

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	Catre		
FIRST NAME	Salvador	NAME EXTENSION (JR., SR) Jr.	
MIDDLE NAME	Mantilla		
3. DATE OF BIRTH (mm/dd/yyyy)	01/21/1963	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	Macrohon, Southern Leyte	If holder of dual citizenship, please indicate the details.	Philippines
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:	17. RESIDENTIAL ADDRESS	110 Warner Apt House/Block/Lot No. Street Visca Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.59	ZIP CODE	6521
8. WEIGHT (kg)	37.00		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	226 Rizal St House/Block/Lot No. Street San Vicente Poblacion Subdivision/Village Barangay MACROHON SOUTHERN LEYTE City/Municipality Province
10. GSIS ID NO.	006008657381	ZIP CODE	6601
11. PAG-IBIG ID NO.	170000269311		
12. PHILHEALTH NO.	130000698424		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	141123791	20. MOBILE NO.	951-821-1949
15. AGENCY EMPLOYEE NO.	V00150	21. E-MAIL ADDRESS (if any)	salvador.catre@vsu.edu.ph

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) N/A	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Catre			
FIRST NAME	Salvador	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Elacre			
25. MOTHER'S MAIDEN NAME	Mantilla			
SURNAME	Catre			
FIRST NAME	Visitacion			
MIDDLE NAME	Mantilla		(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	Macrohon Central School	Elementary	1970	1976		1976	N/A
SECONDARY	Macrohon Institute	High School	1976	1980		1980	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Saint Joseph College	Bachelor of Science in Education	1991	1995		1995	N/A
GRADUATE STUDIES	Cebu Normal University	Master of Arts in Education (Major in English Language Teaching)	1999	2015		2015	N/A
PLEASE SEE ATTACHMENT A							
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		09/17/2025		

Attachment A

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	Philippine Normal University	Doctor of Philosophy in Literature	2017		54 units		
(Continue on separate sheet if necessary)								
SIGNATURE				DATE		09/17/2025		

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
	Career Service Eligibility - Professional	80.80	10/14/1984	Maasin, So. Leyte	N/A	N/A
	Licensure Examination for Teachers	80.67	10/25/1992	Maasin, So. Leyte	0387579	N/A

(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						
01/01/2025		Assistant Professor IV	Visayas State University	51,304.00	18-1	Permanent	Y
01/01/2025		Assistant Professor IV	Visayas State University	51,304.00	18-1	Permanent	Y
01/01/2025		Assistant Professor IV	Visayas State University	51,304.00	18-1	Permanent	Y
01/01/2024		Assistant Professor IV	Visayas State University	49,015.00	18-1	Permanent	Y
01/01/2024		Assistant Professor IV	Visayas State University	49,015.00	18-1	Permanent	Y
01/01/2023		Assistant Professor IV	Visayas State University	46,725.00	18-1	Permanent	Y
09/15/2022		Assistant Professor IV	Visayas State University	45,203.00	18-1	Permanent	Y
01/01/2022		Assistant Professor I	Visayas State University	35,097.00	15-1	Permanent	Y
01/01/2021		Assistant Professor I	Visayas State University	33,575.00	15-1	Permanent	Y
01/01/2020		Assistant Professor I	Visayas State University	32,053.00	15-1	Permanent	Y
01/01/2019	12/31/2019	Assistant Professor I	Visayas State University	30,531.00	15-1	Permanent	Y
01/01/2018	12/31/2018	Assistant Professor I	Visayas State University	29,010.00	15-1	Permanent	Y
01/01/2017	12/31/2017	Assistant Professor I	Visayas State University	27,565.00	15-1	Permanent	Y
01/01/2017		Instructor II	Visayas State University	23,517.00	13-2	Permanent	Y
06/01/2016	12/31/2016	Instructor II	Visayas State University	22,564.00	13-2	Permanent	Y
02/25/2016	05/31/2016	Instructor II	Visayas State University	22,564.00	13-2	Temporary	Y
01/01/2016	02/24/2016	Instructor II	Visayas State University	22,564.00	13-2	Temporary	Y
06/01/2012	12/31/2015	Instructor II	Visayas State University	19,658.00	-	Temporary	Y
06/01/2011	05/31/2012	Instructor II	Visayas State University	17,880.00	-	Temporary	Y
12/01/2010	05/31/2011	Instructor II	Visayas State University	17,880.00	-	Temporary	Y
06/24/2010	11/30/2010	Instructor II	Visayas State University	16,101.00	-	Contractual	Y
10/01/2009	06/23/2010	Instructor I	Visayas State University	15,119.00	-	Contractual	Y
07/01/2009	09/30/2009	Instructor I	Visayas State University	13,512.00	-	Contractual	Y
07/01/2008	06/30/2009	Instructor I	Visayas State University	12,284.00	-	Contractual	Y
07/01/2007	06/30/2008	Instructor I	Leyte State University	11,167.00	-	Contractual	Y
06/01/2005	06/30/2007	Instructor I	Leyte State University	11,167.00	-	Contractual	Y

PLEASE SEE ATTACHMENT B

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/17/2025
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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		
	N/A	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			
	Module Making and Use of Multimedia in Teaching and Capacitating Teachers of Persons Deprived of Liberty	07/11/2025	08/08/2025	16	Instruction	Leyte Regional Prison; Department of Secondary Education, Visayas State University
	Training Workshop on Analyzing and Reporting Qualitative Data	05/31/2025	05/31/2025	7	Instruction	The Wise Researcher Academy, Philippines
	International TESOL Training Workshop: TESOL in Action- Practical Approaches for Effective English Language Teaching	05/22/2025	05/23/2025	16	Instruction	Department of Arts, Languages, and Literature - Visayas State University; Regional English Language Office (RELO), US Embassy
	Assessment in Learning: Training Workshop on Standardizing Test Questions	03/20/2025	03/21/2025	16	Instruction	VSU Faculty Advancement Network, Faculty of Teacher Education- Visayas State University
	VSU E-Learning Environment Training-Workshop Series	12/03/2020	12/03/2020	8	Technical	Department of Computer Science and Technology, Visayas State University
	12th Lamiraw Creative Writing Workshop	12/02/2015	12/04/2015	24	Technical	Katig Writers Network, Inc; National Commission for Culture and Arts
	Regional Division-Based Training in Coaching and Officiating (Lawn Tennis)	08/29/2013	08/31/2013	24	Instruction	DepEd - Baybay City Division
	Philosophy of Knowledge Seminar	05/23/2013	05/25/2013	16	Instruction	San Carlos Seminary- Makati, Our Lady of the Philippines Abbey-Guimaras
	Regional Training of Teachers on the Implementation of the Grade 7 of the K to 12 Basic Education Curriculum	05/14/2012	05/18/2012	40	Instruction	DepEd Region VIII, Teacher Education Council, Leyte Normal University
	7th Joint CDCE-CETA National Conference on Language and Literature in the Classroom: Theories, Methods, and Approaches	10/26/2011	10/28/2011	24	Instruction	Council of Department Chairpersons for English, College English teachers Association
	Milagros G. Tanlayco National Conference on the Teaching of Literature	05/09/2011	05/10/2011	16	Instruction	Faculty of Arts and Letters, University of Santo Tomas, Manila
	Lecture on Writing Poetry, Fiction, and Creative Non-Fiction	09/29/2009	09/29/2009	8	Instruction	American Embassy, Leyte Normal University
	UPV-NCCA Centennial Creative Writing Woorkshop	12/02/2008	12/05/2008	32	Technical	University of the Philippines - Visayas; National Commission for Culture and the Arts
	UPVTC/NCCA/LNU Literary Lectures	12/01/2008	12/01/2008	8	Technical	University of the Philippines -Visayas, National Commission for Culture and the Arts, Leyte Normal University
	Campus Journalism Seminar Workshop	10/24/2007	10/26/2007	24	Instruction	Department of Development Communication, Visayas State University
	First Regional Conference on AD/HD	10/13/2007	10/13/2007	8	Instruction	AD/HD Society of the Philippines
	National Conference on Teaching Folk Literature (The Epic, Myth, and other Narratives)	03/01/2006	03/03/2006	24	Instruction	Philippine Folklore Society
	Culture and Arts Workshop	08/23/2000	08/25/2000	24	Instruction	National Commission for Culture and the Arts, Philippine High School for the Arts

(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)
	Basic Computer Literacy Skill		Loyalty Award		VSU Faculty Advancement Network, AI
	Editing short narrative texts				Literature Educators Asociation of the Philippines
	Writing short poems				ViSCA COCOFED Scholars Alumni
	Reading sports articles - sports news, features, editorials				Philippine Folkloric Society
	Answering Spanish Language Apps				ViSCA Faculty Association
	Watching livestream and youtube videos of sporting events - tennis and volleyball				World Apostolate of Fatima
	Basic Spanish Grammar				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/17/2025
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<div>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>		<div><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></div>												
<div>35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div></div></div>												
<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>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
<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>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
<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>		<div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div></div>												
<div>39. Have you acquired the status of an immigrant or permanent resident of another country?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details (country): _____</div></div>												
<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>		<div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify: _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div></div>												
<div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></table>			NAME	ADDRESS	TEL. NO.									
NAME	ADDRESS	TEL. NO.												
<div>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>		<div><div><div>ID picture taken within the last 6 months 3.5 cm x 4.5 cm (passport size)  With full and handwritten name tag and signature over printed name  Computer generated or photocopied picture is not acceptable</div><div>PHOTO</div></div><div><div> </div><div>Right Thumbmark</div></div></div>												
<div><div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i></div><div>Government Issued ID: <b>N/A</b></div><div>ID/License/Passport No.: <b>N/A</b></div><div>Date/Place of Issuance: <b>N/A</b></div></div>	<div><div> </div><div>Signature (Sign inside the box)</div><div>09/17/2025</div><div>Date Accomplished</div></div>													
<div>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</div> <div><div> </div><div>Person Administering Oath</div></div>														