

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	ACORITAY		
FIRST NAME	DAISY	NAME EXTENSION (JR., SR) NA	
MIDDLE NAME	PACAYO		
3. DATE OF BIRTH (mm/dd/yyyy)	05/08/1981	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	TACLOBAN CITY	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: PHILIPPINES
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	
7. HEIGHT (m)	1.52 METERS	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	58KGS		GABAS
9. BLOOD TYPE	0		Subdivision/Village Barangay
10. GSIS ID NO.	2004364322		BAYBAY LEYTE
11. PAG-IBIG ID NO.	1-2009063306	City/Municipality Province	6521
12. PHILHEALTH NO.	13-050052734-0	18. PERMANENT ADDRESS	
13. SSS NO.	06-2306942-8	ZIP CODE	House/Block/Lot No. Street
14. TIN NO.	946-084-581		GABAS
15. AGENCY EMPLOYEE NO.	Voo8oo		Subdivision/Village Barangay
			BAYBAY LEYTE
		City/Municipality Province	6521
		19. TELEPHONE NO.	NONE
		20. MOBILE NO.	09955066503
		21. E-MAIL ADDRESS (if any)	daisy.acoritay@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ACORITAY		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	SERGIO	NAME EXTENSION (JR., SR)	ALEXC KEISHA P. ACORITAY	05/06/2004
MIDDLE NAME	TOMAZAR		ALEX KAL-EL P. ACORITAY	12/15/2005
OCCUPATION	ADMIN. AIDE III			
EMPLOYER/BUSINESS NAME	OFFICE OF CIVIL DEFENSE-DEPARTMENT OF NATIONAL DEFENSE			
BUSINESS ADDRESS	BACALSO AVENUE BARANGAY SAMBAG 1 CEBU CITY			
TELEPHONE NO.	9173008525			
24. FATHER'S SURNAME	PACAYO			
FIRST NAME	NADOR	NAME EXTENSION (JR., SR) NA		
MIDDLE NAME	CAPALAR			
25. MOTHER'S MAIDEN NAME				
SURNAME	ESTRELLA			
FIRST NAME	ELSIE			
MIDDLE NAME	ROMO			
(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	DIVINE WORD UNIVERSITY	na PRIMARY EDUCATION	1986	1993	GRADUATED	1993	N/A
SECONDARY	LEYTE NATIONAL HIGH SCHOOL	na SECONDARY EDUCATION	1993	1997	GRADUATED	1997	N/A
VOCATIONAL / TRADE COURSE	NONE						
COLLEGE	LEYTE NORMAL UNIVERSITY	BACHELOR OF ARTS IN COMMUNICATION	1997	2001	GRADUATED	2001	N/A
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	MASTER IN ENGLISH	2008	2011	GRADUATED	2011	N/A
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	DOCTOR OF ARTS IN LANGUAGE TEACHING	2014	2019	54	N/A	CHED K-12
GRADUATE STUDIES	CEBU NORMAL UNIV.	DOCTOR OF EDUCATION ELT	SEPT.2019	PRESENT	21	N/A	NONE

(Continue on separate sheet if necessary)

SIGNATURE	Daisy Pacayo - Acoritay	DATE	09/13/2022
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[illegible]

(Continue on separate sheet if necessary)

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

					CAI ADVI INQUIRY		
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[illegible]

(Continue on separate sheet if necessary)

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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		
	GRADUATE ADMISSION COMMITTEE OF DLABS	06/03/2021	PRESENT	NA	EVALUATE THE QUALIFICATIONS OF THE GRADUATE
					SCHOOL STUDENT APPLICANT FOR MSLT
	VISAYAS STATE UNIVERSITY FACULTY ASSOCIATION BAYBAY CAMPUS	01/02/2019	PRESENT	NA	DOCUMENT THE MINUTES OF THE MEETINGS
					AND SERVES AS ONE OF THE BOARD MEMBERS OF THE
					FACULTY ASSOCIATION BOARD OF THE VSUFAB
	PHILIPPINE BIBLE SOCIETY	11/2014	01/03/2018	NA	REVIEWER, BIBLE TRANSLATIONS

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)

(Continue on separate sheet if necessary)[illegible]

SIGNATURE	<i>Sevin Pagan - Acronis</i>	DATE	<i>09/19/2022</i>
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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:

Due to spouse's new assignment and relocation.

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.
MA. CRISTINA A. COLASITO	PHASE 2B V&G SUBD.TACLOBAN CITY	9289891644
BUENA DEL SOCORRO	BANTAYAN ISLAND CEBU	9173249237
MICHAEL CARLO C. VILLAS	BRGY BARAS PALO LEYTE	9173041576

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.



Daisy P. Acorita

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: UMID

ID/License/Passport No.: 000-6230-6942-8

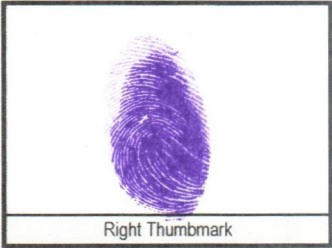
Date/Place of Issuance: MAY 2014/ GSIS MAASIN

Daisy P. Acorita

Signature (Sign inside the box)

09/05/2022

Date Accomplished



SUBSCRIBED AND SWORN to before me this 13 JUL 2022, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR

Person Administering Oath

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, 2019-Present
 - Position: Assistant Professor 1
 - Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
 - Immediate Supervisor: Jett C. Quebec, Ph.D.
 - Name of Agency/Organization and Location: Visayas State University, Visca Baybay City Leyte
 - List of Accomplishments and Contributions (if any)
 - Attended the Teachers' Training on Flexible Learning with UPOU
 - Actively Participated in university and departmental meetings and training
 - Worked as a Theses adviser for both the undergraduate and senior high school
 - Facilitated the Linkage Program with Uptitude Training Center for Skills on CSR
 - Developed various Learning Guides for major subjects in ABELS courses
 - Developed LG in Purposive Communication
 - Handles graduate course subjects
 - Worked as a Graduate Admission Committee Chairperson in DLABS
 - Worked as the Chairperson for Area II during the Preliminary Survey Visit for ABELS and Level I Accreditation for ABELS and MSLT programs
 - Deliver classes on the given subjects for the semester
 - Adjunct Professor of the Department of Teacher Education
 - Worked as one of the Executive Officers of the VSU Faculty Association in Baybay Campus and one of the Board Members of the VSU Faculty Association Board of the entire VSU System
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- Duration: June 3, 2013 – present
 - Position: Instructor III
 - Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
 - Immediate Supervisor: Guiraldo C. Fernandez, Jr., Ph.D.
 - Name of Agency/Organization and Location: Visayas State University, Visca Baybay City Leyte
 - List of Accomplishments and Contributions (if any)
 - Attended the National Training on the Teaching of Purposive Communication as sponsored by the Commission on Higher Education
 - Conducted an echo seminar on Purposive Communication among VSU English Language Teachers
 - Deliver appropriate language learning lessons for the intended language learners
 - Deliver lectures on job hunting preparations and its technicalities among selected VSU graduating students
 - Submitted copy of grades every end of the semester.
 - Served as the Gender and Development Coordinator of DLABS
 - Attended the National Workshop in Teaching Literature

- Summary of Actual Duties

- Develops language learning materials for the language learners at the tertiary level of VSU Baybay Campus
- Deliver language learning lessons for the different language learners in the tertiary level in VSU Baybay Campus
- Participates in scheduled activities and programs in the department, as well as, in the university.
- Submit copies of the class record every end semester.

- Duration: June 2007– November 2012
- Position: Assoc. Prof.1
- Name of Office/Unit: General Education
- Immediate Supervisor: Leni Gavero
- Name of Agency/Organization and Location: STI College Ormoc

- List of Accomplishments and Contributions (if any)

- Worked as the Head of the General Education department
- Delivered Communication Arts subjects
- Performed evaluation procedures using the STI College Ormoc protocol
- Developed and implemented Enhancement programs for a Job-ready alumni of STI College Ormoc
- Conducted an orientation and training on the Teaching Skills Training for the newly hired faculty of STI College Ormoc.
- Developed an Enhancement Skills Program for aspiring Call Center Agents
- Participated as the chairperson and member of a theses panel defense.
- Participated various activities in the school
- Conducted a research on the reading fluency and comprehension of STI College alumni

- Summary of Actual Duties

- Responsible for performing administrative and technical tasks such as pre-screening of teacher applicants, responds to queries on the academic performance of the students, as well as, the faculty members within the General Education department, and performs other related functions.

- Duration: June 2006– March 2007
- Position: Instructor 1 (Part-Time)
- Name of Office/Unit: College of Arts and Sciences
- Immediate Supervisor: Dr. Ma. Eden Teruel
- Name of Agency/Organization and Location: Aklan State University


- List of Accomplishments and Contributions (if any)

- Hold lectures and conducts evaluation procedures for the students
- Participated in various university activities

appropriates tasks for students , responds to queries on the academic performance of the students, and performs other related functions.

- Duration: June 2003– February 2006
- Position: Instructor 1
- Name of Office/Unit: Liberal Arts Department
- Immediate Supervisor: Genita Boco
- Name of Agency/Organization and Location: Asian Development Foundation College
- List of Accomplishments and Contributions (if any)
 - Conducted lectures and evaluation procedures for the students
 - Participated in various school activities
- Summary of Actual Duties
 - Responsible to perform teaching and learning procedures for students, performs appropriates tasks for students , responds to queries on the academic performance of the students, and performs other related functions.

- Duration: June 2002– May 2003
- Position: Researcher
- Name of Office/Unit: Provincial Information Office
- Immediate Supervisor: Jun Oliva
- Name of Agency/Organization and Location: Provincial Capitol of Biliran, Naval Biliran
- List of Accomplishments and Contributions (if any)
 - Developed relevant programs for various groups of farmers
 - Prepared Press Release
 - Conducted research for community development.
- Worked as the liaison of the office.


DAISY P. ACORNAN

(Signature over Printed Name
of Employee/Applicant)

Date: 09/15/2022