

## 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	PASCUAL		
FIRST NAME	MAY	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	CERNA		
3. DATE OF BIRTH (mm/dd/yyyy)	05/26/1974	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 CITY, 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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		
7. HEIGHT (m)	1.5	17. RESIDENTIAL ADDRESS	N/A N/A House/Block/Lot No. Street
8. WEIGHT (kg)	52	ZIP CODE	N/A GUADALUPE Barangay
9. BLOOD TYPE	O		BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	2005697872 N/A <i>Raymond</i>		6521
11. PAG-IBIG ID NO.	1640-0008-0105	18. PERMANENT ADDRESS	N/A N/A House/Block/Lot No. Street
12. PHILHEALTH NO.	12-050318394-9	BRGY	N/A GUADALUPE Subdivision/Village Barangay
13. SSS NO.	06-1584813-6	ZIP CODE	BAYBAY CITY LEYTE City/Municipality Province
14. TIN NO.	190-100-818-000		6521
15. AGENCY EMPLOYEE NO.	V01167	19. TELEPHONE NO.	N/A
		20. MOBILE NO.	+63 917 628 8757/ +63 922 809 6874
		21. E-MAIL ADDRESS (if any)	MCPASCUAL06@GMAIL.COM/ MAY.PASCUAL@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	N/A	NAME EXTENSION (JR., SR) N/A	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	PASCUAL			
FIRST NAME	JAIME	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	BANES			
25. MOTHER'S MAIDEN NAME	FE VALENZONA CERNA			
SURNAME	PASCUAL			
FIRST NAME	FE			
MIDDLE NAME	CERNA			

(Continue on separate sheet if necessary)

## III. EDUCATIONAL BACKGROUND

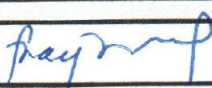
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	ViSCA Foundation Elementary School	Elementary	1979	1986	N/A	1986	First Honorable Mention
SECONDARY	Experimental Rural High School	High School	1986	1991	N/A	1991	With Honors
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	University of San Carlos	BS Psychology	1991	1996	N/A	1996	PD 451/Magna Cum Laude
GRADUATE STUDIES	De La Salle University	MA School Counseling	2002	2005	N/A	2005	Summer Institute of Graduate Studies (SIGS) Full Scholarship/With High Distinction
GRADUATE STUDIES	Cebu Normal University	MA Guidance and Counseling	2007	2008	9 units	N/A	N/A
GRADUATE STUDIES	Cebu Technological University - Main	Doctor in Deveelopment Education - Guidance and Counseling	2015	2018	51 units/CAR	N/A	N/A
CERTIFICATE	Cebu Technological University - Main	Certificate in Professional Education	2017	2018	18 units (Certificate in Professional Education)	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE	<i>Raymond</i>	DATE	July 30, 2020
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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
Career Service Subprofessional	92.62	01/24/1994	Cebu City	N/A	N/A
Career Service Professional (PD 907, Honor Graduate Eligibility)	N/A	03/23/1996	N/A	N/A	N/A
Registered Guidance Counselor (RA 9258, Article 3, Section 14)	N/A	06/30/2008	Metro Manila	0000344	05/26/2020
Licensed Professional Teacher	86.8	09/30/2018	Cebu City	1747336	05/26/2022
(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.							
28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
08/01/2019	PRESENT	Assistant Professor I	Visayas State University	P32,053	15-1	Regular (Temporary)	Y
07/01/2018	06/30/2019	Cluster Director for Human Resource Development	Daughters of Charity - St. Louise de Marillac Educational System, Central Visayas Cluster	N/A	N/A	Regular	N
01/01/1997	06/30/2019	Guidance Counselor	Basic Education Department of Colegio de la Inmaculada Concepcion - Cebu	P35,324.34	N/A	Regular	N
12/04/2017	04/28/2018	Faculty	Senior High School Department of Colegio de la Inmaculada Concepcion - Cebu	P11,000	N/A	Part Time	N
06/01/2011	05/31/2017	Cluster Vice President and/or Vice President for Student Services and External Linkages	Daughters of Charity - St. Louise de Marillac Educational System Central Visayas Cluster and/or Colegio de la Inmaculada Concepcion - Cebu	N/A	N/A	Regular	N
06/01/2005	05/31/2017	Coordinator for Counseling and Testing Services	Basic Education Department of Colegio de la Inmaculada Concepcion - Cebu	N/A	N/A	Regular	N
02/14/2009	05/02/2009	Faculty	Graduate School of University of San Jose Recoletos	(cannot recall)	N/A	Part Time	N
06/09/1997	03/31/2000	Christian Living Teacher	Night High School Department of Colegio de la Inmaculada Concepcion - Cebu	(cannot recall)	N/A	Part Time	N
11/11/1996	03/28/1997	Instructor	College Department of Colegio de la Inmaculada Concepcion - Cebu	(cannot recall)	N/A	Part Time	N
07/01/1997	12/31/1996	Guidance Counselor	Basic Education Department of Colegio de la Inmaculada Concepcion - Cebu	P5,500	N/A	Probationary	N
(Continue on separate sheet if necessary)							
SIGNATURE				DATE		July 30, 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		
	Vincentian Family Philippines' Systemic Change and Collaborative Initiative for Tanauan, Leyte, Adamson University, San Marcelino St. Ermita, Manila	01/01/2015	06/30/2019	more than 300 hours	Coordinator for the Central Visayas Cluster of the Daughters of Charity, St. Louise de Marillac Educational System, values formation facilitator

(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			
	National Training-Seminar for Teachers of Philippine History (Essential Truths on the Martial Law Years, 1972-1986)	03/06/2020	03/07/2020	16.0	Technical	University of San Carlos & Human Rights Violations Victim's Memorial Commission
	Training on Qualitative Research	01/17/2020	01/17/2020	8.0	Technical	De La Salle University Social Development Research Center
	41st Annual Conference of the Ugnayang Pang-Aghamtao, Inc. (Food (in)Security: An International Conference in Anthropology of Food and Eating	11/07/2019	11/09/2019	24.0	Technical	UGAT/Anthropological Association of the Philippines
	43rd PACERS Midyear Conference: Embracing Diversified Challenges in Mental Health Services through a Multidisciplinary and Collaborative Approach	09/26/2019	09/27/2019	16.0	Technical	Philippine Association for Counselor Education, Research and Supervision
	Growing in Mindfulness	03/08/2019	03/08/2019	8.0	Foundation	Colegio de la Inmaculada Concepcion - Cebu
	Developmental Psychology: Understanding Children in Different Stages Forum	10/29/2018	10/29/2018	2.0	Technical	LH Prime Medical Clinic
	International Linkages in Professional Development with the theme: Widening the Need for Special Education Service	10/21/2018	10/21/2018	6.0	Technical	University of the Visayas College of Education & Graduate School of Education, Foundation for Advanced Professional Development, Inc. & Foreign Cultural Exchange Consultants
	2018 CEAP National Convention with the theme: Sanctificacio: From Brokenness to Blessedness	10/03/2018	10/05/2018	20.0	Technical	Catholic Educational Association of the Philippines (CEAP)
	Educational Leaders Forum	06/27/2018	06/30/2018	30.0	Managerial	Daughters of Charity - St. Louise de Marillac Educational System
	18th Annual Assembly and Professional Development with the theme: Mental Health Care: Concepts, Emerging Practices and Evidences	03/07/2018	03/09/2018	22.0	Technical	Philippine Guidance and Counseling Association, Inc. Cebu Chapter
	8th Annual Conference of Philippine Mental Health Association Cebu Chapter with the theme: Dealing with Difficult People: the Personality Disorders	09/30/2017	09/30/2017	4.0	Technical	Philippine Mental Health Association Cebu Chapter
	Disaster Risk Reduction Management Seminar	07/04/2017	07/04/2017	7.0	Technical	Office of Civil Defense Region VII
	40th International Annual Conference with the theme: PACERS Ruby: Celebrating Accomplishments and Transforming the Counseling Landscape in the ASEAN Region	02/17/2016	02/19/2016	22.0	Technical	Philippine Association for Counselor Education, Research and Supervision
	Professional Challenges and Opportunities in an ASEAN Integrated Era	11/13/2014	11/14/2014	16.0	Technical	Philippine Guidance and Counseling Association, Inc. (PGCA)
	2014 CEM Forum with the theme: Leading Schools with Data	09/17/2014	09/17/2014	6.0	Technical	Center for Educational Measurement
	Triage Expanded Operational Planning (Strategic, Operational, and Execution Planning)	07/28/2014	08/01/2014	22.0	Managerial	Daughters of Charity - St. Louise de Marillac Educational System, Central Visayas Cluster
	Systemic Change Asia-Pacific Train the Trainers Workshop	07/07/2014	07/12/2014	44.0	Technical	Systemic Change International Commission
	Daughters of Charity - St. Louise de Marillac Educational System Strategic Planning and Formation	04/01/2014	04/11/2014	70.0	Managerial	Daughters of Charity - St. Louise de Marillac Educational System

(Continue on separate sheet if necessary)



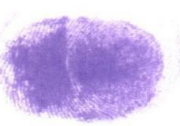


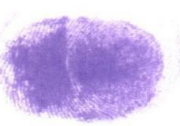


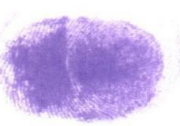
# VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Counseling		none		Philippine Guidance and Counseling Association (PGCA) - National & Cebu Chapter
	Psychological Test Administration and Interpretation				Philippine Association for Counselor Education, Research and Supervision
	Facilitation of Group Dynamic Activities				Elim Communities, Cebu Branch
					Vincentian Family Philippines' Systemic Change and Collaborative Initiative

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 30, 2020
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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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: <u>Resignation from Colegio de la Inmaculada Concepcion - Cebu</u>												
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)														
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>Dr. Guiraldo C. Fernandez, Jr.</td><td>Visayas State University, Baybay City</td><td>0922-400-9161</td></tr><tr><td>Engr. Neil M. Antiquina</td><td>Hermag Village, Basak, Mandaue City</td><td>316-2505</td></tr><tr><td>Mr. Stanley Clark M. Dipay, RGC</td><td>Cebu Doctors' University, North Reclamation Area, Mandaue City</td><td>238-8883 loc 141</td></tr></table>			NAME	ADDRESS	TEL. NO.	Dr. Guiraldo C. Fernandez, Jr.	Visayas State University, Baybay City	0922-400-9161	Engr. Neil M. Antiquina	Hermag Village, Basak, Mandaue City	316-2505	Mr. Stanley Clark M. Dipay, RGC	Cebu Doctors' University, North Reclamation Area, Mandaue City	238-8883 loc 141
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Mr. Stanley Clark M. Dipay, RGC	Cebu Doctors' University, North Reclamation Area, Mandaue City	238-8883 loc 141												
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.														
<table><tr><td>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td><td rowspan="4"> Signature (Sign inside the box) July 30, 2020 Date Accomplished</td><td rowspan="4">  Right Thumbmark</td></tr><tr><td>Government Issued ID: PRC ID for Professional Teacher</td></tr><tr><td>ID/License/Passport No.: 1747336</td></tr><tr><td>Date/Place of Issuance: 02/04/2019 at PRC Mandaue City</td></tr></table>			Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	 Signature (Sign inside the box) July 30, 2020 Date Accomplished	  Right Thumbmark	Government Issued ID: PRC ID for Professional Teacher	ID/License/Passport No.: 1747336	Date/Place of Issuance: 02/04/2019 at PRC Mandaue City						
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Government Issued ID: PRC ID for Professional Teacher														
ID/License/Passport No.: 1747336														
Date/Place of Issuance: 02/04/2019 at PRC Mandaue City														
SUBSCRIBED AND SWORN to before me this <u>03 AUG 2020</u> , affiant exhibiting his/her validly issued government ID as indicated above.														
<table><tr><td>ATTY. RYAN C. GUINOCOR VSU LEGAL OFFICER</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYAN C. GUINOCOR VSU LEGAL OFFICER	Person Administering Oath										
ATTY. RYAN C. GUINOCOR VSU LEGAL OFFICER														
Person Administering Oath														



## 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 1, 2019 – present
- Position: Assistant Professor 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, Baybay City
  - List of Accomplishments and Contributions (if any)
    - Co-authored and developed modules and online-ready instructional materials (IMs) for “Understanding the Self”
  - Summary of Actual Duties
    - Responsible for teaching General Education courses
    - Assigned in various committees in the Department
    - Facilitated several students in their guidance needs as the designated Department-based Guidance Facilitator

- Duration: Jul 2018 – Jun 2019
- Position: Cluster Director
- Name of Office/Unit: Human Resource Development
- Immediate Supervisor: Sr. Maria Luisa B. Javier, DC
- Name of Agency/Organization and Location: Central Visayas Cluster of the Daughters of Charity – St. Louise de Marillac Educational System (DC-SLMES), Cebu City
  - List of Accomplishments and Contributions (if any)
    - Co-designed and implemented the human resource formation and well-being program of the personnel of the member schools in collaboration with the top-level administrators.
    - Designed the succession plan for top level administrators.
    - Crafted and implemented the accompaniment program for the retiring personnel in their last decade of service.
    - Co-pioneered the Standards-Based Institutional Assessment on Leadership and Governance of the cluster in accordance with the Philippine Catholic Schools Standards (PCSS) by co-designing the assessment tools and writing the assessment results which led to the development of the Continuing Quality Institutional Plan (CQIP) for the incoming school year of Colegio de la Inmaculada Concepcion– Cebu, a member school.
    - Co-edited the revised Administrative and Lay Mission Partners' Manual of CIC.
  - Summary of Actual Duties
    - Responsible for the cluster's human resource formation, wellbeing and other personnel concerns.

- Duration: Jul 1996 – Jun 2019
- Position: Guidance Counselor
- Name of Office/Unit: Counseling and Testing Services
- Immediate Supervisor(s): Mrs. Emelita Bacus/Mrs. Julie Beltran/Mrs. Ann Carmel Rama
- Name of Agency/Organization and Location: Colegio de la Inmaculada Concepcion, Cebu City
  - List of Accomplishments and Contributions (if any)
    - Addressed various needs of the learners by co-designing and implementing the comprehensive school counseling program in collaboration with other counselors, administrators, teachers and non-teaching staff, parents and other stakeholders, focusing on the three domains recommended by the American School Counselor



Association (ASCA): Personal-Social, Academic and Career Development. Co-crafted and periodically revised the first ever CIC Guidance Manual.

- Assisted the early childhood learners overcome school anxiety and school refusal problems.
- Counseled learners in the areas of academic, personal-social and career development.
- Developed and implemented the "SHS Amistarde," an acquaintance and acclimatization program benefitting the Grades 11 and 12 learners who are among the first batch of Senior High School of the new K to 12 curriculum.
- Co-developed and implemented various programs such as the Families of Migrant Workers (FMW), Orientation Program, Career Development Program, Vincentian Servant-Leadership Program and Homeroom Guidance Program.
- Introduced to the CIC faculty the emerging trend of teaching Generation Z learners of the 21st century and distinguishing the Gen Z from the millennials

- Summary of Actual Duties

- Responsible for the delivery of the various services in the Counseling and Testing office.

- Duration: Dec 2017 – Apr 2018

- Position: Part time Faculty

- Name of Office/Unit: Senior High School Department

- Immediate Supervisor: Ms. Jessica N. Pulvera

- Name of Agency/Organization and Location: Colegio de la Inmaculada Concepcion, Cebu City

- List of Accomplishments and Contributions (if any)
  - Taught Personal Development

- Summary of Actual Duties

- Responsible for teaching Personal Development, submitting grades and accomplishing other necessary requirements

- Duration: Jun 2011 – May 2017

- Position: Cluster Vice President and/or Vice President

- Name of Office/Unit: Student Services and External Linkages

- Immediate Supervisor(s): Sr. Zenaida S. Condes, DC/Sr. Mayflor Diacuna, DC/Sr. Maria Luisa B. Javier, DC

- Name of Agency/Organization and Location: Central Visayas Cluster of the Daughters of Charity – St. Louise de Marillac Educational System/Colegio de la Inmaculada Concepcion, Cebu City

- List of Accomplishments and Contributions (if any)
  - Contributed to the strategic and expanded operational planning of the cluster and of CIC.
  - Facilitated the smooth delivery of basic guidance services of the three mission schools of the cluster: St. Louise de Marillac College of Bogo, Colegio de San Francisco Javier in Palompon, Leyte and St. Martin de Porres Academy in Daanbantayan (the last two schools have been turned over to corresponding dioceses in 2015 and 2016, respectively) in the absence of guidance designates in each school for 2-4 years.
  - Led the effective delivery of student services: Counseling and Testing, Health and Wellness, Food, and Student Assistance of CIC-Cebu.
  - Established and maintained linkages with community partners, in collaboration with the other departments.
  - Managed the documentation and the promotion/marketing team of the school with the schemes attracting at least 200 new students every school year.



- Summary of Actual Duties
  - Coordinates all sections/units that offer support services to students and personnel, specifically, Counseling and Testing Services, Admission and Placement, Health and Wellness, Food Services, and Marillac Student Assistance (Student Services); External Linkages and Scholarship, Promotion & Documentation, and Alumni Relations (External Linkages) of the institution and of the cluster.

- Duration: Jun 2005 – May 2017
- Position: Coordinator
- Name of Office/Unit: Counseling and Testing Services
- Immediate Supervisor: Sr. Maria Luisa B. Javier, DC
- Name of Agency/Organization and Location: Colegio de la Inmaculada Concepcion, Cebu City
  - List of Accomplishments and Contributions (if any)
    - Supervised and trained the counseling staff who were mostly fresh college graduates, 5 (or 50%) of whom were eventually promoted to top, key or mid-level administrative positions to date.
    - Institutionalized the school's proposal-making with almost 95% approval rate of the Counseling and Testing Services proposals and with full administrative support.
- Summary of Actual Duties
  - Responsible for planning, organizing, directing and supervising the operations of the Counseling and Testing Services office.

- Duration: Feb 2009 – May 2009
- Position: Part Time Faculty
- Name of Office/Unit: College of Education, Graduate School
- Immediate Supervisor: (cannot recall)
- Name of Agency/Organization and Location: University of San Jose Recoletos, Cebu City
  - List of Accomplishments and Contributions (if any)
    - Taught Counseling Theories and Techniques to graduate students in Guidance and Counseling
- Summary of Actual Duties
  - Responsible for teaching the major subject for masters in guidance and counseling, submitting grades and accomplishing other necessary requirements

- Duration: Jun 1997 – Mar 2000
- Position: Part time Faculty
- Name of Office/Unit: Night High School Department
- Immediate Supervisor: Ms. Julita Lim
- Name of Agency/Organization and Location: Colegio de la Inmaculada Concepcion, Cebu City
  - List of Accomplishments and Contributions (if any)
    - Taught Christian Living subject
- Summary of Actual Duties
  - Responsible for teaching Christian Living subject, submitting grades and accomplishing other necessary requirements

- Duration: Nov 1996 – Mar 1997
- Position: Part time Faculty
- Name of Office/Unit: College Department
- Immediate Supervisor: Ms. Victoria Liao Lamco

- Name of Agency/Organization and Location: Colegio de la Inmaculada Concepcion, Cebu City
  - List of Accomplishments and Contributions (if any)
    - Taught Childe Development subject
- Summary of Actual Duties
  - Responsible for teaching Child Develop subject, submitting grades and accomplishing other necessary requirements



**MAY C. PASCUAL**

(Signature over Printed Name  
of Employee/Applicant)

Date: 07/30/2020