

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	CUIZON		
FIRST NAME	RUBEN		NAME EXTENSION (JR., SR)
MIDDLE NAME	CAPUNO		JR
3. DATE OF BIRTH (mm/dd/yyyy)	2/27/1988	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	Cebu City	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:		
7. HEIGHT (m)	1.7m	17. RESIDENTIAL ADDRESS	Mabini
8. WEIGHT (kg)	65kg	ZIP CODE	House/Block/Lot No. Street
9. BLOOD TYPE	O+		District 17
10. GSIS ID NO.			Subdivision/Village Barangay
11. PAG-IBIG ID NO.	1211-0601-2699		Ormoc Leyte
12. PHILHEALTH NO.	12-051147200-3		City/Municipality Province
13. SSS NO.	06-3286644-7	18. PERMANENT ADDRESS	Purok II Sta. Cruz
14. TIN NO.	312-155-977	ZIP CODE	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.			San Jose
			Subdivision/Village Barangay
			Talibon Bohol
			City/Municipality Province
19. TELEPHONE NO.		6325	
20. MOBILE NO.			
21. E-MAIL ADDRESS (if any)			shanogibbscuizon@gmail.com

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		CZAR EMMANUEL CUIZON	2/8/2022
MIDDLE NAME	N/A		N/A	
OCCUPATION	N/A		N/A	
EMPLOYER/BUSINESS NAME	N/A		N/A	
BUSINESS ADDRESS	N/A		N/A	
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	CUIZON			3/5/1960
FIRST NAME	RUBEN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CAMBANGAY SR			
25. MOTHER'S MAIDEN NAME				
SURNAME	CAPUNO			1/12/1962
FIRST NAME	THELMA			
MIDDLE NAME	CAPIN		(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	Blessed Trinity Elementary School		1995	2001		2001	
SECONDARY	Blessed Trinity College		2001	2005		2005	
VOCATIONAL / TRADE COURSE							
COLLEGE	Immaculate Heart of Mary Seminary	Bachelor of Arts in Philosophy	2005	2010		2010	
GRADUATE STUDIES	University of San Jose-Recoletos	Master of Arts in Philosophy	2015	2019		2019	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 29, 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
	Professional Teacher	77.4	9/29/2019	South Western University (SWU)	1867873	2/27/2026

(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						
8/1/2023	2/29/2024	College Instructor II	City College of Ormoc	31000.00	SG 13	Casual/CoS	Y
3/1/2023	6/11/2023	College Instructor	Cebu Technological University-Main Campus	12600.00		Contract of Service	Y
8/1/2019	6/30/2023	College Instructor	Lapu-Lapu City College	37260.00		Contract of Service	Y
9/4/2019	5/28/2021	College Instructor	Tabor Hill College-OAD, Inc.	4800.00		Contract of Service	N
6/16/2018	5/12/2019	College Instructor	St. Cecilia's College Inc.	16900.00		Contract of Service	N
2/16/2015	3/17/2018	CSR II / IHD (Internal Help Desk)	TeleTech Customer Care Management Philippines, Inc.	20000.00			N
10/3/2014	1/30/2015	CSA (Customer Service Associate)	Teleperformance	15000.00			N
4/22/2014	10/13/2014	Technical Support Representative	TeleTech Customer Care Management Philippines, Inc.	18000.00			N
10/28/2013	3/5/2014	Customer Service Representative	eBusiness BPO, Inc.	14000.00			N
4/26/2013	8/25/2013	Sales Consultant	Philippine Prudential Life Insurance Company	10000.00			N
8/21/2012	1/12/2013	RDU-Clerk	Sanford Marketing Corp. SM Savemore Mactan	9000.00			N
7/18/2011	4/1/2012	Asst. Parish Clerk	Saint Joseph Parish	2000.00			N
1/10/2011	4/8/2011	Substitute Adviser	Our Lady of Rule Catholic Learning Center	8000.00			N
6/7/2010	11/30/2010	Teacher	Santo Niño Institute	8000.00			N

(Continue on separate sheet if necessary)

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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		
	NONE	N/A	N/A	N/A	N/A
	NONE	N/A	N/A	N/A	N/A
	NONE	N/A	N/A	N/A	N/A
	NONE	N/A	N/A	N/A	N/A
	NONE	N/A	N/A	N/A	N/A
	NONE	N/A	N/A	N/A	N/A
	NONE	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			
	Webinar on Peace Studies Education and Development of Course Syllabi with ASEAN Integration	10/11/2022	10/11/2022		Participant	Commision on Higher Education - Region 7
	Innovation: Where Collaboration, Creativity, and Technology Meet	5/20/2022	5/21/2022		Participamt	Philippine Association for Teachers & Educators (PAFTE) & LORIMAR Publishing
	3DFlexLeaP@USC: Demystifying, Developing and Demonstrating the Flexible Learning Programs Toward an Workshop Series Orientation	3/11/2022	3/11/2022		Participamt	University of San Carlos
	CONTENT CREATION AND CAPACITY BUILDING FOR REGION 7 HEI INSTRUCTORS IN DEVELOPING, ADAPTING AND	9/1/2021	9/3/2021		Participamt	University of San Jose-Recoletos & Commision on Higher Education - Region 7
		8/25/2021	8/27/2021			
	Flexible Learning Modality Training for Teacher Educators: Webinar Series	7/16/2021	7/18/2021		Partipant	Commision on Higher Education, Cebu Normal University, Leyte Normal Univesity & Cebu Technological University
		7/9/2021	7/9/2021			
		7/2/2021	7/4/2021			
		6/25/2021	6/27/2021			
	The Promise of Social-Emotional Learning Amidst COVID Pandemic	10/9/2020	10/10/2020		Participant	Philippine Association for Teachers & Educators, Amicus KOI Solutions, & LORIMAR Publishing Inc.
	Bridging Educational Shifts: Tools, Strategies and Approaches for the New Normal Learning	7/15/2020	7/15/2020	6 hours	Participant	Association of Fil-Am Teachers of America Inc.
		7/13/2020	7/13/2020	2 hours		
		7/10/2020	7/10/2020	4 hours		
		7/8/2020	7/8/2020	4 hours		
		7/6/2020	7/6/2020	4 hours		
	Rizal 2.0: Teknolohiya sa Pagtuturo ng Buhay at Mga Gawa ni Dr. Jose P. Rizal	6/19/2020	6/19/2020		Partipant	VIBAL Group
	Muling-sulyap sa mga Piling Simbolismo sa Dalawang Imortal na Nobela ni Dr. Jose P. Rizal	6/19/2020	6/19/2020		Partipant	VIBAL Group
	MODULE DESIGNFOR ONLINE TEACHING: from Classroom Teaching to Online Teaching; A Paradigm Shift	6/13/2020	6/13/2020		Partipant	Lapu-Lapu City College & PHILIPPINE SCHOOL DOHA
	Planning, Designing and Delivering Course Materials for Flexible Learning	6/8/2020	6/8/2020		Partipant	Philippine Association for Teachers & Educators, Amicus KOI Solutions, & LORIMAR Publishing Inc.
	John Paul II Centennial International Conference	1/16/2020	1/18/2020		Partipant	Philippine National Philosophical Research Society, Inc., Societas Ethica Philosophica, & Rogationist College Seminary Cebu

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		N/A
			N/A		N/A
			N/A		N/A
			N/A		N/A
			N/A		N/A
			N/A		N/A
			N/A		N/A

(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)?			<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>			
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?			<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>			
			<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>			
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?			<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>			
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?			<div><input checked="" type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: EOC _____</div>			
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?			<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>			
			<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>			
39. Have you acquired the status of an immigrant or permanent resident of another country?			<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>			
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?			<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>			
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)						
NAME			ADDRESS		TEL. NO.	
Dr. Maria Noeleen M. Borbajo			Mandaue, Cebu		9335216948	
Migor de Vivar			Talisay, Cebu		9226525591	
Mary Rose Nabarquez			Ormoc, Leyte		9463513370	
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.						
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: UMID</div> <div>ID/License/Passport No.: CRN-0111-3519932-2</div> <div>Date/Place of Issuance: Cebu City</div>			<div></div> <div>Signature (Sign inside the box)</div> <div>06/29/2024</div> <div>Date Accomplished</div>			<div></div> <div>PHOTO</div> <div></div> <div>Right Thumbmark</div>
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.						
<div></div> <div>Person Administering Oath</div>						