST NAME	JOSELLE		NAME EXTENSION (JR., SR)
MIDDLE NAME	RODRIGUEZ		
3. DATE OF BIRTH (mm/dd/yyyy)	March 31, 1983	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Kamuning Quezon City	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input 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	C1 Duplex House/Block/Lot No. Street Visayas State University-Lower Campus Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.67m	ZIP CODE	6521-A
8. WEIGHT (kg)	72kgs	18. PERMANENT ADDRESS	Block 17 Lot 16 Russia Street House/Block/Lot No. Street V and G Subdivision 109-A Subdivision/Village Barangay Tacloban City Leyte City/Municipality Province
9. BLOOD TYPE	O	ZIP CODE	6500
10. GSIS ID NO.	CRN-006-0017-6266-8	19. TELEPHONE NO.	(563) 739-6
11. PAG-IBIG ID NO.	1700-0031-0377	20. MOBILE NO.	09176734281
12. PHILHEALTH NO.	13-050054853-4	21. E-MAIL ADDRESS (if any)	josselle.cayetano@vsu.edu.ph
13. SSS NO.	NA		
14. TIN NO.	921-544-848		
15. AGENCY EMPLOYEE NO.	V000151		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NAME EXTENSION (JR., SR)		NA	NA
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Cayetano			
FIRST NAME	Anselmo	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Ilog			
25. MOTHER'S MAIDEN NAME				
SURNAME	Rodriguez			
FIRST NAME	Juliet			
MIDDLE NAME	Diongzon		(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	Leyte Normal Normal University	Primary	1990	1996		1996	
SECONDARY	Leyte Normal Normal University	Secondary	1996	2000		2000	
VOCATIONAL /TRADE COURSE	NA						
COLLEGE	Leyte Normal Normal University	Bachelor in Secondary Education Major in Physical Education, Health and Music	2000	2004		2004	
GRADUATE STUDIES	Holy Infant College	Master of Arts in Education Major in Music Education	2009	2014		2014	
GRADUATE STUDIES	Philippine Normal University	Doctor of Philosophy in Curriculum and Instruction	2018	Present	54		

(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	10/6/2022

[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	10/06/2022
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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		
	Immaculate Conception Parish Youth Choir Baybay City Proper	02/26/2022	09/30/2022	255	Choir Trainer/Conductor/Accompanist
	San Isidro Youth Choir Brgy. San Isidro Baybay City, Leyte	03/01/2019	10/04/2022	255	Choir Trainer/Conductor/Accompanist
	Holy Spirit Parish VISCA Pangasugan Baybay City	01/15/2015	08/30/2018	255	Childrens Choir Trainer

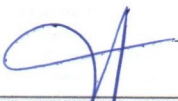

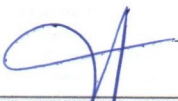
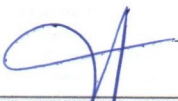
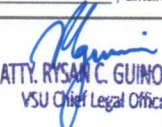
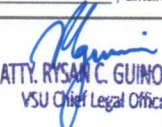
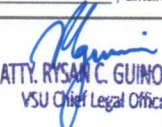
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(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Driving two/four wheels vehicles	Loyalty Award	Brotherhood of Christian Business and Professionals
Can play different musical instruments such as: Violin, Viola, Cello, Double Bass, Piano & Alto Sax.	2020 Outstanding Leadership in Community Service	Philippine Society for Music Education
Filipino Martial Arts	Finalist - Interactive Poster Presentation	Philippine Finswimming Federation
Choir and Instrumental Ensemble Conducting		Knights of Colombus – Pangasugan Council
Plastic Model kit building		Philippine Choral Directors Association
Costume Making (Cosplay)		

Continue on separate sheet if necessary)

SIGNATURE		DATE	10/06/2022
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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)?	<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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____ Resignation												
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)													
<table border="1"><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Garryzalde M. Gilamon</td><td>Baybay City, Leyte</td><td>09757332534</td></tr><tr><td>Aleli A. Villocino</td><td>VSU Baybay City, Leyte</td><td>09173040879</td></tr><tr><td>Bryan Sheldo C. Yu</td><td>Hilongos Leyte</td><td>09455179883</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Garryzalde M. Gilamon	Baybay City, Leyte	09757332534	Aleli A. Villocino	VSU Baybay City, Leyte	09173040879	Bryan Sheldo C. Yu	Hilongos Leyte	09455179883
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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.													
<table border="1"><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: DL</td></tr><tr><td>ID/License/Passport No.: H1207000026</td></tr><tr><td>Date/Place of Issuance: 03/30/2018 / Makati City</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: DL	ID/License/Passport No.: H1207000026	Date/Place of Issuance: 03/30/2018 / Makati City	<table border="1"><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>10/05/2022</td></tr><tr><td>Date Accomplished</td></tr></table>  Right Thumbmark		Signature (Sign inside the box)	10/05/2022	Date Accomplished				
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SUBSCRIBED AND SWORN to before me this <u>13 OCT 2022</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table border="1"><tr><td></td></tr><tr><td>ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer	Person Administering Oath									
													
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WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

- Duration: January 1, 2020 to Present
- Position: Assistant Professor II
- Name of Office/Unit: Institute of Human Kinetics
- Immediate Supervisor: Dr. Charis B. Limbo
- Name of Agency/Organization and Location: College of education, Visayas State University

- List of Accomplishments and Contributions (if any)
 - Developed course syllabus in Graduate school classes.
 - Developed course syllabus in Music education subjects and selected service physical education subjects
 - Served as music section coordinator of the Institute of Human Kinetics
 - Champion Coach in Arnis
 - Music Director of the Institute Choir

- Summary of Actual Duties
 - Teaches subjects in the graduate school classes
 - Teaches subjects in the undergraduate subjects in music education and service physical education
 - Conduct Research and Extension
 - Institute music education coordinator
 - Institute Choral group
 - Community choir groups
 - Coach, University Arnis Team

- Duration: January 1, 2017 to December 31, 2019
- Position: Instructor III
- Name of Office/Unit: Institute of Human Kinetics
- Immediate Supervisor: Dr. Charis B. Limbo
- Name of Agency/Organization and Location: College of education, Visayas State University

- List of Accomplishments and Contributions (if any)
 - Developed course syllabus in Graduate school classes.
 - Developed course syllabus in Music education subjects and selected service physical education subjects
 - Served as music section coordinator of the Institute of Human Kinetics
 - Champion Coach in Arnis
 - Music Director of the Institute Choir

- Summary of Actual Duties

- Teaches subjects in the graduate school classes
- Teaches subjects in the undergraduate subjects in music education and service physical education
- Conduct Research and Extension
- Institute music education coordinator
 - Institute Choral group
 - Community choir groups
- Coach, University Arnis Team

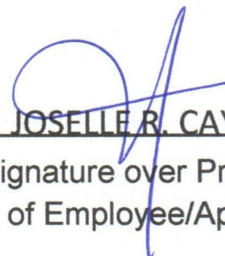
- Duration: June 15, 2007 to December 31, 2016
- Position: Instructor I
- Name of Office/Unit: Institute of Human Kinetics
- Immediate Supervisor: Dr. Charis B. Limbo
- Name of Agency/Organization and Location: College of education, Visayas State University

- List of Accomplishments and Contributions (if any)

- Developed course syllabus in Music education subjects and selected service physical education subjects
- Served as music section coordinator of the Institute of Human Kinetics
- Music Director of the Institute Choir
- Assistant Coach, VSU Football Team

- Summary of Actual Duties

- Teaches subjects in the undergraduate subjects in music education and service physical education
- Institute music education coordinator
 - Institute Choral group
- Assistant Coach Football Team



JOSELLE R. CAYETANO

(Signature over Printed Name
of Employee/Applicant)

Date: September 15, 2022