

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	Tabudlong			
FIRST NAME	Sheena Eunice	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Bathan			
3. DATE OF BIRTH (mm/dd/yyyy)	04/13/1990	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.	Philippines	
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	673 A. Bonifacio St. House/Block/Lot No. Street Poblacion Zone 12 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province	
7. HEIGHT (m)	1.49	ZIP CODE	6521	
8. WEIGHT (kg)	62.00			
9. BLOOD TYPE	B+		18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
10. GSIS ID NO.	02112991869		ZIP CODE	
11. PAG-IBIG ID NO.	121099702525			
12. PHILHEALTH NO.	130001049802			
13. SSS NO.	N/A	19. TELEPHONE NO.		(1
14. TIN NO.	409979457	20. MOBILE NO.	920-958-5002	
15. AGENCY EMPLOYEE NO.	V00751	21. E-MAIL ADDRESS (if any)	sheenatabudlong@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	TABUDLONG			
FIRST NAME	SATURNINO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	FERNANDEZ			
25. MOTHER'S MAIDEN NAME	ELSA DIDAL BATHAN			
SURNAME	TABUDLONG			
FIRST NAME	ELSA			
MIDDLE NAME	BATHAN		(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	Baybay North Central School	Elementary	1999	2003		2003	N/A
SECONDARY	Franciscan College of Immaculate Conception	High School	2003	2007		2007	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Cebu Normal University	Bachelor of Science in Secondary Education (Major in Music, Arts, Physical Education and Health)	2007	2011		2011	N/A
GRADUATE STUDIES	Southwestern University	Master of Arts in Teaching (Major in HUMAN KINETICS)	2012	2016	27	2016	N/A

PLEASE SEE ATTACHMENT A			
(Continue on separate sheet if necessary)			
SIGNATURE		DATE	03/11/2024

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	Cebu Normal University	Master of Arts in Education (Major in PHYSICAL EDUCATION)	2016	2018		2018	
(Continue on separate sheet if necessary)								
SIGNATURE				DATE		03/11/2024		

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		09/27/2011	CEBU CITY	113649	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						
01/01/2023	PRESENT	Assistant Professor I	Visayas State University	36,619.00	15-1	Permanent	Y
09/15/2022		Assistant Professor I	Visayas State University	35,097.00	15-1	Permanent	Y
01/01/2022		Instructor I	Visayas State University	28,180.00	12-3	Permanent	Y
01/01/2021		Instructor I	Visayas State University	26,624.00	12-3	Permanent	Y
01/01/2021		Instructor I	Visayas State University	26,336.00	12-2	Permanent	Y
09/17/2020	12/31/2020	Instructor I	Visayas State University	25,067.00	12-3	Permanent	Y
01/01/2020		Instructor I	Visayas State University	24,779.00	12-2	Permanent	Y
01/01/2019	12/31/2019	Instructor I	Visayas State University	23,222.00	12-2	Permanent	Y
12/01/2018	12/31/2018	Instructor I	Visayas State University	22,410.00	12-2	Permanent	Y
08/01/2018	11/30/2018	Instructor I	Visayas State University	22,410.00	12-2	Temporary	Y
01/01/2018	07/31/2018	Instructor I	Visayas State University	22,410.00	12-2	Temporary	Y
01/01/2017	12/31/2017	Instructor I	Visayas State University	21,626.00	12-2	Temporary	Y
11/01/2016	12/31/2016	Instructor I	Visayas State University	20,870.00	12-2	Temporary	Y
01/01/2016	10/31/2016	Instructor I	Visayas State University	20,870.00	12-2	Temporary	Y
12/01/2015	12/31/2015	Instructor I	Visayas State University	20,140.00	-	Temporary	Y
12/01/2012	11/30/2015	Instructor I	Visayas State University	19,940.00	-	Temporary	Y
06/18/2012	11/30/2012	Instructor I	Visayas State University	19,940.00	-	Contractual	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/11/2024
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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			
	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			
	International Webinar on Research Advising for Qualitative Research	04/25/2021	04/27/2021	24	Research	Asian Society of Teachers for Research
	Writeshop on Preparation of Licensure Examination for Professional Teachers	04/07/2021	04/23/2021	112	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	3rd International Congress in Multidisciplinary Research Online	02/12/2021	02/14/2021	24	Research	Asian Society of Teachers for Research
	Training Workshop on Course Modules Production Flexible lEarning in HEI Webinar Series	10/03/2020	10/03/2020	8	Technical	Eastern Visayas Higher Education Institution
(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)	
	N/A		N/A		Visayas State University Faculty Association	
					Samahang Tagapagtaguyod ng Katutubong Sayaw ng Pilipinas	
					Philippine Association for Teachers and Educators, Inc.	
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	03/11/2024	

<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> <div>If YES, give details: _____</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 type="checkbox"/> NO</div><div>If YES, give details: _____</div></div> <div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: Date Filed: _____ Status of Case/s: _____</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>VICENTE B. ANTIPASO</td><td>Visayas State University</td><td></td></tr><tr><td>WILSON T. IBAÑEZ</td><td>Cebu Normal University</td><td></td></tr><tr><td>ALELI A. VILLOCINO</td><td>Visayas State University</td><td></td></tr></table>					NAME	ADDRESS	TEL. NO.	VICENTE B. ANTIPASO	Visayas State University		WILSON T. IBAÑEZ	Cebu Normal University		ALELI A. VILLOCINO	Visayas State University	
NAME	ADDRESS	TEL. NO.														
VICENTE B. ANTIPASO	Visayas State University															
WILSON T. IBAÑEZ	Cebu Normal University															
ALELI A. VILLOCINO	Visayas State University															
<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> Government Issued ID: <b>N/A</b> ID/License/Passport No.: <b>N/A</b> Date/Place of Issuance: <b>N/A</b></div></div>		<div><div></div><div>Signature (Sign inside the box) 03/11/2024 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>																