CS Form No. 212 Revised 2017

# 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

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM. 1. CS ID No. Print legibly. Tick appropriate boxes ( and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. (Do not fill up. For CSC use only SUGANO 2. SURNAME NAME EXTENSION (JR., SR) FIRST NAME SHALOM GRACE MIDDLE NAME CABANILLAS 3. DATE OF BIRTH 9/1/1989 16. CITIZENSHIP ☑ Filipino □ Dual Citizenship (mm/dd/yyyy)  $\square$  by birth  $\square$  by naturalization Pls. indicate country: 4 PLACE OF BIRTH Ticad, Bantayan Island, Cebu If holder of dual citizenship. please indicate the details. Male 5. SEX Female Peru ✓ Single ☐ Married 17. RESIDENTIAL ADDRESS Lakas Angkan Apartment Zone 5 6 CIVIL STATUS House/Block/Lot No. Street ☐ Widowed Separated Brgy. Guadalupe Other/s: Subdivision/Village Barangay Baybay City Leyte 150 cm 7. HEIGHT (m) City/Municipality Province 8. WEIGHT (kg) 48 kg. ZIP CODE 6521 18. PERMANENT ADDRESS 222 Rizal 9. BLOOD TYPE Type "O" House/Block/Lot No Street Ticad 10. GSIS ID NO 2003896950 Subdivision/Village Baranga Cebu Bantavan Island 11. PAG-IBIG ID NO. 121092054859 Province City/Municipality 12. PHILHEALTH NO 130000947726 ZIP CODE 6052 13. SSS NO. 19. TELEPHONE NO. n/a none 14. TIN NO 294620766 20. MOBILE NO. 09122654495 shalomgrace.sugano@vsu.edu.ph/sshalomgrace@gmail.co 15 AGENCY EMPLOYEE NO 21. E-MAIL ADDRESS (if any **FAMILY BACKGROUND** 22. SPOUSE'S SURNAME DATE OF BIRTH (mm/dd/yyyy) n/a 23. NAME of CHILDREN (Write full name and list all) NAME EXTENSION (JR., SR) n/a FIRST NAME n/a MIDDLE NAME n/a OCCUPATION n/a EMPLOYER/BUSINESS NAME n/a **BUSINESS ADDRESS** n/a TELEPHONE NO. n/a SUGANO FATHER'S SURNAME NAME EXTENSION (JR., SR) FIRST NAME ROI ANDO PAIT MIDDLE NAME MOTHER'S MAIDEN NAME SURNAME CABANILLAS FIRST NAME MARILYN MARFA MIDDLE NAME (Continue on separate sheet if necessary) **EDUCATIONAL BACKGROUND** SCHOLARSHIP BASIC EDUCATION/DEGREE/COURSE PERIOD OF ATTENDANCE HIGHEST LEVEL NAME OF SCHOOL YEAR GRADUATED ACADEMIC HONORS LEVEL UNITS EARNED (Write in full) (Write in full) (if not graduated) RECEIVED From To FLEMENTARY **Bantayan Central Elementary School Elementary Education** 1999 2001 N/A 2001 N/A SECONDARY **Bantayan National High School** Secondary Education 2011 2005 N/A 2005 N/A VOCATIONAL / N/A N/A N/A N/A N/A N/A TRADE COURSE COLLEGE Visayas State University Bachelor in Secondary Education (BioChem) 2005 2009 N/A 2009 N/A **GRADUATE STUDIES** Visavas State University Master of Education (major Chemistry) 2010 2013 N/A 2013 N/A Mindanao State University Iligan Institute of Doctor of Philosophy in Science Education VSU Fellowshir **GRADUATE STUDIES** 2014 2018 N/A 2018 Technology (major Chemistry) Grant SIGNATURE DATE ממשר

7. CAR	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE RATING		DATE OF EXAMINATION / PLACE OF EXAMIN		IATION / CONFERMENT		LICENSE (if ap		
BARANGAY ELIGIBILITY / DRIVER'S LICENSE (If Applicable)			CONFERMENT 4/5/2009	PLACE OF EXAMINATION / CONFERMENT  VSU, Visca, Baybay City, Leyte			NUMBER	Date of Validity	
Civil Service Examination Honor Grant							N/A	4/4/2009	
Licensure Examination for Teachers (LET) 79.0			9/1/2009	Tacloban City, Leyte			1084397	9/1/2025	
			(Con	tinue on separate sheet	f necessary)		A 1 2 8 3 1		
	EXPERIENCE	Start from your recent	work) Description	of duties should be	indicated in the attached	Work Expe	ience sheet		
8. INCL	INCLUSIVE DATES (mm/dd/yyyy)  From To    Clude private employment. Start from your recent work) Description   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)	
/1/2022	PRESENT	Assistant Pro	fessor II	Visayas State University		38150.00	16-1	Permanent	Υ
/1/2021		Assistant Pro	fessor II	Visayas S	tate University	36628.00	16-1	Permanent	Υ
/1/2020		Assistant Pro	fessor II	Visayas State University		35106.00	16-1	Permanent	Υ
/1/2019	12/31/2019	Instructo	r III	Visayas State University		27755.00	14-1	Permanent	Υ
/1/2018	12/31/2018	Instructo	r III	Visayas State University		26494.00	14-1	Permanent	Y
/1/2017	12/31/2017	Instructo	r III	Visayas State University		25290.00	14-1	Permanent	Υ
/1/2017		Instructo	or I	Visayas State University		21387.00	12-1	Permanent	Υ
/1/2016	12/31/2016	Instructo	or I	Visayas State University		20651.00	12-1	Permanent	Υ
/1/2016	5/31/2016	Instructo	or I	Visayas State University		20651.00	12-1	Temporary	Y
6/1/2015	12/31/2015	Instructo	orl	Visayas State University		19940.00	12-1	Temporary	Y
6/1/2014	5/31/2015	Instructo	orl	Visayas State University		19940.00	12-1	Temporary	Y
6/1/2013	5/31/2014	Instructo	orl	Visayas State University		19940.00	12-1	Temporary	Υ
/1/2012	5/31/2013	Instructo	orl	Visayas State University		19940.00	12-1	Temporary	Y
6/1/2011	5/31/2012	Instructo	orl	Visayas State University		18333.00	12-1	Temporary	Υ
/5/2011	5/31/2011	Instructo	or I	Visayas State University		16726.00	12-1	Temporary	Y
6/24/2010	1/4/2011	Instructo	or I	Visayas State University		16726.00	12-1	Contractual	Y
//1/2009	6/23/2010	Instructo	or I	Visayas S	Visayas State University		12-1	Contractual	Y
6/1/2009	6/30/2009	Instructo	or I	Visayas S	State University	13512.00	12-1	Contractual	Y
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SIGNATURE		(Co	ontinue on separate sheet if necessary)  DATE		9/5/2022				

20 NAME & ADDRESS O	T / PEOPLE / VOLUNTARY O						
29. NAME & ADDRESS OF ORGANIZATION (Write in full)		(mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK		
kas Angkan Ministries, Inc.	7/1/1905	To Present	24.0	Bible Study Leader			
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	Laff et.C						
I. LEARNING AND DEVELOPMENT (LE	(C &D) INTERVENTIONS/TRAINING	ontinue on separate PROGRAMS AT	sheet if necessary TENDED				
art from the most recent L&D/training program and in	nclude only the relevant L&D/training taken		ars for Division Ch	ief/Executive/Man			
	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)			NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
ISO 9001: 2015 Interna	l Audit Training	8/17/2022	To 8/19/2022	24	Technical	Visayas State University, IGF (Zoom)	
NOSTE 2021 International Research		9/11,18,25/2021	9/11,18,25/2021	24	Technical	NOSTE and West Visayas State University	
TURNITIN Instructor's W	orkflow Training	5/31/2021	5/31/2021	8	Technical	Visayas State University	
International Webinar for Research Ad	vising for Qualitative Research	3/25/2021	3/27/2021	24	Technical	Asian Society of Teachers for Research	
ISO 9002:2015: Awarenes and	Re-Awareness Seminar	11/27/2020	11/27/2020	8	Technical	Visayas State University	
Learn and Relearn: VSU TO	11/12/2020	11/12/2020	8	Technical	Visayas State University		
Google Classroom Vir	5/19/2020	5/22/2020	24	Technical	Visayas State University		
Asian Conference on Education and Inte	3/25/2019	3/29/2019	24.0	Technical	IAFOR		
The 6th International Conference for Science	5/7/2018	5/9/2018	24.0	Technical	ISET, SRINAKHARINWIROT UNIVERSITY		
2018 National Research Conference	1/24/2018	1/26/2018	24.0	Technical	ASMAC		
2nd Global Research and Education	11/11/2017	11/13/2017	24.0	Technical	GRAEC		
The 4th International Conference for Science	Educators and Teachers (ISET 2016)	6/3/2016	6/5/2016	24.0	Technical	ISET, KNON KAEN UNIVERSITY	
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III. OTHER INFORMATION	(	Continue on separate	sneet ii necessary	<i>)</i>			
31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)					33. MEMBERSHIP IN ASSOCIATION/ORGANIZAT (Write in full)	
SINGING	N/A				INTERNATIONAL ACADEMIC FORUM		
WATCHING MOVIES						Association of Science and Mathematics Coa	
DANCING	101 241			of the Philippines (ASMAC)  Quantum Cognizance Researchers Conglom Inc.			
COOKING		fair, T		Visayas State University Faculty Association			
	and Administration of the Administration of				FA) Mindanao State University – Iligan Institute Technology Alumni Association		
					Technology Alumni Association State Universities and Colleges Teachers Educators Association (SUCTEA), Inc.		
		Continue on separate	sheet if names	V			
SIGNATURE	Bon	On Separate	Onest ii necessali	Property of the	DATE	9/15/2012	
	787	0 4				CS FORM 212 (Revised 2017), Page	

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34.	Are you related by consanguinity or affinity to the appointing of chief of bureau or office or to the person who has immediate Bureau or Department where you will be apppointed, a. within the third degree?	☐ YES ☑ NC					
	b. within the fourth degree (for Local Government Unit - Care	er Employees)?	YES V NC				
35.	a. Have you ever been found guilty of any administrative offe	☐ YES ☑ NO If YES, give details:					
	b. Have you been criminally charged before any court?	☐ YES ☑ NO If YES, give details:     Date Filed:     Status of Case/s:					
36.	Have you ever been convicted of any crime or violation of an any court or tribunal?	☐ YES ☑ NO If YES, give details:					
	Have you ever been separated from the service in any of the dropped from the rolls, dismissal, termination, end of term, fir 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 Barangay election)?	☐ YES ☑ NO If YES, give details:					
	<ul> <li>b. Have you resigned from the government service during the election to promote/actively campaign for a national or local</li> </ul>	☐ YES ☑ NO  If YES, give details:					
39.	Have you acquired the status of an immigrant or permanent	☐ YES ☑ NO If YES, give details (country):					
40. a. b.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), Are you a member of any indigenous group?  Are you a person with disability?  Are you a solo parent?	☐ YES					
41.	REFERENCES (Person not related by consanguinity or affinity to applicant /	appointee)					
	NAME	ADDRESS	TEL. NO.				
	BAYRON S. BARREDO	Visca, Baybay City, Leyte	9515112133	2 2			
	ROSARIO P. ABELA	Visca, Baybay City, Leyte	9183641159				
12	ALELI A. VILLOCINO	Visca, Baybay City, Leyte	9173040879				
72.	I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertine Philippines. I authorize the agency head/authorized represe agree that any misrepresentation made in this document administrative/criminal case/s against me.	ent laws, rules and regulations of the ntative to verify/validate the contents state	Republic of the ed herein.	SHALOM BEAGE E SUGANO			
	Sovernment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Ch 1					
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-	D/License/Passport No.: 1084397	ox)					
D	late/Place of Issuance: February 04, 2011	Date Accomplished		Right Thumbmark			
	SUBSCRIBED AND SWORN to before me this	R OF LUCE	ng his/her validly issued gover	nment ID as indicated above.			
	ATTY, RYSAMC, GUINOCOR VSU Ciyle/ Legal Officer						
		Person Administering Oat	h g	2/ 3/ 3/			

# **WORK EXPERIENCE SHEET**

Instructions: 1. Include only the work experiences relevant to the position being applied to.

- 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: October 2017 Present
- Position: Assistant Professor II
- Name of Office/Unit: VSU Integrated High School
- · Immediate Supervisor: Dr. Bayron S. Barredo
- Name of Agency/Organization and Location: Visayas State University/Visca, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
- Crafted and proposed policies, interventions, and initiatives of the VSU Integrated High School.
- Supervised and mentor faculty for professional growth and development.
- Presented research outputs to National and International fora.
- Initiated the revision of the College of Education research, extension, and innovation agenda.
- Propose and conducted research in line with the research agenda of the College of Education.
- Published papers in National and International Journals indexed in Scopus and ISI indexers.
- Won best presenter award in international conferences in Mathematics and Science Education.

### Summary of Actual Duties

Aside from performing instruction and administrative functions to the best of my ability, developing instructional materials in line with the needs of the learners, and be available for students' consultation whenever needed. I also performed other functions assigned by the College Dean, Vice Presidents, and the University President, TWG for Laboratory equipment, committee chairman and member in the some of the committees organized by the college and university. Aside from these, I carry administrative functions and responsibilities of the Integrated High School. In 2018, I also served as research coordinator in the department, hence; I implemented duly approved research/extension projects within time frame, prepared reports within the prescribed period, presented research outputs during national and international conferences. Finally, research results were published for dissemination to wider audience worldwide.

Duration: August 2015 – September 2017

· Position: Instructor III

Name of Office/Unit: VSU Integrated High School

Immediate Supervisor: Dr. Rosario P. Abela

- Name of Agency/Organization and Location: Visayas State University/Visca, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
- Presented research outputs to National and International fora.
- Initiated the revision of the College of Education research, extension, and innovation agenda.
- Propose and conducted research in line with the research agenda of the College of Education.
- Publish papers in National and International Journals indexed in Scopus and ISI indexers.
- Submitted financial reports as School Treasurer.

#### Summary of Actual Duties

Aside from performing instruction to the best of my ability, developing instructional materials in line with the needs of the learners, and be available for students' consultation whenever needed. I also performed other functions assigned by the department head, College Dean, Vice Presidents, and the University President including that of being the Chair in the VSU Entrance Test Construction Committee. I also served as research coordinator in the department. Aside from that, I was designated as School Treasurer, responsible in handling the finances of the department. Finally, research results were published for dissemination to wider audience worldwide.

Duration: June 2009 – July 2015

Position: Instructor 1

Name of Office/Unit: VSU Integrated High School

Immediate Supervisor: Dr. Rolando H. Arpilleda

- Name of Agency/Organization and Location: Visayas State University/Visca, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
- Developed learning material in mathematics
- Attended conferences and seminars to improve my content and pedagogical knowledge
- Attended to all the needs of the students

# Summary of Actual Duties

The following were my tasks as instructor. Preparation and revision of teaching materials/guides, examinations, TOS, and submit to department head. Checking of test papers to be able to consult to students after examination about their standing in the subject matter. Submission of grade sheets efficiently to the department head. I made myself available for consultation because I also performed as class adviser for grade 9 students and perform tasks as second parents. Finally, I have performed other functions assigned by the department head, College Dean, Vice Presidents, and the University President.

SHALOM GRACE C. SUGANO
(Signature over Printed Name
of Employee/Applicant)

Date: September 15, 2022