

# 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	TEVES		
FIRST NAME	MA ROSE KAREN		NAME EXTENSION (JR., SR)
MIDDLE NAME	HENERALE		
3. DATE OF BIRTH (mm/dd/yyyy)	08/22/1981	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	ORMOC CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" 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:	17. RESIDENTIAL ADDRESS	39 House/Block/Lot No. Street BLISS BAGONG BUHAY Subdivision/Village Barangay ORMOC LEYTE City/Municipality Province
7. HEIGHT (m)	1.52	ZIP CODE	
8. WEIGHT (kg)	57		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	39 House/Block/Lot No. Street BLISS BAGONG BUHAY Subdivision/Village Barangay ORMOC LEYTE City/Municipality Province
10. GSIS ID NO.		ZIP CODE	
11. PAG-IBIG ID NO.	233533839000		
12. PHILHEALTH NO.	12050361070-7		
13. SSS NO.	06-2301300-5	19. TELEPHONE NO.	
14. TIN NO.	121043270200	20. MOBILE NO.	09958717301
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	khaye.teves@gmail.com

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)		
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	TEVES			
FIRST NAME	REYNALDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CODOG			
25. MOTHER'S MAIDEN NAME				
SURNAME	HENERALE			
FIRST NAME	NORMA			
MIDDLE NAME	LINGGO		(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	ST. PETER'S COLLEGE OF ORMOC	ELEMENTARY	06/01/1988	03/01/1994		1994	
SECONDARY	ST. PETER'S COLLEGE OF ORMOC	HIGHSCHOOL	06/01/1994	03/01/1998		1998	
VOCATIONAL / TRADE COURSE							
COLLEGE	UNIVERSITY OF SAN CARLOS	BS PSYCHOLOGY	06/01/1998	03/01/2002		2002	
GRADUATE STUDIES	CEBU NORMAL UNIVERSITY	MAEd SPED	06/01/2003	03/01/2006	24 units		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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[illegible]

**V. WORK EXPERIENCE**  
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

SIGNATURE		DATE	
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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][illegible]

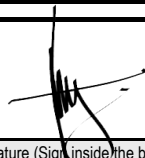
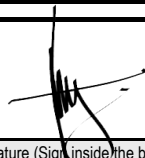
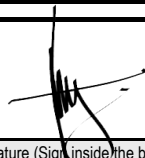



(Continue on separate sheet if necessary)

## VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
MICROSOFT OFFICE SUITE		
Adobe Photoshop		
Social media Marketing		
CANVA		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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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> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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, New employment _____</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>Fr. Nilo E. Tanalega SJ</td> <td>Ateneo De Manila Univ</td> <td>9173201946</td> </tr> <tr> <td>Atty. JO ANN PABRIAGA</td> <td>MANDAUE CITY</td> <td>9173228128</td> </tr> <tr> <td>MARY ANN PATACSIL</td> <td>Ateneo De Manila Univ</td> <td>9178459370</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Fr. Nilo E. Tanalega SJ	Ateneo De Manila Univ	9173201946	Atty. JO ANN PABRIAGA	MANDAUE CITY	9173228128	MARY ANN PATACSIL	Ateneo De Manila Univ	9178459370
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MARY ANN PATACSIL	Ateneo De Manila Univ	9178459370											
<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>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i></td> </tr> <tr> <td>Government Issued ID: <b>06-23001300-5</b></td> </tr> <tr> <td>ID/License/Passport No.: <b>SSS</b></td> </tr> <tr> <td>Date/Place of Issuance: <b>MANILA</b></td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i>	Government Issued ID: <b>06-23001300-5</b>	ID/License/Passport No.: <b>SSS</b>	Date/Place of Issuance: <b>MANILA</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 80px; text-align: center; vertical-align: middle;">             Signature (Sign inside the box)         </td> </tr> <tr> <td style="height: 30px; text-align: center;">Date Accomplished</td> </tr> </table>	 Signature (Sign inside the box)	Date Accomplished						
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 PHOTO	Right Thumbmark												
<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: 300px; height: 60px; margin: 10px auto;"></div> <div style="border: 1px solid black; width: 300px; height: 30px; margin: 10px auto; text-align: center;">       Person Administering Oath     </div>													

## 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: June 2016-June 2020
- Position: Academic Coordinator
- Name of Office/Unit: Busybee Playschool
- Immediate Supervisor: Atty. Emmeline Sacay-Hwang
- Name of Agency/Organization and Location: SMEAG GLOBAL EDUC.
- 

- List of Accomplishments and Contributions (if any)

- Designed Training Program for Teachers
- Increased Number of Enrollment to 100% in one year.

- Summary of Actual Duties

- Provide professional development
- Mentoring and coaching to Staff Development Teachers
- Equipping them to set and deliver training and coaching to teachers in line with job-embedded staff development priorities to meet the needs of district educational goals
- Develop and disseminate innovative and successful school improvement practices
- Coordinates system-wide staff development initiatives relative to curriculum and instruction and activities through the implementation of a comprehensive training calendar – including the development, implementation, monitoring, and revision of workshops
- Works directly with cross-departmental teams to align job-embedded professional development for implementation in the schools
- Support the mission of the Office of Curriculum and Instruction by providing professional development and training equipping school staff
- Facilitates the progress, design and delivery of district wide academic matters
- Supports all elements of the instructional program and directly supervises instructional staff
- Conducts the instructional portion of staff training and assists with preparations for student arrival
- Helps in marketing strategies to maintain influx of students and quality is met
- Visits classes regularly and provides feedback to the instructional staff.
- Conducts regular staff meetings
- Reports all academic concerns to the on-site director or site manager and confers regularly with the on-site administrative team and the main office to discuss student and site issues
- Assist in managing schedule, student payroll, rooms and instructional supplies for workshops and other study programs
- Develop and manage comprehensive academic support program
- Work with parents, teachers and counselors to address students' behavioral, academic, and other problems
- Assist in updating lesson content and instruction methodology
- Assist in development of training modules and programs
- Coordinate with teachers and center coordinators to develop lesson plans and Materials

- Duration: June 2008-May 2016
- Position: Program Coordinator/ Counselor/Facilitator
- Name of Office/Unit:
- Immediate Supervisor: Fr. Nilo E. Tanalega SJ
- Name of Agency/Organization and Location: UGAT Foundation Inc.

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

### **Job Responsibilities**

#### **Project Coordinator**

#### **UGAT – OWWA OFW REPATRIATION PROJECT**

**December 2008- May 2016**

- Provide project administration and program management support, including organizing logistics for and attending meetings, preparing and disseminating meeting notes, developing information materials.
- Organizing Monthly Schedule of Volunteer Counselors
- Organizing Monthly Visits for OWWA Halfway House
- Organizing Quarterly Training and Evaluation of Volunteer Counselors
- Preparing Monthly Reports and Billing for OWWA Repatriation Department
- Preparing for Logistics needs such as Ticket and hotel Bookings for out of Town trainings.

#### **Job Responsibilities (Training Coordinator)**

- Program Module Development and Design based on Needs Analyses of Target Audience
- Budget and Staff Proposal according to Project demands
- Coordinates with different departments to achieve desired results and Evaluates Staff Competence and Performance
- Inspects and Prepares necessary tools, documents and materials for Projects handled including activities that promote other aspects and branches of UGAT Foundation
- documents every seminar conducted, which would include a progress report, evaluation report and financial report
- responsible for developing and conducting trainings, seminars, workshops and learning sessions geared towards continuous development of the clients served
- Design and Facilitate learning Modules
- Assesses Training needs through surveys and interviews with client's employees, consultation with corporate Managers.
- Obtains, organizes and develops training procedure manuals, guides or course materials such as handouts or visual materials

- Provide follow up feedback sessions/counseling/coaching sessions for training Participants as requested by the Corporate clients.

**Job Responsibilities (Counselor)**

- Conducted individual and group counseling sessions implementing behavior management systems and conducting crisis intervention counseling as necessary
- Developed and monitored ongoing performance contracts and strategies coordinating and scheduling all other clinical services to ensure appropriate utilization of continuum
- Provided family counseling services contributing to overall case management of clients
- Contribute to weekly treatment team staffing collaborating with colleagues to ensure strongest treatment plan for each patient

**Guidance Counselor**

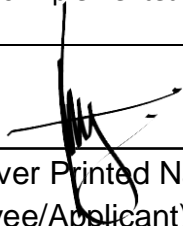
St. Peter's College of Ormoc

Ormoc City, Leyte

June 2005- May 2008

**Job Responsibilities**

- Conducted orientation to new students regarding guidance and counseling services and its importance at the beginning of the school year.
- Administered different tests to different year levels in High School
- Interpreted results to administrators, teachers, parents and students
- Assisted students in Career Planning
- Organized test materials to be used for the coming school year
- Participated in planning of the guidance program and contributes to curriculum development through research
- Provided group guidance and counseling service to the assigned year level
- Assisted in data gathering and documentation
- Conducted performance evaluation of teachers, staff and guidance services
- Provided a mid-year and yearly evaluation of services rendered and the programs implemented to the guidance head

  
\_\_\_\_\_  
(Signature over Printed Name  
of Employee/Applicant)

Date: \_\_\_\_\_