

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 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	SUGANO		
FIRST NAME	SHALOM GRACE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CABANILLAS		
3. DATE OF BIRTH (mm/dd/yyyy)	9/1/1989	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Ticad, Bantayan Island, Cebu	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Peru
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Lakas Angkan Apartment Zone 5 House/Block/Lot No. Street Subdivision/Village Brgy. Guadalupe Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	150 cm	ZIP CODE	6521
8. WEIGHT (kg)	48 kg.		18. PERMANENT ADDRESS
9. BLOOD TYPE	Type "O"	ZIP CODE	6052
10. GSIS ID NO.	2003896950	19. TELEPHONE NO.	none
11. PAG-IBIG ID NO.	121092054859	20. MOBILE NO.	09122654495
12. PHILHEALTH NO.	130000947726	21. E-MAIL ADDRESS (if any)	shalomgrace.sugano@vsu.edu.ph/sshalomgrace@gmail.com
13. SSS NO.	n/a		
14. TIN NO.	294620766		
15. AGENCY EMPLOYEE NO.			

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	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	SUGANO		
FIRST NAME	ROLANDO		
MIDDLE NAME	PAIT		
25. MOTHER'S MAIDEN NAME			
SURNAME	CABANILLAS		
FIRST NAME	MARILYN		
MIDDLE NAME	MARFA		

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	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 / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Visayas State University	Bachelor in Secondary Education (BioChem)	2005	2009	N/A	2009	N/A
GRADUATE STUDIES	Visayas State University	Master of Education (major Chemistry)	2010	2013	N/A	2013	N/A
GRADUATE STUDIES	Mindanao State University Iligan Institute of Technology	Doctor of Philosophy in Science Education (major Chemistry)	2014	2018	N/A	2018	VSU Fellowship Grant

SIGNATURE

DATE


9/15/2022


CS FORM 212 (Revised 2017), Page 1 of 4

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	LICENSE (if applicable)		
				NUMBER	Date of Validity	
	Civil Service Examination	Honor Grant	4/5/2009	VSU, Visca, Baybay City, Leyte	N/A	4/4/2009
	Licensure Examination for Teachers (LET)	79.0	9/1/2009	Tacloban City, Leyte	1084397	9/1/2025

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	9/5/2022
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9/5/2022

[illegible]

(Continue on separate sheet if necessary)


VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
SINGING	N/A	INTERNATIONAL ACADEMIC FORUM
WATCHING MOVIES		Association of Science and Mathematics Coaches of the Philippines (ASMAC)
DANCING		Quantum Cognizance Researchers Conglomerate Inc.
COOKING		Visayas State University Faculty Association (VSU FA)
		Mindanao State University – Iligan Institute of Technology Alumni Association
		State Universities and Colleges Teachers Educators Association (SUCTEA), Inc.

(Continue on separate sheet if necessary)

SIGNATURE		DATE	9/15/2022
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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: 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