

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	Balotite			
FIRST NAME	Sheerwina Mae	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Gonzaga			
3. DATE OF BIRTH (mm/dd/yyyy)	05/01/1991	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	Baybay Leyte	If holder of dual citizenship, please indicate the details.	Philippines	
5. SEX	☐ Male ☒ Female			
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS		
7. HEIGHT (m)	1.46	ZIP CODE	House/Block/Lot No. Street Guadalupe (Utod) Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province	
8. WEIGHT (kg)	72.00		6521	
9. BLOOD TYPE	B+		18. PERMANENT ADDRESS	
10. GSIS ID NO.	2004720727		ZIP CODE	House/Block/Lot No. Street Guadalupe (Utod) Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
11. PAG-IBIG ID NO.	121120945945			6521
12. PHILHEALTH NO.	130501623904			
13. SSS NO.	N/A	19. TELEPHONE NO.		(563) 196-7
14. TIN NO.	456481433	20. MOBILE NO.	910-458-3906	
15. AGENCY EMPLOYEE NO.	V00888	21. E-MAIL ADDRESS (if any)	sheerwinamae.gonzaga@vsu.edu.ph	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Balotite		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Dionilo	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	Espinosa			
OCCUPATION	Self-employed			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.				
24. FATHER'S SURNAME	Gonzaga			
FIRST NAME	Brigido Rudillo	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Wenceslao			
25. MOTHER'S MAIDEN NAME	Celia Alabat			
SURNAME	Gonzaga			
FIRST NAME	Celia			
MIDDLE NAME	Alabat		(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	Visca Foundation Elementary School	Elementary	1997	2003		2003	N/A
SECONDARY	Visayas State University Laboratory High School	High School	2003	2007		2007	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Elementary Education	2007	2011		2011	N/A
GRADUATE STUDIES	Visayas State University	Master of Education in English	2011	2014		2014	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/05/2025
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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
	Licensed Professional Teacher	77.00	09/25/2011	Tacloban City	1111167	05/01/2028

(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	PRESENT	Assistant Professor II	Visayas State University	43,560.00	16-1	Permanent	Y
01/01/2025		Assistant Professor II	Visayas State University	43,560.00	16-1	Permanent	Y
04/22/2024		Assistant Professor II	Visayas State University	41,616.00	16-1	Permanent	Y
04/22/2024		Assistant Professor II	Visayas State University	41,616.00	16-1	Permanent	Y
01/01/2024	04/21/2024	Assistant Professor I	Visayas State University	38,413.00	15-1	Permanent	Y
01/01/2023		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
07/01/2022		Instructor II	Visayas State University	30,111.00	13-2	Permanent	Y
01/01/2022		Instructor II	Visayas State University	29,798.00	13-1	Permanent	Y
01/01/2021		Instructor II	Visayas State University	28,276.00	13-1	Permanent	Y
01/01/2020		Instructor II	Visayas State University	26,754.00	13-1	Permanent	Y
07/01/2019	12/31/2019	Instructor II	Visayas State University	25,232.00	13-1	Permanent	Y
01/01/2019	06/30/2019	Instructor	Visayas State University	23,222.00	12-2	Permanent	Y
07/01/2018		Instructor	Visayas State University	22,410.00	12-2	Permanent	Y
01/01/2018		Instructor	Visayas State University	22,149.00	12-1	Permanent	Y
11/02/2017		Instructor I	Visayas State University	21,387.00	12-1	Permanent	Y
06/01/2017	12/31/2017	Instructor I	Visayas State University	21,387.00	12-1	Temporary	Y
01/01/2017		Instructor I	Visayas State University	21,387.00	12-1	Temporary	Y
06/01/2016	05/31/2017	Instructor I	Visayas State University	20,651.00	12-1	Temporary	Y
01/01/2016		Instructor I	Visayas State University	20,651.00	12-1	Temporary	Y
07/01/2015	05/31/2016	Instructor I	Visayas State University	19,940.00	-	Temporary	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/05/2025
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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			
	Seminar-Workshop on Enhancing Gender and Society Curriculum	03/20/2024	03/20/2024	8	Instruction	VSU Gender Resource Center
	Seminar-Workshop on Cultural Mapping of VSU Main Campus Heritage Properties	03/14/2024	03/15/2024	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Seminar-Workshop on English Language and Literature Teaching and Assessment (ELLTA) in the 21st Century	11/24/2023	11/25/2023	16	Instruction	Leyte Normal University
	13th PAFTE Midyear Convention	06/15/2023	06/16/2023	16	Research	Philippine Association for Teachers and Educators (PAFTE), Inc.
	5th International Teacher Education Research Conference	04/28/2023	04/29/2023	16	Research	Xavier University, Xavier Center for Lifelong Learning
	Training-workshop on the Crafting of the VSU Integrated High School Handbook	03/30/2023	04/01/2023	24	Technical	VSU Integrated High School
	Centennial Book Writing Workshop	03/02/2023	03/04/2023	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Participated in the VSU Faculty Onboarding with the theme "Padayon sa Panaghiusa, VSU" 1st Semester A.Y. 2022-2023	09/05/2022	09/07/2022	24	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Research and Extension Strategic Planning of College of Education	05/04/2022	05/04/2022	8	Research	College of Education, Visayas State University
	Webinar Improve Your Foreign Language Competency to Expand More Opportunities	04/20/2022	04/20/2022	8	Instruction	Southeast Asian Ministers of Education Organization (SEAMEO)
	PISA Reading Literacy Framework: The Need to Develop Reading Competencies Across the Curriculum	10/21/2021	10/21/2021	8	Instruction	USPIRE Global Training Inc.
	Echo-Webinar on the TIEC-CHED Flexible Learning Foundation Virtual Conference	03/15/2021	03/16/2021	16	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Webinar on TOS and Test Item Analysis	11/20/2020	11/20/2020	8	Technical	Office of the Vice President for Academic Affairs, Visayas State University
	Enhancing Resilience in the Workplace	06/08/2020	06/08/2020	8	Technical	College of Education, Visayas State University
	Training on Google Classroom as a Learning Management System (LMS)	05/19/2020	05/21/2020	24	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	NATIONAL SEMINAR WORKSHOP ON RE-CALIBRATING ACTION RESEARCH	02/16/2019	02/17/2019	16	Research	CENTER FOR HUMAN RESEARCH AND DEVELOPMENT FOUNDATION, INC.
	ORIENTATION-WORKSHOP ON THE ESTABLISHMENT OF AN INFORMATION AND SERVICE DELIVERY NETWORK FOR BAYBAY CITY	01/25/2019	01/25/2019	8	Technical	COMMISSION ON POPULATION REGIONAL OFFICE VIII
PLEASE SEE ATTACHMENT A						
(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		Outstanding Teacher		Pinagpala Publishing Services	
					Professional Organization of Researchers and Educators of the Philippines, Inc.	
					Pinoy Educators Advocating Social Media Education, Inc.	
					Philippine Institute of 21st Century Educators Inc.	
					Philippine Association of Teachers and Educational Leaders, Inc.	
					Philippine Association of Social Sciences and Educational Molders, Inc.	
					VSU-FA	
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	09/05/2025	

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: Finished contract
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
Seregina Ruth Martinez		VSU, Visca, Baybay City Leyte
Corina M. Sacro		Guadalupe, Baybay City, Leyte
Shalom Grace S. Vega		VSU, Visca, Baybay City, Leyte
TEL. NO.		
09185475499		
09175887847		
09122654495		
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.		
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance		Signature (Sign inside the box) 09/05/2025 Date Accomplished
Government Issued ID: N/A		
ID/License/Passport No.: N/A		
Date/Place of Issuance: N/A		
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		PHOTO
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.		Right Thumbmark
Person Administering Oath		