

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	JUANILLO			
FIRST NAME	KAY	NAME EXTENSION (JR., SR) NA		
MIDDLE NAME	TEPAIT			
3. DATE OF BIRTH (mm/dd/yyyy)		16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	
4. PLACE OF BIRTH	BOGO CITY, CEBU	If holder of dual citizenship, please indicate the details.	<input 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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Philippines ▼	
7. HEIGHT (m)	1.54	ZIP CODE	ARMENIA BOARDING HOUSE N/A	
8. WEIGHT (kg)	59		House/Block/Lot No. Street	
9. BLOOD TYPE	O		N/A GUADALUPE	
10. GSIS ID NO.	N/A		Subdivision/Village Barangay	
11. PAG-IBIG ID NO.	121237438191		BAYBAY LEYTE	
12. PHILHEALTH NO.	12-250730327-5	City/Municipality Province	6521 LEYTE	
13. SSS NO.	N/A	18. PERMANENT ADDRESS	SAN VICENTE ST.	
14. TIN NO.	729-543-397	ZIP CODE	House/Block/Lot No. Street	
15. AGENCY EMPLOYEE NO.	N/A		19. TELEPHONE NO.	NA
			20. MOBILE NO.	09353630108
			21. E-MAIL ADDRESS (if any)	kayjuanillo@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
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			
24. FATHER'S SURNAME	JUANILLO			
FIRST NAME	JONATHAN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	TUDIO			
25. MOTHER'S MAIDEN NAME				
SURNAME	TEPAIT			
FIRST NAME	IDA			
MIDDLE NAME	BATERNA		(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	BOGO CENTRAL SCHOOL II	PRIMARY EDUCATION	SY 2004-2005	SY 2008-2010	NA	2010	N/A
SECONDARY	ST. LOUISE DE MARILLAC COLLEGE OF BOGO	HIGH SCHOOL	SY 2010-2011	SY 2013-2014	NA	2014	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	NA	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY (MAIN CAMPUS)	BACHELOR OF ARTS IN ENGLISH LANGUAGE	SY 2014-2015	SY 2017-2018	NA	2018	CUM LAUDE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY (MAIN CAMPUS)	MASTERS IN LANGUAGE TEACHING	SY 2018-2019	present	15units	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	NA	NA


(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	August 1, 2019

[illegible]

V. WORK EXPERIENCE
(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	August 1, 2019	



August 1, 2019

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	LT 217 Masterands, Visayas State Univerity	January	June		Community Outreach
	LT 212 Masterands, Visayas State Univerity	August	December		Community Outreach
	Tau Omega Mu	12/13/2018	12/13/2018	12	Medical Mission
	Farmers and Fisherfolks	5/28/2018	5/28/2018	6	Service
	College of Arts and Science-Supreme Student Council	12/7/2017	12/7/2017	12	Community Outreach

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)

[illegible]

10% OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	COMPUTER LITERATE		SECRETARIAT, WORKSHOP FOR THE TEACHING OF THE INTRODUCTION TO THE PHILOSOPHY OF THE HUMAN PERSON.		VISAYAS STATE UNIVERSITY ALUMNI ASSOCIATION
	PHOTOGRAPHY		RESEARCH PUBLICATION IN NOBEL: JOURNAL FOR LANGUAGE TEACHING AND LITERATURE		
	WRITING		SPEAKER, CAS-SSC LEADERSHIP TRAINING		
	COOKING		FINALIST, VSU LEADERSHIP AWARD		
	PAINTING		FACILITATOR, PASUC 2019		

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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); 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.
JETT QUEBEC	TACLOBAN, LEYTE	9082713404
SEREGENA RUTH L. MARTINEZ	VISCA, BAYBAY CITY	N/A
RUBEN BALOTOL JR.	VISCA, BAYBAY CITY	9153646119

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.

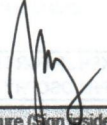

KAY T. JUANILLO


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

Government Issued ID: TIN

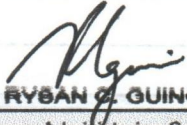
ID/License/Passport No.: 729-543-397

Date/Place of Issuance: 9/07/2018, ORMOC CITY


Signature (Sign inside the box)
08/1/2019
Date Accomplished


Right Thumbmark

SUBSCRIBED AND SWORN to before me this 02 AUG 2019, affiant exhibiting his/her validly issued government ID as indicated above.


ATTY. RYBAN G. GUINOCOR
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: August 2019 – Present
 - Position: Part-Time Instructor
 - Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
 - Immediate Supervisor: Prof. Guiraldo C. Fernandez
 - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte

 - List of Accomplishments and Contributions (if any)
 - Taught English/Literature subjects.
 - Actively participated in different department/ college/university activities.
 - Designed and revised a number of course syllabi and instructional materials.
 - Attended seminars and trainings conducted inside the university.

 - Summary of Actual Duties
 - Responsible in teaching college and senior high school students in the field of English language and Literature; perform tasks assigned by the head and other university authorities; submit reports and other papers asked by the department, college, the university, and/or other governing bodies.
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- Duration: January 2019 – May 2019
 - Position: Part-Time Instructor
 - Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
 - Immediate Supervisor: Prof. Guiraldo C. Fernandez
 - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte

 - List of Accomplishments and Contributions (if any)
 - Taught English/Humanities subjects.
 - Actively participated in different department/ college/university activities.
 - Designed and revised a number of course syllabi and instructional materials.
 - Attended seminars and trainings conducted inside the university.

 - Summary of Actual Duties
 - Responsible in teaching college and senior high school students in the field of English language and Literature; perform tasks assigned by the head and other university authorities; submit reports and other papers asked by the department, college, the university, and/or other governing bodies.

- Duration: August 2018 – December 2018
- Position: Part-Time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Prof. Guiraldo C. Fernandez
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte

- List of Accomplishments and Contributions (if any) _____
 - Taught English/Literature subjects.
 - Actively participated in different department/ college/university activities.
 - Designed and revised a number of course syllabi and instructional materials.

- Summary of Actual Duties
 - Responsible in teaching college and senior high school students in the field of English language and Literature; perform tasks assigned by the head and other university authorities; submit reports and other papers asked by the department, college, the university, and/or other governing bodies.



KAY T. JUANILLO

(Signature over Printed Name
of Employee/Applicant)

Date: August 1, 2019