

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	PEREZ		
FIRST NAME	JOSE CELSO	NAME EXTENSION (JR., SR) JR.	
MIDDLE NAME	SIEGA		
3. DATE OF BIRTH (mm/dd/yyyy)	1/12/1998	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: Philippines
4. PLACE OF BIRTH	ORMOC CITY, LEYTE	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	
7. HEIGHT (m)	1.7		House/Block/Lot No. Street BAGONG BUHAY
8. WEIGHT (kg)	72		Subdivision/Village Barangay ORMOC LEYTE
9. BLOOD TYPE	O		City/Municipality Province City/Municipality Province
10. GSIS ID NO.	4162 9802 4150 4553	ZIP CODE	6521-A
11. PAG-IBIG ID NO.	1212-6679-1502		
12. PHILHEALTH NO.	1302-5548-8571	18. PERMANENT ADDRESS	
13. SSS NO.	06-4377472-2		House/Block/Lot No. Street BAGONG BUHAY
14. TIN NO.	365-081-591-0000		Subdivision/Village Barangay ORMOC LEYTE
15. AGENCY EMPLOYEE NO.	V01182		City/Municipality Province City/Municipality Province
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	(+63) 928 153 3913
		21. E-MAIL ADDRESS (if any)	jc.perezjr@vsu.edu.ph

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		NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	PEREZ			
FIRST NAME	JOSE CELSO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	TUNDAG	SR.		
25. MOTHER'S MAIDEN NAME				
SURNAME	SIEGA			
FIRST NAME	ALMA			
MIDDLE NAME	LARAN			

(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	ORMOC CITY CENTRAL SCHOOL	PRIMARY EDUCATION	2005	2011	N/A	2011	3RD HONOR
SECONDARY	NEW ORMOC CITY NATIONAL HIGH SCHOOL	HIGH SCHOOL	2011	2015	N/A	2015	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION (MAJOR IN BIOLOGICAL SCIENCES)	2015	2019	N/A	2019	SUMMA CUM LAUDE
GRADUATE STUDIES	MINDANAO STATE UNIVERSITY - ILIGAN INSTITUTE OF TECHNOLOGY	MASTER OF SCIENCE EDUCATION (MAJOR IN GENERAL SCIENCES)	2021	present	N/A	N/A	N/A

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IV. CIVIL SERVICE ELIGIBILITY						
27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	Licensure Examination for Teachers (LET)	91.40%	9/29/2019	Tacloban City	1799042	12/1/2022
	Honor Graduate Eligibility (PD 907)	N/A	6/20/2019	Tacloban City		

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

[illegible]

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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			
	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			
	BRINGING LIVING HERITAGE INTO THE CLASSROOM (SECOND WEBINAR)	1/12/2022	1/12/2022	3.0	Technical	UNITED NATIONS EDUCATIONAL, SCIENTIFIC, AND CULTURAL ORGANIZATION (UNESCO)
	UP-NISMED 58TH ANNIVERSARY PUBLIC LECTURE AND LAUNCHING OF RESOURCES	11/22/2022	11/22/2022	4.0	Technical	NATIONAL INSTITUTE FOR SCIENCE AND MATHEMATICS EDUCATION (UP-NISMED)
	HOW DO WE START LESSON STUDY IN OUR SCHOOL?	11/18/2022	11/18/2022	2.0	Technical	KASAMA TEACHERS COMMUNITY (UP-NISMED)
	2022 NATIONAL RESEARCH CONFERENCE AND TRAINING WORKSHOPS	12/11/2022	11/26/2022	24.0	Technical	NATIONAL ORGANIZATION OF SCIENCE TEACHERS AND EDUCATIONS (NOSTE), INC.
	3RD PAPSI 3-DAY INTERNATIONAL RESEARCH CONFERENCE	4/11/2022	6/11/2022	24.0	Technical	PHILIPPINE ASSOCIATION OF PHYSICS AND SCIENCE INSTRUCTORS (PAPSI)
	51ST NATIONAL AND 12TH INTERNATIONAL PAFTE CONVENTION	10/20/2022	10/21/2022	16.0	Technical	IE ASSOCIATION FOR TEACHERS AND EDUCATOR
	WEBINAR ON LEADERSHIP AND VOLUNTEERISM FOR COMMUNITY RESILIENCE	5/8/2022	5/8/2022	4.0	Technical	DEPARTMENT OF SCIENCE AND TECHNOLOGY - SCIENCE EDUCATION INSTITUTE
	TYPHOON AWARENESS AND CALAMITY READINESS	06/29/2022	06/29/2022	3.0	Technical	VISAYAS STATE UNIVERSITY - DEPARTMENT OF METEOROLOGY
	ACTIVE SCIENCE TEACHING AND EVALUATION USING PROBLEM-BASED AND PROJECT-BASED APPROACH IN THE NEW NORMAL	06/19/2022	06/19/2022	8.0	Technical	ASSOCIATION OF SCIENCE TEACHERS AND EDUCATORS OF THE PHILIPPINES (ASTEP), INC.
	TEACHING SCIENCE THROUGH INQUIRY	06/17/2022	06/24/2022	4.0	Technical	KASAMA TEACHERS COMMUNITY (UP-NISMED)
	9TH INTERNATIONAL CONFERENCE FOR SCIENCE EDUCATORS AND TEACHERS	06/16/2022	06/17/2022	16.0	Technical	SCIENCE EDUCATION ASSOCIATION (THAILAND)
	6TH INTERNATIONAL CONGRESS ON ACTION RESEARCH, ACTION LEARNING (ARAL 2022)	05/20/22	05/22/22	24.0	Technical	DE LA SALLE UNIVERSITY
	3D FLEXLEAP@USC: CONTINUOUS QUALITY IMPROVEMENT (CQI) WORKSHOP	05/16/2022	05/26/2022	2.0	Technical	UNIVERSITY OF SAN CARLOS - COMMISSION ON HIGHER EDUCATION
	SCHOLARS' VALUES FORMATION PROGRAM - THE FILIPINO PATRIOT SCHOLARS PROJECT	04/22/22	04/22/22	4.0	Technical	DEPARTMENT OF SCIENCE AND TECHNOLOGY - SCIENCE EDUCATION INSTITUTE
	3D FLEXLEAP@USC: TRAINING OF EDUCATORS WORKSHOP SERIES	11/3/2022	03/26/2022	9.0	Technical	UNIVERSITY OF SAN CARLOS - COMMISSION ON HIGHER EDUCATION
	TEACHING STEM IN SOUTHEAST ASIA - MAKING HEADWAY WEBINAR SERIES	10/3/2022	03/24/2022	6.0	Technical	THE HEADWAY FOUNDATION
	THE ART OF SCIENCE AND MATHEMATICS TEACHING (SCIENCE DIPLOMACY WORKSHOP: WOMEN IN STEAM CAREERS WEBINAR SERIES)	8/3/2022	8/3/2022	4.0	Technical	NATIONAL INSTITUTE OF SCIENCE AND MATHEMATICS EDUCATION (UP-NISMED)
	TRENDS IN SOFT MATTER RESEARCH AND ITS APPLICATION	4/2/2022	4/2/2022	4.0	Technical	VISAYAS STATE UNIVERSITY - DEPARTMENT OF PHYSICS
	ANNUAL EDUCATORS' CONGRESS (AECON) 2022: KEEPING IT REAL	01/27/2022	01/28/2022	16.0	Technical	REX EDUCATION
	SEMINAR-WORKSHOP ON CURRENT TRENDS IN OUTCOME-BASED EDUCATION	10/22/21	10/24/21	9.0	Technical	PRODEV TRAINING CENTER
	RE-IMAGINING EDUCATION USING TECHNOLOGY: IMPROVING INSTRUCTIONAL CONTENT, ASSESSMENT AND ONLINE ENGAGEMENT	11/8/2021	11/8/2021	3.0	Technical	UNIVERSITY OF SAN CARLOS
(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)	
	COMPUTER SKILLS		N/A		PHILIPPINE ASSOCIATION FOR TEACHERS AND EDUCATORS (PAFTE)	
	ART SKILLS				ASSOCIATION OF SCIENCE TEACHERS AND EDUCATORS OF THE PHILIPPINES (ASTEP), INC.	
	SINGING & DANCING				PHILIPPINE ASSOCIATION OF PHYSICS AND SCIENCE INSTRUCTORS (PAPSI)	
	EFFECTIVE COMMUNICATION SKILLS					
	TEACHING SKILLS					
(Continue on separate sheet if necessary)						
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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 type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<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: _____

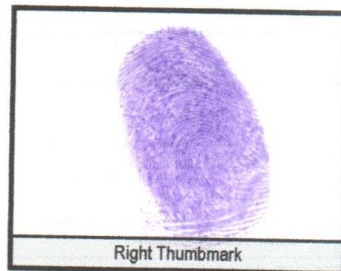
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
DR. BAYRON S. BARREDO	VISCA, BAYBAY CITY, LEYTE	563-7527
PROF. JOY A. BELLEN	VISCA, BAYBAY CITY, LEYTE	563-7527
DR. CHRISTY M. DESADES	VISCA, BAYBAY CITY, LEYTE	563-7027

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.



JOSE CELSO S. PEREZ, JR.

PHOTO



Right Thumbmark

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID:	PRC ID
ID/License/Passport No.:	1799042
Date/Place of Issuance:	ORMOC CITY

Signature (Sign inside the box)	
12/06/2022	
Date Accomplished	

SUBSCRIBED AND SWORN to before me this 26 JAN 2023, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR Person Administering Oath	
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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			
(Continuation)						
	IMPLEMENTING THE FIELD STUDY COURSES	8/7/2021	8/7/2021	3.0	Technical	PHILIPPINE ASSOCIATION FOR TEACHERS AND EDUCATORS (PAFTE) NATIONAL
	PAFTE NATIONAL 11TH MIDYEAR CONVENTION 2021: TEACHING BEYOND TEST SCORES: LEARNER AGENCY AND GROWTH MINDSET	11/6/2021	12/6/2021	12.0	Technical	PHILIPPINE ASSOCIATION FOR TEACHERS AND EDUCATORS (PAFTE) NATIONAL
	PAFTE REGION VIII 2021 MIDYEAR CONVENTION (SHIFTS THAT FIT IN INSTRUCTION, RESEARCH, AND EXTENSION: BENCHMARKS FOR QUALITY)	5/6/2021	5/6/2021	6.0	Technical	PHILIPPINE ASSOCIATION FOR TEACHERS AND EDUCATORS (PAFTE) REGION VIII
	WRITESHOP ON PREPARATION OF LICENSURE EXAMINATION FOR PROFESSIONAL TEACHERS (LEPT) REVIEW MATERIALS	7/4/2021	7/4/2021	2.0	Technical	VSU UNIVERSITY REVIEW SERVICES
	PASUC BUILDING OUTCOMES-BASED ONLINE TEACHING COMPETENCIES TOWARDS ADVANCEMENT, MASTERY, PRODUCTIVITY (BOOTCAMP) PHASE 2	03/22/2021	03/26/2021	15.0	Technical	PHILIPPINE ASSOCIATION OF STATE UNIVERSITIES AND COLLEGES (PASUC)
	EARTH SCIENCE TEACHERS' WEBINAR (8TH NATIONAL GEOLOGY CONGRESS)	03/22/2021	03/22/2021	4.0	Technical	UNIVERSITY OF THE PHILIPPINES GEOLOGICAL SOCIETY
	DEMYSTIFYING, DEVELOPING AND DEMONSTRATING THE FLEXIBLE LEARNING PROGRAM TOWARDS AN AUTHENTIC OUTCOMES-BASED EDUCATION	5/2/2021	5/3/2021	15.0	Technical	UNIVERSITY OF SAN CARLOS AND CHED
	PASUC BUILDING OUTCOMES-BASED ONLINE TEACHING COMPETENCIES TOWARDS ADVANCEMENT, MASTERY, PRODUCTIVITY (BOOTCAMP) PHASE 1	12/14/2020	12/18/2020	15.0	Technical	PHILIPPINE ASSOCIATION OF STATE UNIVERSITIES AND COLLEGES (PASUC)
	PAFTE 49TH NATIONAL AND 11TH INTERNATIONAL CONVENTION	9/10/2020	10/10/2020	8.0	Technical	PHILIPPINE ASSOCIATION FOR TEACHERS AND EDUCATORS (PAFTE) - NATIONAL
	NATIONAL CONFERENCE ON HIGHER EDUCATION: FUTURE CAREERS AND CURRICULUM DEVELOPMENT	09/17/2020	09/18/2020	18.0	Technical	ENDERUN COLLEGES
	WEBINAR ON LEARNING CONTINUITY AND RESILIENCE AMIDST CRISIS	6/9/2020	6/9/2020	3.0	Technical	CARL E. BALITA REVIEW CENTER
	VSU MOODLE VIRTUAL CLASSROOM MANAGEMENT TRAINING	07/15/2020	07/17/2020	24.0	Technical	VISAYAS STATE UNIVERSITY - DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY
	TRAINING WORKSHOP ON COURSE MODULES PRODUCTION FOR FLEXIBLE LEARNING	11/6/2020	06/19/2020	40.0	Technical	EVHEIs - FLEXIBLE LEARNING MANAGEMENT SYTEM CONSORTIUM
	PAFTE MIDYEAR CONVENTION WEBINAR	8/6/2020	8/6/2020	2.0	Technical	PHILIPPINE ASSOCIATION FOR TEACHERS AND EDUCATORS (PAFTE) - NATIONAL
	VIRTUAL TRAINING ON GOOGLE CLASSROOM AS A LEARNING MANAGEMENT SYSTEM	05/19/20	05/21/2020	8.0	Technical	VISAYAS STATE UNIVERSITY - UIIC WEB SERVICES
	PHILOSOPHIES OF EDUCATION SEMINAR	05/30/2019	05/30/2019	3.0	Technical	VISAYAS STATE UNIVERSITY COLLEGE OF EDUCATION
	JOB SEEKING SEMINAR	5/20/2019	5/20/2019	4.0	Technical	VISAYAS STATE UNIVERSITY COLLEGE OF EDUCATION
	2019 DOST SCHOLAR'S EXIT CONFERENCE	7/5/2019	7/5/2019	8.0	Technical	DOST-REGION VIII
	PAFTE ANNUAL REGIONAL TEACHING CONGRESS	02/23/2019	02/23/2019	8.0	Technical	PHILIPPINE ASSOCIATION FOR TEACHERS AND EDUCATORS (PAFTE)-VIII
	COMMUNITY-BASED DISASTER RISK REDUCTION MANAGEMENT (CBDRRM) SEMINAR (DOST PATRIOT PROGRAM PHASE 2)	7/28/2018	7/31/2018	36.0	Technical	DOST-REGION VIII
	THE FILIPINO PATRIOT SCHOLAR (DOST PATRIOT PROGRAM PHASE 1)	8/7/2018	8/7/2018	9.0	Technical	DOST-REGION VIII
	TRAINING WORKSHOP ON INNOVATIVE LEARNING STRATEGIES	05/15/2018	05/16/2018	9.0	Technical	VISAYAS STATE UNIVERSITY COLLEGE OF EDUCATION
	TRAINING SEMINAR ON DISASTER-PREPAREDNESS	04/21/2018	04/21/2018	8.0	Technical	ALPHA PHI-OMEGA INTERNATIONAL COLLEGIATE SERVICE FRATERNITY AND SORORITY, SENIOR STUDENT EVENT PLANNERS (ALPHA SAGE), USSO
	WORKSHOP SERIES ON QUALITATIVE RESEARCH	8/4/2018	04/14/2018	8.0	Technical	COLLEGE OF EDUCATION ALLIANCE OF BIOLOGICAL SCIENCES MAJORS
	SEMINAR ON DISASTER RISK REDUCTION	10/14/2017	10/14/2017	8.0	Technical	PHILIPPINE INSTITUTE OF CIVIL ENGINEERS VSU STUDENT CHAPTER
	WHERE DO YOU FALL ON THE SPECTRUM OF SEXUALITY? SOGIE 101	7/3/2016	7/3/2016	6.0	Technical	VISAYAS STATE UNIVERSITY- DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES
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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: January 13, 2020 to PRESENT
 - Position: Instructor I
 - Name of Office/Unit: Department of Teacher Education
 - Immediate Supervisor: Dr. Joel Q. Mabalhin
 - Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
-
- List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
-
1. Teaches assigned subjects and performs other teaching related functions, among others, the following:
 - a. Prepares course outline and OBE syllabus for class preparation.
 - b. Checks test papers and return to students for authentic assessment.
 - c. Advises students especially during enrolment and some academic problems.
 2. Performs functions relative to committee memberships and other hoc assignments including quality assurance and other accreditation functions.
 3. Performs other functions assigned by the department head and College dean.


JOSE CELSO S. PEREZ, JR.
(Signature over Printed Name
of Employee/Applicant)

Date: 12/06/2022