

## 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	SANTIANES		
FIRST NAME	GERNAH MAY		NAME EXTENSION (JR., SR) NA
MIDDLE NAME	YUGO		
3. DATE OF BIRTH (mm/dd/yyyy)	05/14/1993	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	ORMOC CITY	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Philippines
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.6 METERS	House/Block/Lot No.	Street
8. WEIGHT (kg)	52	379-B Zone 18	San Antonio St
9. BLOOD TYPE	O	Subdivision/Village	Barangay
10. GSIS ID NO.	NA	BAYBAY	LEYTE
11. PAG-IBIG ID NO.	NA	City/Municipality	Province
12. PHILHEALTH NO.	13-025314532-4		
13. SSS NO.	NA	18. PERMANENT ADDRESS	
14. TIN NO.	349-735-999	House/Block/Lot No.	Street
15. AGENCY EMPLOYEE NO.	NA	Subdivision/Village	A. TUMAMAK
		VILLABA	Barangay
		City/Municipality	LEYTE
			Province
		ZIP CODE	6537
		19. TELEPHONE NO.	NA
		20. MOBILE NO.	09278937794
		21. E-MAIL ADDRESS (if any)	gernahmay.santianes@cscu.edu.ph

## 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	NA	NAME EXTENSION (JR., SR) NA	NA	NA
MIDDLE NAME	NA			
OCCUPATION	NA			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	NOLITO			
FIRST NAME	SANTIANES	NAME EXTENSION (JR., SR) NA		
MIDDLE NAME	SANCHEZ			
25. MOTHER'S MAIDEN NAME				
SURNAME	YUGO			
FIRST NAME	CARMELA			
MIDDLE NAME	AREMANG			

(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	VILLABA SOUTH CENTRAL SCHOOL	NA	1999	2005	NA	2005	none
SECONDARY	VILLABA NATIONAL COMPREHENSIVE HIGH SCHOOL	NA	2005	2009	NA	2009	none
VOCATIONAL / TRADE COURSE	NA	NA			NA	NA	NA
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION Major in English	2011	2015	NA	2015	none
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF SCIENCE in LANGUAGE TEACHING	2016	2018	NA	2018	none
	NA	NA	NA	NA	NA	NA	NA

SIGNATURE

DATE

07/22/2020



[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 \_\_\_\_\_

07/22/2020



# 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

(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			
	Poetry and Creative Writing Seminar	2/20/2017	2/21/2017	8	Technical	College of Arts and Sciences
	Regional Senior High School (SHS) Teachers' Training for SUCs and LUCs, Region 8	7/11/2016	7/14/2016	96	Technical	Commission on Higher Education
	Gender and Sensitivity Training and Anti-Sexual Harassment Orientation	9/14/2018	9/14/2018	8	Technical	Visayas State University- ISRDS
	Linguistic Society of the Philippines International Conference	3/7/2019	3/9/2019	60	Technical	De LaSalle University -Linguistics Society
	Orientation Workshop on Theatre as a Social Pedagogy	5/29/2019	9/29/2019	3	Technical	Department fo Liberal Arts and Behavioral Science
	PAMGPUBLIKONG FORUM UKOL SA SITWASYON, NALALAMAN, AT DIREKSYON NG ASIGNATURANG FILIPINO SA SENIOR HIGH SCHOOL AT	8/28/2019	8/28/2019	2	Technical	Center for Continuing Education (CCE), Visayas State University-Main
	41st Annual Conference of the Ugnayang Pang-Aghamtao/ Food (In) Security: An International Conference on Anthropology of Food Security and	11/7/2019	11/9/2019	24	Technical	Visayas State University- Main
	Webinar on Understanding Flexible Learning	5/27/2020	5/29/2020	2	Technical	EVHEIs-FLMS Eastern Visayas Higher Education Institution
	Google Classroom Webinar	6/26/2020	6/28/2020	3.5	Technical	Visayas State University- Main
	Online Training on Managing MOODLE Virtual Classroom	7/15/2020	7/17/2020	24	Technical	Visayas State University- Main

(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)
	Hosting		NA		NA
	Dancing				NA
	Organizing Events				NA

(Continue on separate sheet if necessary)

SIGNATURE

DATE



<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>		<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>		<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>		<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p>												
<p>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?</p>		<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>		<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>		<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>		<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Dr. Annie P. Gravoso</td><td>Visca, Baybay City, Leyte</td><td>NA</td></tr><tr><td>Dr. Lijueraj J. Cuadra</td><td>Visca, Baybay City, Leyte</td><td>NA</td></tr><tr><td>Dr. Ruth L. Martinez</td><td>Visca, Baybay City, Leyte</td><td>NA</td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	Dr. Annie P. Gravoso	Visca, Baybay City, Leyte	NA	Dr. Lijueraj J. Cuadra	Visca, Baybay City, Leyte	NA	Dr. Ruth L. Martinez	Visca, Baybay City, Leyte	NA
NAME	ADDRESS	TEL. NO.												
Dr. Annie P. Gravoso	Visca, Baybay City, Leyte	NA												
Dr. Lijueraj J. Cuadra	Visca, Baybay City, Leyte	NA												
Dr. Ruth L. Martinez	Visca, Baybay City, Leyte	NA												
<p>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.</p>		<div><p>ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size)</p><p>With full and handwritten name tag and signature over printed name</p><p>Computer generated or photocopied picture is not acceptable</p></div> <div><p>PHOTO</p></div>												
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</p> <p>PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: RRC ID</p> <p>ID/License/Passport No.: 1668541</p> <p>Date/Place of Issuance: 18/23/2018-ORMOC CITY, LEYTE</p>	<div></div> <p>Signature (Sign inside the box)</p> <p>Date Accomplished August 5, 2020</p>													
<p>SUBSCRIBED AND SWORN to before me this 05 AUG 2020, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div></div> <p>ATTY. RYSAN C. GUINOCOR</p> <p>Person Administering Oath</p>														



## 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: June 2015- April 2017 (Part-time)/ August 2018-Present (Regular)
- Position: Instructor I
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Dr. Guiraldo C. Fernandez, Jr.
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
  - The employee/instructor has served and participated departmental and university events such as intramurals, graduation, and other activities in the university.
  - Presented paper in an international conference.
  - Collaborated with the affiliated department in creating and revising syllabi for newly offered subjects.
  - Attended various seminars conducted outside and inside the university
- Summary of Actual Duties
  - The employee/instructor is responsible in teaching literature, English language courses and general courses, submitting grades, present papers, academic and thesis advising, NSTP coordinating, and accomplishing other necessary requirements in the department.

  
**GERNAH MAY Y. SANTIANES**

(Signature over Printed Name  
of Employee/Applicant)

Date: July 22, 2020