

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	CALUNANGAN		
FIRST NAME	APRIL GAYLE		NAME EXTENSION (JR., SR)
MIDDLE NAME	VALENCIA		
3. DATE OF BIRTH (mm/dd/yyyy)	4/19/1991	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	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
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	Zone 2 House/Block/Lot No. Street Guadalupe Subdivision/Village Barangay Baybay Leyte City/Municipality Province 6521
7. HEIGHT (m)	1.55 m		
8. WEIGHT (kg)	90kg	ZIP CODE	6521
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	Zone 2 House/Block/Lot No. Street Guadalupe Subdivision/Village Barangay Baybay Leyte City/Municipality Province 6521
10. GSIS ID NO.	2005461938		
11. PAG-IBIG ID NO.	121108651930		
12. PHILHEALTH NO.	13-02515450-3	ZIP CODE	6521
13. SSS NO.	06-3431459-9	19. TELEPHONE NO.	053 563-0400
14. TIN NO.	279-504-166	20. MOBILE NO.	+63 917 533 9495
15. AGENCY EMPLOYEE NO.	NA	21. E-MAIL ADDRESS (if any)	aprilgayle.calunangan@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CALUNANGAN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	VICTOR FELINO	NAME EXTENSION (JR., SR) N/A	VICTOR MODESTO V. CALUNANGAN	12/12/2019
MIDDLE NAME	CRUZA			
OCCUPATION	Administrative Aide (JO)			
EMPLOYER/BUSINESS NAME	Visayas State University			
BUSINESS ADDRESS	Baybay City, Leyte			
TELEPHONE NO.				
24. FATHER'S SURNAME	VALENCIA			
FIRST NAME	MODESTO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	SOLAS			
25. MOTHER'S MAIDEN NAME	SHEILAH BALDEA NAPIERE			
SURNAME	VALENCIA			
FIRST NAME	SHEILAH			
MIDDLE NAME	NAPIERE			

(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	NA	June 1998	March 2004	NA	2004	NA
SECONDARY	Visayas State University Laboratory HS	NA	June 2004	March 2008	NA	2008	NA
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN HOTEL, RESTAURANT AND TOURISM MGMT	June 2008	March 2012	NA	2012	Cum Laude
GRADUATE STUDIES	DE LA SALLE- COLLEGE OF SAINT BENILDE	MASTER OF SCIENCE IN TOURISM AND HOSPITALITY MANAGEMENT	September 2013	April 2017	NA	2017	NA

(Continue on separate sheet if necessary)

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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.

[illegible]

(Continue on separate sheet if necessary)

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DATE July 1, 2021

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		
	N/A	N/A	N/A	N/A	N/A

(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			
	Front Office Operations in the New Normal	03/26/2021	03/26/2021	6.0		Department of Tourism Region VIII
	International Webinar on Research Advising for Qualitative Research	03/25/2021	03/27/2021	12.0		Asian Society of Teachers for Research, Inc.
	Infection Prevention and Control: Cleaning, Disinfection and Hygiene in Tourism Hospitality Facilities	07/08/2020	07/09/2020	6.0		Department of Tourism Region VIII
	Digital as the New Normal Training	05/20/2020	05/22/2020	6.0		Department of Tourism Region VIII
	Ecotourism Development Orientation and Preliminary Site Evaluation	6/19/2019	6/22/2019	32.0		Philippine Misereor Partnership Inc.
	MICE 101 Forum	5/30/2019	5/30/2019	8.0		Department of Tourism
	Lecture on Travel Package costing, itinerary making and issues encountered in travel and tours operation	4/8/2019	4/8/2019	8.0		World of Adventures Travel and Tours
	Training-Workshop on Events Management	3/11/2019	3/13/2019	24.0		International Skills Reublic Academy, Inc.
	Training-Workshop on Tourism Promotion	3/10/2019	3/10/2019	8.0		International Skills Reublic Academy, Inc.
	Travel and Tour Operations	3/9/2019	3/9/2019	8.0		International Skills Reublic Academy, Inc.
	Regional Tourism Crisis Management Symposium	12/7/2018	12/17/2018	8.0		Department of Tourism
	24th Course on Food Safety	10/22/2018	10/26/2018	40.0		College of Public Health, University of the Philippines Manila
	Practicing Attention Toward Awareness	3/17/2017	03/17/017	8.0		Pacific Asia Travel Association Philippine Chapter
	Maximizing your Brain to Manage Better	10/5/2016	10/5/2016	8.0		Pacific Asia Travel Association Philippine Chapter
	Pinoy Chikka: Global Trends and Challenges	8/23/2016	8/23/2016	8.0		Pacific Asia Travel Association Philippine Chapter
	District Rotaract and Interact Assembly (DRIA) 2015	8/1/2015	8/1/2015	8.0		Rotary Club District 3830
	Seminar-Workshop on Sampling Methods & Techniques & Research Instrument Development & Validation	7/30/2015	7/30/2015	8.0		Arellano University – Research and Publications Department
	Seminar-Workshop on Analysing Quantitative Data Using SPSS	7/23/2015	7/23/2015	8.0		Arellano University – Research and Publications Department
	ICOMOS PH Heritage Talk Series	6/25/2015	6/25/2015	8.0		International Council on Monuments and Sites Philippines
	Test Construction and Item Analysis	5/23/2015	5/23/2015	8.0		Arellano University – Research and Publications Department
	Sofitel Overview: front Office and housekeeping Seminar	5/7/2015	5/7/2015	8.0		Sofitel Luxury Hotels
	Log In – Travel and Tours Ticketing System	2/7/2015	2/7/2015	8.0		Professional Review Network, Inc.
	Hotel Industry Foundations and Introduction	1/22/2015	1/22/2015	8.0		Council of Hotel and Restaurant Educators of the Philippines and Supporting Hotel-related Academic Research & 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)
	Event coordination		Trainer Methodology Certificate 1 Holder		Eastern Visayas Travel Association
	Itinerary planning		National Certificate III Events Management Holder		Visayas State University Faculty Association
	Cooking and Baking		National Certificate III Food and Beverage Holder		
	Travelling		National Certificate II Housekeeping Holder		
	Layouting and Photo Editing		National Certificate II Cookery Holder		
			National Certificate II Food and Beverage Holder		
			National Certificate II Bread and Pastry Holder		

(Continue on separate sheet if necessary)

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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, 2021 to present
- Position: Project Head
- Name of Office/Unit: , VSU Hostel, Seafront Suites, Apartelle and Core Value Cottages
- Immediate Supervisor: Prof. Argina M. Pomida
- Name of Agency/Organization and Location: Visayas State University
Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Drafted Front office and Housekeeping standard operations.
 - Prepared all accommodations for the 1st Eastern Visayas National Higher Education day.
- Summary of Actual Duties
 - Responsible in managing the whole operations of all VSU accommodation from the personnel, operations, inventory and financial reports.

- Duration: October 1, 2020 to December 31, 2020
- Position: OIC Manager
- Name of Office/Unit: VSU Apartelle
- Immediate Supervisor: Prof. Argina M. Pomida
- Name of Agency/Organization and Location: Visayas State University
Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Managed and oversee the preparation of Apartelle to be used as a quarantine facility.
 - Trained the employees on infection prevention control in accommodation facilities.
- Summary of Actual Duties
 - Responsible in managing the whole operations of VSU Apartelle from the personnel, operations, inventory and financial reports.

- Duration: Jan. 3- Nov. 30, 2019 and May 1 –Dec. 30, 2020
- Position: OIC Manager
- Name of Office/Unit: VSU Hostel
- Immediate Supervisor: Prof. Argina M. Pomida
- Name of Agency/Organization and Location: Visayas State University
Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Managed the operation of Hostel as quarantine facility.

- Trained the employees on infection prevention control in accommodation facilities.
- Summary of Actual Duties
 - Responsible in managing the whole operations of VSU Hotel from the personnel, operations, inventory and financial reports.


- Duration: July 9, 2018-Present
- Position: Instructor III
- Name of Office/Unit: Department of Tourism and Hospitality Management
- Immediate Supervisor: Mrs. Venice B. Ibañez
- Name of Agency/Organization and Location: Visayas State University
Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Developed learning guides for HMgt123 and TMgt123
 - Created virtual classrooms for TMgt 122 and uploaded resources.
- Summary of Actual Duties
 - Updates and develops syllabi.
 - Plans, organizes and delivers lectures to students.
 - Create virtual classrooms.
 - Conducts consultation with student advisees especially during enrolment.
 - Attend departmental meetings and submits outputs.

- Duration: April 1, 2017 – June 30, 2018
- Position: Tourism Operations Officer I
- Name of Office/Unit: Office of Product and Market Development/Cruise Tourism
- Immediate Supervisor: Mrs. Gina Marie Liberty Esmaña
- Name of Agency/Organization and Location: Department of Tourism
Jupiter St, Bel-Air, Makati
- List of Accomplishments and Contributions (if any)
 - Established and organized the list on Port of Calls in the Philippines.
 - Assisted the port visit of Japanese Partners to call in the Port of Iloilo.
 - Organized the simultaneous National Cruise Tourism Development Workshop in various parts of the Philippines.
 - Part of the TWG in the project: "Bring Home a Friend in the Philippines"
- Summary of Actual Duties
 - Responsible for performing administrative and technical tasks e.g., preparing cruise port calls in the Philippines, facilitating fund transfers to market representatives and regional offices.

- Duration: September 1, 2016 – December 1, 2017
- Position: Secretariat
- Name of Office/Unit: Pacific Asia Travel Association Philippine Chapter
- Immediate Supervisor: Mr. Roberto Z. Zozobrado
- Name of Agency/Organization and Location: Pacific Asia Travel Association
DOT Building, Jupiter St, Bel-Air, Makati

- List of Accomplishments and Contributions (if any)
 - Organized and compiled files of the organization.
 - Organized all events of the organization.
 - Organized all monthly meetings of the Board.

- Summary of Actual Duties
 - Responsible for performing administrative and technical tasks e.g., documenting monthly board meeting and preparing minutes and reports. Responsible in organizing all events of the organization.


APRIL GAYLE V. CALUNANGAN
Date: July 1, 2021