

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	CAYUBIT			
FIRST NAME	ELLEN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CERNA			
3. DATE OF BIRTH (mm/dd/yyyy)	22/09/1996	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.		
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:			
7. HEIGHT (m)	1.63	17. RESIDENTIAL ADDRESS	PINAGKAISA	
8. WEIGHT (kg)	60		House/Block/Lot No.	Street
9. BLOOD TYPE	AB+		Subdivision/Village	HIBUNAWAN
10. GSIS ID NO.	N/A		Barangay	LEYTE
11. PAG-IBIG ID NO.	1212-2550-4844	ZIP CODE	6321	
12. PHILHEALTH NO.	13-050202085-5	18. PERMANENT ADDRESS	PINAGKAISA	
13. SSS NO.	06-4127089-1		House/Block/Lot No.	Street
14. TIN NO.	722-598-782		Subdivision/Village	HIBUNAWAN
15. AGENCY EMPLOYEE NO.			Barangay	LEYTE
		ZIP CODE	6321	
		19. TELEPHONE NO.	N/A	
		20. MOBILE NO.	0915-348-9533	
		21. E-MAIL ADDRESS (if any)	ejcerna@up.edu.ph	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CAYUBIT	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NIEL JR.	NAME EXTENSION (JR., SR)	ELISE NILE C. CAYUBIT
MIDDLE NAME	TEVES		07/24/2023
OCCUPATION	PROFESSIONAL TEACHER		
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY		
BUSINESS ADDRESS	VISCA, BAYBAY CITY, LEYTE		
TELEPHONE NO.	(053) 565 0600		
24. FATHER'S SURNAME	CERNA		
FIRST NAME	ELEUTERIO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MONTECILLO		
25. MOTHER'S MAIDEN NAME	AMALIA ISIDRO JAROGON		
SURNAME	CERNA		
FIRST NAME	AMALIA		
MIDDLE NAME	JAROGON		

(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	HIBUNAWAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	09/06/2003	03/04/2009	ELEMENTARY GRADUATE	2009	VALEDICTORIAN
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL EDUCATION	01/06/2009	22/03/2013	HIGH SCHOOL GRADUATE	2013	N/A
VOCATIONAL / TRADE COURSE							
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN CHEMISTRY	01/06/2013	14/06/2017	COLLEGE GRADUATE	2017	N/A
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES CEBU	MASTER OF EDUCATION (CHEMISTRY)	11/09/2021	29/07/2023	Master of Education Graduate	2023	WITH DISTINCTION

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JANUARY 4, 2025
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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.

[illegible]

(Continue on separate sheet if necessary)

<i>SIGNATURE</i>		<i>DATE</i>	JANUARY 4, 2025
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

[illegible]

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JANUARYB 4, 2025
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">RESIGNATION</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>TRACIE RANEZ</td> <td>FCIC, BAYBAY CITY, LEYTE</td> <td>0936-853-2791</td> </tr> <tr> <td>ANNA LARISSA BARGAMENTO</td> <td>ZONE 2, BAYBAY CITY, LEYTE</td> <td>0917-662-6623</td> </tr> <tr> <td>TRIRAT SUKASUKONT</td> <td>MUEANG, PHETCHABURI, THAILAND</td> <td>66812934803</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	TRACIE RANEZ	FCIC, BAYBAY CITY, LEYTE	0936-853-2791	ANNA LARISSA BARGAMENTO	ZONE 2, BAYBAY CITY, LEYTE	0917-662-6623	TRIRAT SUKASUKONT	MUEANG, PHETCHABURI, THAILAND	66812934803
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<p>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.</p>													
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<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 250px; height: 60px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p>													

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: February 16, 2024 – June 2, 2024
- Position: Non-Resident Faculty (Chemistry)
- Name of Office/Unit: Natural Sciences and Mathematics Department
- Immediate Supervisor: Louise Marie B. Siason
- Name of Agency/Organization and Location: Cebu Technological University-Argao Campus
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Responsible for delivering lectures, facilitating discussions, and conducting practical sessions, developing syllabi and other course materials, designing assessments in accordance with CHED rules and regulations, and evaluating student performance.

- Duration: September 1, 2023 – February 15, 2024
- Position: Instructor
- Name of Office/Unit: College of Teacher Education
- Immediate Supervisor: Ceferina L. Rodriguez
- Name of Agency/Organization and Location: Sibonga Community College, Sibonga, Cebu
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Responsible for delivering lectures, facilitating discussions, and conducting practical sessions, developing syllabi and other course materials, designing assessments in accordance with CHED rules and regulations, and evaluating student performance.

- Duration: July 15, 2020 – April 15, 2023
- Position: Chemistry Teacher
- Name of Office/Unit: Science-Maths Bilingual Program
- Immediate Supervisor: Trirat Sukasukont
- Name of Agency/Organization and Location: Benchamatheputhit Phetchaburi School, Phetchaburi, Thailand
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Planning and delivering bilingual chemistry lessons, developing instructional materials, conducting laboratory experiments, assessing student progress,

collaborating with colleagues, and participating in professional development activities and school events.

- Duration: June 1, 2018 – April 30, 2020
- Position: High School Faculty & College Part-Time Faculty
- Name of Office/Unit: Basic Education Unit
- Immediate Supervisor: Sr. M. Kathleen Laran, OSF
- Name of Agency/Organization and Location: Franciscan College of the Immaculate Concepcion, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
Responsible for planning and delivering engaging lessons, assessing student progress, providing feedback, and maintaining a positive classroom environment; teaching college-level courses, developing course materials, assessing student work, holding office hours, and engaging in professional development activities.



ELLEN C. CAYUBIT
(Signature over Printed Name
of Employee/Applicant)

Date: January 4, 2025