

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 ( ) ☐ 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	ANDRADE		
FIRST NAME	LOUISA MARIE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	BONGCALES		
3. DATE OF BIRTH (mm/dd/yyyy)	11/25/1991	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.	Please indicate country:
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	1240 House/Block/Lot No. Street GUADALUPE Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	158 m	ZIP CODE	
8. WEIGHT (kg)	75 kg		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	1240 House/Block/Lot No. Street GUADALUPE Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	2004492222	ZIP CODE	6521
11. PAG-IBIG ID NO.	121159678522		
12. PHILHEALTH NO.	13-000114778-2		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	438-761-665	20. MOBILE NO.	+639060519933
15. AGENCY EMPLOYEE NO.	V00882	21. E-MAIL ADDRESS (if any)	<a href="mailto:louisa.andrade@vsu.edu.ph">louisa.andrade@vsu.edu.ph</a>

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ANDRADE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	BUEN JOSEF	NAME EXTENSION (JR., SR) N/A	N/A	
MIDDLE NAME	CA NILA			
OCCUPATION	BROADCAST PROGRAM PRODUCER-ANNOUNCER II			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	VISCA, BAYBAY CITY. LEYTE			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	BONGCALES			
FIRST NAME	MARIO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	MAGLINTE			
25. MOTHER'S MAIDEN NAME				
SURNAME	OBEÑA			
FIRST NAME	EMMYLOU			
MIDDLE NAME	COTONER			

(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	BUNGA ELEMENTARY SCHOOL	PRIMARY EDUCATION	1998	2004	GRADUATED	2004	VALEDICTORIAN
SECONDARY	VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL	HIGH SCHOOL	2004	2008	GRADUATED	2008	N/A
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF ELEMENTARY EDUCATION	2008	2012	GRADUATED	2012	MAGNA CUM LAUDE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER IN EDUCATION	2012	2015	GRADUATED	2015	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	11/18/2019
-----------	---	------	------------



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
	PD # 907 (HONOR GRADUATES)		4/10/2012	VSU, VISCA BAYBAY CITY, LEYTE	100108120209	
	LICENSURE EXAMINATION FOR TEACHERS	85.2	9/30/2013	TACLOBAN CITY, LEYTE	1173235	11/25/2020

## 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 (month/year)	POSITION TITLE	DEPARTMENT / AGENCY / OFFICE / COMPANY	MONTHLY	SALARY/ JOB/ PAY GRADE (if	STATUS OF	GOVT
-----	---------------------------------	----------------	--	---------	-------------------------------	-----------	------

[illegible]

<b>SIGNATURE</b>		<b>DATE</b>	11/18/2019
------------------	---	-------------	------------



VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
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			
	Spring 2019 Five-week Massive Open Online Course Teaching Struggling Readers Around the World	11/3/2019	04/14/2019	200 hrs.	Technical	World Learning and the Chinese University of Hongkong
	Foundations of Educational Technology	2/2/2019	2/3/2019	20 hrs	Technical	Siliman Online University Learning
	Regional Teaching Congress	02/23/2019	02/23/2019	8 hrs.	Technical	Philippine Association for Teachers and Educators (PAFTE)-Region VIII Chapter-Leyte
	Annual Regional Convention	12/10/2018	10/13/2018	16 hrs.	Technical	Philippine Association for Teachers and Educators (PAFTE)-Region VIII Chapter-Leyte
	Seminar-Workshop on Innovative Learning Strategies	09/14/2018	09/15/2018	16 hrs.	Technical	Visayas State University
	Regional Teaching Congress	02/24/2018	02/24/2018	8 hrs.	Technical	Philippine Association for Teachers and Educators (PAFTE)-Region VIII Chapter-Leyte
	Seminar Workshop Series on Promoting Substantive Pedagogy through Action Research-Module 3: Collecting and Analyzing Qualitative Evidences for Action Research	10/20/2017	10/22/2017	24 hrs	Technical	A&A Knowledge Base Research Consultancy and Training Inc.
	Seminar Workshop Series on Promoting Substantive Pedagogy through Action Research-Module 2: Collecting and Analyzing Quantitative Evidences for Action Research	10/27/2017	10/29/2017	24 hrs	Technical	A&A Knowledge Base Research Consultancy and Training Inc.
	Seminar Workshop Series on Promoting Substantive Pedagogy through Action Research-Module 1: Developing Action Research Plans for Continuous Improvement	11/17/2017	11/19/2017	24 hrs	Technical	A&A Knowledge Base Research Consultancy and Training Inc.
	Seminar-Workshop on Innovative Teaching Strategies	09/14/2017	09/15/2017	16 hrs.	Technical	Visayas State University
	Orientation Seminar and Retooling of CE Faculty	4/9/2017	4/9/2017	8 hrs.	Technical	College of Education, Visayas State University
	Intensive Certificate Course in Teaching English to Young Learners	12/9/2016	12/10/2016	16 hrs.	Technical	University of San Jose-Recoletos, College of Education and Graduate of Education
	Forum on Mainstreaming Gender in Higher Education Institutions in Region VIII: Opportunities and Challenges	06/16/2017	06/17/2016	16 hrs.	Technical	Commission on Higher Education
	Training-Workshop on Writing and Presenting Proposal Towards Building Science Culture in Eastern Visayas Region	10 /1 /2015	10 / 2 /2015	16 hrs.	Technical	National Academy of Science and technology Philippine Outsatanding Scientist Inc., Visayas State Univresity
	Interfacing Graduate School Researches in Asean 2015 Integration	08/29/2015	08/29/2015	8 hrs.	Technical	Philippine Association for Graduate Eduaction Region VIII

(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)
	COMPUTER LITERATE	N/A			Gamma Epsilon Fraternity /Gamma Lambda Epsilon Sorority
	BAKING				Visayas State University Faculty Association
					Philippine Association for Teachers and Educators (PAFTE)-Region VIII Chapter-Leyte

(Continue on separate sheet if necessary)

SIGNATURE		DATE	11/18/2019
-----------	---	------	------------



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)?

☐ YES

☒ NO

☐ YES

☒ NO

If YES, give details:

35. a. Have you ever been found guilty of any administrative offense?  
  
b. Have you been criminally charged before any court?

☐ YES

☒ NO

If YES, give details:

☐ 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:  
RESIGNATION FROM DEPED

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?

☐ YES

☒ NO

If YES, give details:

☐ 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?  
b. Are you a person with disability?  
c. Are you a solo parent?

☐ YES

☒ NO

If YES, please specify:

☐ YES

☒ NO

If YES, please specify ID No.:

☐ YES

☒ NO

If YES, please specify ID No.:

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

NAME	ADDRESS	TEL. NO.
LIJUELAJ J. CUADRA	VSU, VISCA, BAYBAY CITY, LEYTE	563-7527
ROSARIO P. ABELA	VSU, VISCA, BAYBAY CITY, LEYTE	563-7527
BYRON S. BARREDO	VSU, VISCA, BAYBAY CITY, LEYTE	9272496712

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.

*Andrade*  
LOUISA MARIE B. ANDRADE

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

Government Issued ID: PRC

ID/License/Passport No.: 1173235

Date/Place of Issuance: 1/9/2013

*Andrade*

Signature (Sign inside the box)

11/18/2019

Date Accomplished

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

Doc. No. 258  
Page No. 52  
Book No. LVII  
Series of 2019

ATTY. RENE ALLAN G. JERVOSO

Notary Public for Baybay City,  
Mahaplag and Albuera, Leyte  
NC No. B-19-01-02 / Until Dec. 31, 2020  
Magsaysay Ave., Baybay City, Leyte  
IBP No. 067260 / Manila / 1-12-19  
PTR No. 2536378 / Albuera, Leyte / 1-03-18  
TIN No. 918-700000000  
MCE Compliance No. VMA012137

Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4



## WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

- Duration: June 2015 – present
- Position: Instructor 1
- Name of Office/Unit: Department of Teacher Education
- Immediate Supervisor: Bayron S. Barredo
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Taught assigned subjects, prepared and revised teaching materials, made and checked test papers, and submitted grades
- Prepared research proposals and performed other functions such as coordinator of student internship program, and facilitator of various activities in the department and college

- Summary of Actual Duties

- Teaches assigned subjects and performed other related functions; performs research and/or extension functions; performs functions relative to committee memberships including those related to quality assurance and other accreditation functions; performs other assigned by the department head and college dean

- Duration: November 21, 2013-June 2, 2015
- Position: Teacher I
- Name of Office/Unit: Matam-is Elementary School
- Immediate Supervisor: Pamela Valmorida
- Name of Agency/Organization and Location: DepEd Baybay City Division, Baybay City, Leyte

- Developed lessons in a multigrade class, prepared and revised teaching materials, made and checked test papers, submitted grades, and prepared school forms and other school reports

- Summary of Actual Duties

- Responsible for the learning of grades 3 and 4 pupils, preparation of school forms and other school reports, preparation of classroom; Performs other functions assigned by the school head, district principal, education program supervisors, and schools division superintendent

  
**LOUISA MARIE B. ANDRADE**

(Signature over Printed Name  
of Employee/Applicant)

Date: 11/19/2019