

## 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	BERDOS		
FIRST NAME	ROSE MARIE	NA	
MIDDLE NAME	SECRETARIA		
3. DATE OF BIRTH (mm/dd/yyyy)	08/13/1998	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	LINAO, INOPACAN, LEYTE	If holder of dual citizenship, please indicate the details.	Russia ▼
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	N/A    BATUAN House/Block/Lot No.    Street N/A    LINAO Subdivision/Village    Barangay INOPACAN    LEYTE City/Municipality    Province
7. HEIGHT (m)	1.55	ZIP CODE	6522
8. WEIGHT (kg)	53		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	N/A    BATUAN House/Block/Lot No.    Street N/A    LINAO Subdivision/Village    Barangay INOPACAN    LEYTE City/Municipality    Province
10. GSIS ID NO.	NA	ZIP CODE	6522
11. PAG-IBIG ID NO.	1212-5396-3452		
12. PHILHEALTH NO.	13-250529297-2		
SSS NO.	06-4322079-7	19. TELEPHONE NO.	NA
14. TIN NO.	364-059-440-000	20. MOBILE NO.	09058540314
15. AGENCY EMPLOYEE NO.	101434769	21. E-MAIL ADDRESS (if any)	<a href="mailto:rosemarie.berdos8@gmail.com">rosemarie.berdos8@gmail.com</a>

## 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	NAME EXTENSION (JR., SR) NA	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	BERDOS		N/A	N/A
FIRST NAME	REYNALDO	NAME EXTENSION (JR., SR) NA	N/A	N/A
MIDDLE NAME	ABUNDO		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	SECRETARIA		N/A	N/A
FIRST NAME	ROSALIND		N/A	N/A
MIDDLE NAME	VITALLA		(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			
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY - MAIN CAMPUS	MASTER OF SCIENCE IN LANGUAGE TEACHING	5/7/2021	7/3/2024	40 UNITS	2024	President's List
DIPLOMA OF PROFESSIONAL EDUCATION	CEBU TECHNOLOGICAL UNIVERSITY	DEPLOMA OF PROFESSIONAL EDUCATION	5/8/2019	02/23/2020	18 UNITS	2020	N/A
TERTIARY	VISAYAS STATE UNIVERSITY - MAIN CAMPUS	BACHELOR OF ARTS IN ENGLISH LANGUAGE	3/8/2015	07/14/2019	COLLEGE	2019	MAGNA CUMLAUDE
SECONDARY	INOPACAN NATIONAL HIGH SCHOOL	N/A	06/13/2011	03/26/2015	SECONDARY	2015	VALEDICTORIAN
ELEMENTARY	INOPACAN CENTRAL SCHOOL	N/A	06/13/2008	03/30/2011	ELEMENTARY	2011	3RD HONORABL

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 23, 2025
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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
	Computer Systems Servicing NC II	N/A	1/8/2024	St. Cecilia's College – TESDA Cebu	24072202000365	1/7/2029
	Driver's License	N/A	2/21/2024	Baybay District Office	H12-24-000701	8/13/2028
	Licensed Professional Teacher	87.0	2/10/2022	University of Cebu - Banilad Campus	1955414	8/13/2026
	Civil Service Eligible	N/A	06/20/2019	VISAYAS STATE UNIVERSITY	PD 907	To be claimed

(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	GOVT SERVICE (Y/ N)
From	To						
8/12/2024	4/11/2025	English Instructor	Department of Teacher Education - Visayas State University Integrated High School (VSUIHS)	24000.00	SG 11	Part-time	Y
8/6/2024	4/11/2025	Junior High School Adviser	Department of Teacher Education - Visayas State University Integrated High School	NA	NA	Part-time	Y
8/5/2024	4/11/2025	Office Secretary	Department of Teacher Education - Visayas State University Integrated High School	NA	NA	Part-time	Y
8/5/2024	4/11/2025	English Club Asst. Adviser	Department of Teacher Education - Visayas State University Integrated High School	NA	NA	Part-time	Y
9/26/2023	7/31/2024	Sr. Quality Evaluator	Intuit - Concentrix	37000.00	SG 15	Full-time	N
7/17/2019	9/25/2023	English Communication Trainer   Program Ready Trainer II	Intuit - Concentrix	30000.00	SG 12	Full-time	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/23/2025
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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			
	Registered Youth Coouncil Member ; Linao, Inopcan , Leyte	8/1/2015	Present	8hrs/month	Member; Community Service	
	Linao Cooperative; Linao, Inopacan , Leyte	1/1/2015	12/30/2019	4hrs/Week	Active Member ; Livelihood Program	
	Labastida Outreach Program ; Visca , Baybay. City , Leyte	1/8/2018	07/14/2018	2hrs/Week	Member; Community Service; Outreach Program	
	GLEE Club President; Fatima Heights , Bliss, Inopacan , Leyte	08/13/2014	03/20/2014	5hrs/week	President ; Sevice for Church Activities	
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAININGPROGRAMS ATTENDED						
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAININGPROGRAMS (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			
	International English Language Testing System (IELTS)	6/30/2025	7/21/2025	32.0	Academic	GH Premier, 4/F La Residencia Bldg., Adelina St. cor. España Blvd., Brgy. 461, Sampaloc, Manila
	Test of English as a Foreign Language (TEOFL)	6/23/2025	7/4/2025	20.0	Academic	GH Premier, 4/F La Residencia Bldg., Adelina St. cor. España Blvd., Brgy. 461, Sampaloc, Manila
	TESOL in Action: Practical Approaches for Effective English Language Teaching	5/24/2025	5/25/2025	16.0	Academic	Visayas State Univesity   Department of Arts, Languages, and Literature
	Assessment in Learning: Training Workshop on Standardizing Test Questions	3/20/2025	3/21/2025	16.0	Academic	Visayas State University   Department of Teacher Education
	Training Workshop on Translating Research Findings into Policy Briefs	10/29/2024	10/30/2024	16.0	Academic	Visayas State University
	DepEd Teaching and Non-Teaching Competencies and Standard Qualifications	01/28/2025	01/28/2025	8.0	Managerial	Carl E. Balita Review Center (Cebu Branch)
	Computer Systems Servicing II	7/22/2023	10/22/2023	380.0	Technical	Technical Education and Skills Development Authority (TESDA) ; St. Celcilla's College- Cebu Inc.
	Introduction to Statistical Techniques used in Research for Data Analysis	03/15/2019	03/15/2019	1.5	Managerial	Visayas State University
	English Language Program, Leadership and Behavior	02/22/2017	02/22/2017	2.5	Academic	Visayas State University
	Guidelines in Writing Theoretical and Conceptual Framework, and Methology in Language Research	8/2/2019	8/2/2019	1.5	Academic	DLABS-Auditorium VSU, Baybay, City , Leyte
	Mythology and Folklore Exhibit and Seminar	1/4/2019	1/4/2019	1.5	Academic	CCE, VSU, Baybay , City , Leyte
	Career Preparations	3/3/2019	3/3/2019	1.5	Academic	DLABS-Viewing Room , VSU, Baybay, City, Leyte
	Job-Seeking Seminar	4/6/2019	4/6/2019	4.0	Managerial	AC-209 DoPAC, VSU, Visca, Baybay , City, Leyte
	The Style Manual for Undergraduate Thesis	5/4/2019	5/4/2019	1.5	Academic	DLABS-Viewing Room , VSU, Baybay, City, Leyte
	TV Program Production Workshop	10/12-13/2017	10/12-13/2017	16.0	Technical	Center of Continuing Education Building, VSU, Visca, Baybay, City, Leyte
	Preliminary Steps in Doing Research	1/1/2019	1/1/2019	1.5	Academic	Reading Room, VSU , Babay , City , Leyte
	Poetry and Creative Writing Seminar	02/20/2017	02/20/2017	4.0	Academic	Center of Continuing Education Building, VSU, Visca, Baybay, City, Leyte
	Registers in English Seminar-Performance	11/17/2017	10/17/2017	8.0	Academic	Visayas State University
	English Communication and Product Specific Training	1/2/2021	3/3/2021	200.0	Supervisory	Intuit - Concentrix
	Organizational Summit	01/20/2017	01/23/2017	24.0	Leadership	Visayas State University
	4th Division Leadership Training and Congress of Supreme Student/ Pupil Government	03/13/2014	03/15/2014	24.0	Leadeanship	Hilongos Gymnasium, Hilongos, Leyte
	1st International Conference in Language and Communication	05/15/2019	05/15/2019	4.0	Academic	DLABS, VSU,Visca, Baybay, City, Leyte
	DSSPC (Division Secondary School Press Conference)	7/6/2014	7/6/2014	8.0	Academic	Bato School of Fisheries
(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)		
	Training/Teaching English (Linguistics)	1st Place PASINGLABAN (04/15/2025)		VSU Laboratory High School Office Secretary (2024-2025)		
	Lawn Tennis and Online Publication	Winning Coach in Lawn Tennis Male and Female Category (10/16-18/2024)		Assistant Adviser of English Club ( 2024-2025)		
	Academic tutor of all general subjects for junior highschool students	Rising STAR Teacher Award (10/04/2024)		3rd VSU Culture and the Arts Festival Facilitator (02/28/2018)		
	Write and Critique Research Papers	DSPC Winning Coach Online Publication (04/11/2024)		Band Leader Drum and Lyre Corps (2013-2014)		
	Has the ability to lead and implement rules	Civil Service Eligible (06/20/2019)		AB English Language Society Auditor ( 2016-2017)		
	Event Facilitator and School Journalist	Best Paper Awardee &Best Paper Oral Presenter ( 05/15/2019)		AB English Language Society President (AY.2017-2018)		
	Public speaking in English, Filipino, and Cebuano language	Intuit- Concentrix English Communication and Program Ready Trainer II (2019-2023)		Mathematics Teachers Association of the Philippines Representative (2012-2014)		
	Create Infographics via MS Excel, MS Words , PPT, Aqoda			Division Schools Press Conference Editor in Chief (2013-2014)		
				Supreme Student Government President (2014-2015)		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	07/23/2025	

<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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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>DR. ANNIE P. GRAVOSO</td> <td>VISCA, BAYBAY,CITY,LEYTE</td> <td>9154384726</td> </tr> <tr> <td>EDENNE P. SOLIANO</td> <td>INOPACAN,LEYTE</td> <td>9054564731</td> </tr> <tr> <td>KRISTHYN P. MANTALABA</td> <td>MINGLANILLA, CEBU</td> <td>9770326742</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	DR. ANNIE P. GRAVOSO	VISCA, BAYBAY,CITY,LEYTE	9154384726	EDENNE P. SOLIANO	INOPACAN,LEYTE	9054564731	KRISTHYN P. MANTALABA	MINGLANILLA, CEBU	9770326742		
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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: 300px; height: 60px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p>															