

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	Cayetano		
FIRST NAME	Joselle	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Rodriguez		
3. DATE OF BIRTH (mm/dd/yyyy)	03/31/1983	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	Kamuning, Quezon City	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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	C1 Duplex House/Block/Lot No. Street Visayas State University Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.70	ZIP CODE	6521
8. WEIGHT (kg)	82.00		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	Block 17 Lot 16 Russia House/Block/Lot No. Street V and G Barangay 109-A Subdivision/Village Barangay TACLOBAN CITY (Capital) LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6500
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A	19. TELEPHONE NO.	(563) 739-6
13. SSS NO.	N/A	20. MOBILE NO.	917-673-4281
14. TIN NO.	N/A	21. E-MAIL ADDRESS (if any)	joselle.cayetano@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00151		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Bandalan		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Eileen	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	Bulawan			
OCCUPATION	Licensed Food Technologist			
EMPLOYER/BUSINESS NAME	Visayas State University			
BUSINESS ADDRESS	Brgy Pangasungan Baybay City Leyte			
TELEPHONE NO.	09066531884			
24. FATHER'S SURNAME	Cayetano			
FIRST NAME	Anselmo	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Ilog			
25. MOTHER'S MAIDEN NAME	Rodriguez			
SURNAME	Rodriguez			
FIRST NAME	Juliet			
MIDDLE NAME	Diongzon		(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	Leyte Normal University	Elementary	1990	1996		1996	N/A
SECONDARY	Leyte Normal University	High School	1996	2000		2000	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Leyte Normal University	Bachelor of Science in Secondary Education (Major in Physical Education, Health and Music)	2000	2004		2004	N/A
GRADUATE STUDIES	Holy Infant College	Master of Arts in Education (Major in Music)	2007	2014		2014	N/A
PLEASE SEE ATTACHMENT A							
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		05/02/2024		

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 Curriculum and Instruction	2018		54		
(Continue on separate sheet if necessary)								
SIGNATURE				DATE		05/02/2024		

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
	Licensed Professional Teacher	79.60	08/29/2004	Divine Word University	03264597	03/31/2026

(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						
01/01/2023	PRESENT	Assistant Professor IV	Visayas State University	46,725.00	18-1	Permanent	Y
10/28/2022		Assistant Professor IV	Visayas State University	45,203.00	18-1	Permanent	Y
01/01/2022		Assistant Professor II	Visayas State University	38,150.00	16-1	Permanent	Y
01/01/2021		Assistant Professor II	Visayas State University	36,628.00	16-1	Permanent	Y
01/01/2020		Assistant Professor II	Visayas State University	35,106.00	16-1	Permanent	Y
01/01/2019		Instructor III	Visayas State University	27,755.00	14-1	Permanent	Y
01/01/2018	12/31/2018	Instructor III	Visayas State University	26,494.00	14-1	Permanent	Y
01/01/2017	12/31/2017	Instructor III	Visayas State University	25,290.00	14-1	Permanent	Y
01/01/2017		Instructor I	Visayas State University	21,626.00	12-2	Permanent	Y
06/01/2016	12/31/2016	Instructor I	Visayas State University	20,870.00	12-2	Permanent	Y
01/01/2016	05/31/2016	Instructor I	Visayas State University	20,870.00	12-2	Temporary	Y
10/01/2015	12/31/2015	Instructor I	Visayas State University	20,140.00	-	Temporary	Y
06/01/2012	09/30/2015	Instructor I	Visayas State University	19,940.00	-	Temporary	Y
06/01/2011	05/31/2012	Instructor I	Visayas State University	18,333.00	-	Temporary	Y
12/01/2010	05/31/2011	Instructor I	Visayas State University	16,726.00	-	Temporary	Y
06/24/2010	11/30/2010	Instructor I	Visayas State University	16,726.00	-	Contractual	Y
07/01/2009	06/23/2010	Instructor I	Visayas State University	15,119.00	-	Contractual	Y
07/01/2008	06/30/2009	Instructor I	Visayas State University	13,512.00	-	Contractual	Y
07/01/2007	06/30/2008	Instructor I	Visayas State University	12,284.00	-	Contractual	Y
06/15/2007	06/30/2007	Instructor I	Visayas State University	11,167.00	-	Contractual	Y
04/02/2004	03/30/2007	Teacher	Asian Development Foundation College	9,300.00	-	Contractual	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/02/2024
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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		
	Immaculate Conception Parish Youth Choir Baybay City Proper	02/26/2022	09/30/2022	255	Choir Trainer/Conductor/Accompanist
	San Isidro Youth Choir Brgy. San Isidro Baybay City, Leyte	03/01/2019	10/04/2022	255	Choir Trainer/Conductor/Accompanist
	Holy Spirit Parish ViSCA Pangasugan Baybay City	01/15/2015	08/30/2018	255	Childrens Choir Trainer

(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			
	Kaalam Series-Kumpas: Basic Conducting Seminar Workshop	03/20/2024	03/20/2024	8	Technical	Institute of Human Kinetics-Visayas State University
	Silliman University 1st International Choral Festival: Learn from the Masters Series	08/01/2023	08/05/2023	40	Technical	Silliman University Dumaguete City, Negros Oriental
	Learning Sessions on Publishing in High Ranking Education Journals	10/20/2021	12/01/2021	24	Research	Philippine Normal University
	Training of Trainers on Whole School Approach to Global Citizenship Education (GCED)	08/29/2019	08/30/2019	24	Technical	Philippine Normal University
	Music Enhancement Workshop	05/22/2019	05/26/2019	40	Technical	Department of Education - Baybay City Division
	Training Workshop on Innovative Learning Strategies	05/15/2018	05/16/2018	16	Instruction	Visayas State University College of Education
	Second International Conference on Philippine and Asian Studies	05/03/2018	05/05/2018	24	Research	De La Salle University and Visayas State University

(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)
	Driving two/four wheels vehicles		Loyalty Award		Brotherhood of Christian Business and Professionals
	Can play different musical instruments such as: Violin, Viola, Cello, Double Bass, Piano & Alto Sax.		2020 Outstanding Leadership in Community Service		Philippine Society for Music Education
	Filipino Martial Arts		Finalist - Interactive Poster Presentation		Philippine Finswimming Federation
	Choir and Instrumental Ensemble Conducting				Knights of Colombus – Pangasugan Council
	Plastic Model kit building				Philippine Choral Directors Association
	Costume Making (Cosplay)				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/02/2024
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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 checked="" type="checkbox"/>YES<input type="checkbox"/>NO</div><div>If YES, give details: Resignation _____</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><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: _____</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><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, please specify ID No _____</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>Garryzalde M. Gilamon</td><td>Baybay City, Leyte</td><td>09757332534</td></tr><tr><td>Aleli A. Villocino</td><td>VSU Baybay City, Leyte</td><td>09173040879</td></tr><tr><td>Bryan Sheldo C. Yu</td><td>Hilongos Leyte</td><td>09455179883</td></tr></table>			NAME	ADDRESS	TEL. NO.	Garryzalde M. Gilamon	Baybay City, Leyte	09757332534	Aleli A. Villocino	VSU Baybay City, Leyte	09173040879	Bryan Sheldo C. Yu	Hilongos Leyte	09455179883
NAME	ADDRESS	TEL. NO.												
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Aleli A. Villocino	VSU Baybay City, Leyte	09173040879												
Bryan Sheldo C. Yu	Hilongos Leyte	09455179883												
<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.) PLEASE INDICATE ID Number and Date of Issuance</div><div>Government Issued ID: DL</div><div>ID/License/Passport No.: H1207000026</div><div>Date/Place of Issuance: 03/14/2024 / Baybay City</div></div>	<div><div></div><div>Signature (Sign inside the box)</div><div>05/02/2024</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>														