

# 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	Balotite		
FIRST NAME	Sheerwina Mae	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Gonzaga		
3. DATE OF BIRTH (mm/dd/yyyy)	05/01/1991	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.	Philippines
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	House/Block/Lot No. _____ Street _____ Guadalupe (Utod) Subdivision/Village _____ Barangay _____ BAYBAY LEYTE City/Municipality _____ Province _____
7. HEIGHT (m)	1.46	ZIP CODE	6521
8. WEIGHT (kg)	72.00	18. PERMANENT ADDRESS	House/Block/Lot No. _____ Street _____ Guadalupe (Utod) Subdivision/Village _____ Barangay _____ BAYBAY LEYTE City/Municipality _____ Province _____
9. BLOOD TYPE	B+	ZIP CODE	6521
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	(563) 196-7
11. PAG-IBIG ID NO.	N/A	20. MOBILE NO.	910-458-3906
12. PHILHEALTH NO.	N/A	21. E-MAIL ADDRESS (if any)	sheerwinamae.gonzaga@vsu.edu.ph
13. SSS NO.	N/A		
14. TIN NO.	N/A		
15. AGENCY EMPLOYEE NO.	V00888		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Balotite		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Dionilo	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	Espinosa			
OCCUPATION	Self-employed			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.				
24. FATHER'S SURNAME	Gonzaga			
FIRST NAME	Brigido Rudillo	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Wenceslao			
25. MOTHER'S MAIDEN NAME	Celia Alabat			
SURNAME	Gonzaga			
FIRST NAME	Celia			
MIDDLE NAME	Alabat		<i>(Continue on separate sheet if necessary)</i>	

## 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	1997	2003		2003	N/A
SECONDARY	Visayas State University Laboratory High School	High School	2003	2007		2007	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Elementary Education	2007	2011		2011	N/A
GRADUATE STUDIES	Visayas State University	Master of Education in English	2011	2014		2014	N/A

*(Continue on separate sheet if necessary)*

<b>SIGNATURE</b>		<b>DATE</b>	04/22/2024
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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
	Licensed Professional Teacher	77.00	09/25/2011	Tacloban City	1111167	05/01/2025

*(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						
01/01/2023	PRESENT	Assistant Professor I	Visayas State University	36,619.00	15-1	Permanent	Y
09/15/2022		Assistant Professor I	Visayas State University	35,097.00	15-1	Permanent	Y
07/01/2022		Instructor II	Visayas State University	30,111.00	13-2	Permanent	Y
01/01/2022		Instructor II	Visayas State University	29,798.00	13-1	Permanent	Y
01/01/2021		Instructor II	Visayas State University	28,276.00	13-1	Permanent	Y
01/01/2020		Instructor II	Visayas State University	26,754.00	13-1	Permanent	Y
07/01/2019	12/31/2019	Instructor II	Visayas State University	25,232.00	13-1	Permanent	Y
01/01/2019	06/30/2019	Instructor	Visayas State University	23,222.00	12-2	Permanent	Y
07/01/2018		Instructor	Visayas State University	22,410.00	12-2	Permanent	Y
01/01/2018		Instructor	Visayas State University	22,149.00	12-1	Permanent	Y
11/02/2017		Instructor I	Visayas State University	21,387.00	12-1	Permanent	Y
06/01/2017	12/31/2017	Instructor I	Visayas State University	21,387.00	12-1	Temporary	Y
01/01/2017		Instructor I	Visayas State University	21,387.00	12-1	Temporary	Y
06/01/2016	05/31/2017	Instructor I	Visayas State University	20,651.00	12-1	Temporary	Y
01/01/2016		Instructor I	Visayas State University	20,651.00	12-1	Temporary	Y
07/01/2015	05/31/2016	Instructor I	Visayas State University	19,940.00	-	Temporary	Y

*(Continue on separate sheet if necessary)*

**SIGNATURE** \_\_\_\_\_ **DATE** 04/22/2024

**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			
	Seminar-Workshop on Enhancing Gender and Society Curriculum	03/20/2024	03/20/2024	8	Instruction	VSU Gender Resource Center
	Seminar-Workshop on Cultural Mapping of VSU Main Campus Heritage Properties	03/14/2024	03/15/2024	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Seminar-Workshop on English Language and Literature Teaching and Assessment (ELLTA) in the 21st Century	11/24/2023	11/25/2023	16	Instruction	Leyte Normal University
	13th PAFTE Midyear Convention	06/15/2023	06/16/2023	16	Research	Philippine Association for Teachers and Educators (PAFTE), Inc.
	5th International Teacher Education Research Conference	04/28/2023	04/29/2023	16	Research	Xavier University, Xavier Center for Lifelong Learning
	Training-workshop on the Crafting of the VSU Integrated High School Handbook	03/30/2023	04/01/2023	24	Technical	VSU Integrated High School
	Centennial Book Writing Workshop	03/02/2023	03/04/2023	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Participated in the VSU Faculty Onboarding with the theme "Padayon sa Panaghiusa, VSU" 1st Semester A.Y. 2022-2023	09/05/2022	09/07/2022	24	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Research and Extension Strategic Planning of College of Education	05/04/2022	05/04/2022	8	Research	College of Education, Visayas State University
	Webinar Improve Your Foreign Language Competency to Expand More Opportunities	04/20/2022	04/20/2022	8	Instruction	Southeast Asian Ministers of Education Organization (SEAMEO)
	PISA Reading Literacy Framework: The Need to Develop Reading Competencies Across the Curriculum	10/21/2021	10/21/2021	8	Instruction	USPIRE Global Training Inc.
	Echo-Webinar on the TIEC-CHED Flexible Learning Foundation Virtual Conference	03/15/2021	03/16/2021	16	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Webinar on TOS and Test Item Analysis	11/20/2020	11/20/2020	8	Technical	Office of the Vice President for Academic Affairs, Visayas State University
	Enhancing Resilience in the Workplace	06/08/2020	06/08/2020	8	Technical	College of Education, Visayas State University
	Training on Google Classroom as a Learning Management System (LMS)	05/19/2020	05/21/2020	24	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	NATIONAL SEMINAR WORKSHOP ON RE-CALIBRATING ACTION RESEARCH	02/16/2019	02/17/2019	16	Research	CENTER FOR HUMAN RESEARCH AND DEVELOPMENT FOUNDATION, INC.
	ORIENTATION-WORKSHOP ON THE ESTABLISHMENT OF AN INFORMATION AND SERVICE DELIVERY NETWORK FOR BAYBAY CITY	01/25/2019	01/25/2019	8	Technical	COMMISSION ON POPULATION REGIONAL OFFICE VIII

PLEASE SEE ATTACHMENT A

*(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)
	N/A		Outstanding Teacher		Pinagpala Publishing Services
					Professional Organization of Researchers and Educators of the Philippines, Inc.
					Pinoy Educators Advocating Social Media Education, Inc.
					Philippine Institute of 21st Century Educators Inc.
					Philippine Association of Teachers and Educational Leaders, Inc.
					Philippine Association of Social Sciences and Educational Molders, Inc.
					VSU-FA

*(Continue on separate sheet if necessary)*

<b>SIGNATURE</b>		<b>DATE</b>	04/22/2024
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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?  YES  NO  
b. within the fourth degree (for Local Government Unit - Career Employees)?  YES  NO  
If YES, give details: \_\_\_\_\_

35. a. Have you ever been found guilty of any administrative offense?  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 any law, decree, ordinance or regulation by any court or tribunal?  YES  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?  YES  NO  
If YES, give details: \_\_\_\_\_  
**Finished contract**

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?  YES  NO  
If YES, give details: \_\_\_\_\_  
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?  YES  NO  
If YES, give details: \_\_\_\_\_

39. Have you acquired the status of an immigrant or permanent resident of another country?  YES  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?  YES  NO  
If YES, please specify: \_\_\_\_\_  
b. Are you a person with disability?  YES  NO  
If YES, please specify ID No \_\_\_\_\_  
c. Are you a solo parent?  YES  NO  
If YES, please specify ID No \_\_\_\_\_

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Seregina Ruth Martinez	VSU, Visca, Baybay City Leyte	09185475499
Corina M. Sacro	Guadalupe, Baybay City, Leyte	09175887847
Shalom Grace S. Vega	VSU, Visca, Baybay City, Leyte	09122654495

ID picture taken within the last 6 months  
3.5 cm x 4.5 cm  
(passport size)  
With full and handwritten name tag and signature over printed name  
Computer generated or photocopied picture is not acceptable

PHOTO

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.

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: N/A

ID/License/Passport No.: N/A

Date/Place of Issuance: N/A

Signature (Sign inside the box)

04/22/2024

Date Accomplished

Right Thumbmark

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

Person Administering Oath