

## 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)	
MIDDLE NAME	RODRIGUEZ		
3. DATE OF BIRTH (mm/dd/yyyy)	3/31/1983	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 checked="" type="checkbox"/> Single <input 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 University Staff House Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	165m	ZIP CODE	6521 - A
8. WEIGHT (kg)	71 kgs		
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	Block 17 Lot 16 Russia Street House/Block/Lot No. Street V and G Subdivision 109-A Subdivision/Village Barangay Tacoban City Leyte City/Municipality Province
10. GSIS ID NO.	83033100356	ZIP CODE	6500
11. PAG-IBIG ID NO.	170000310377		
12. PHILHEALTH NO.	130500548534		
13. SSS NO.	NA	19. TELEPHONE NO.	563 - 7396
14. TIN NO.	921 - 544 - 848	20. MOBILE NO.	09176734281
15. AGENCY EMPLOYEE NO.	V000151	21. E-MAIL ADDRESS (if any)	<a href="mailto:joselle.cayetano@vsu.edu.ph">joselle.cayetano@vsu.edu.ph</a>

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NA	NAME EXTENSION (JR., SR)	NA	NA
MIDDLE NAME	NA		NA	NA
OCCUPATION	NA		NA	NA
EMPLOYER/BUSINESS NAME	NA		NA	NA
BUSINESS ADDRESS	NA		NA	NA
TELEPHONE NO.	NA		NA	NA
24. FATHER'S SURNAME	Cayetano		NA	NA
FIRST NAME	Anselmo	NAME EXTENSION (JR., SR)	NA	NA
MIDDLE NAME			NA	NA
25. MOTHER'S MAIDEN NAME			NA	NA
SURNAME	Rodriguez		NA	NA
FIRST NAME	Juliet		NA	NA
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-Integrated Laboratory School	Elementary	1991	1996	NA	1996	NA
SECONDARY	Leyte Normal University-Integrated Laboratory School	High School	1996	2000	NA	2000	NA
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	Leyte Normal University	Bachelor in Secondary Education	2000	2004	NA	2004	University Performing Arts Scholar
GRADUATE STUDIES	Holy Infant College	Mastr of Arts in Education	2007	2014	NA	2014	NA

(Continue on separate sheet if necessary)

SIGNATURE

DATE

April 24, 2017



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
	Licensure Examination for Teachers	79.6	8/1/2004	Divine Word University Tacloban City	0860863	3/31/2020
	Driver's License Non Professional	NA	6/7/2016	Land Transportation Office Baybay Branch	H1207000026	3/31/2019

## V. WORK EXPERIENCE

[illegible]

**April 24, 2017**



VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-PROFIT 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		
	Holy Spirit Parish Childrens Choir	1/7/2014	Present	2 hours per meeting	Trainer/Accompanist
	Knights of Colombus Choir	5/1/2015	Present	3 hours per Meeting	Trainer/Accompanist/Music Director

(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)

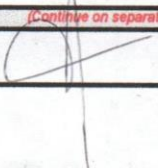
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Regional Senior High School Teachers' Training for SUCs and LUCs, Region 8	7/11/2016	7/14/2016	32 hours	Teaching	Commission on Higher Education
	5 Day Training on Basic Life Support, Fire Fighting and Rescue	7/4/2016	7/10/2016	40 hours	Technical	VSU Security Services and Beureau of Fire Protection
	Spots Clinic in Finswimming	5/10/2016	5/12/2016	24 hours	Technical	Philippine Finswimming Federtion, Inc.
	The Hat-Trick Initiative Football Clinic	5/6/2015	5/9/2016	30 hours	Coaching	Coaches Across Borders
	Implementation of Outcomes-Based Education	5/4/2015	5/5/2015	16 hours	Technical	Visayas State University
	Instructional Materials Development	1/28/2014	1/29/2014	16 hours	Technical	Visayas State University
	Kaibulan Grassroots Coaching and Festival	11/7/2014	11/9/2014	24 hours	Coaching	Philippine Football Federation
	Designing Research and Writing Research Articles for Peer-Reviewed Publications	8/26/2014	8/30/2014	40 hours	Technical	PCAARRD Scholars Associations Inc.

(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)
	Scale Modeling Skills		Coach, VSU Arnis Team Men and Women		Philippine Society for Music Education
	Playing Musical Instrument (Violin, Cello, Piano)				Philippine ChoralDirectors Association
	Driving (Motorcycle and Car)				Otacu Anime Alliance
	Arnis Practitioner				Knights of Colombus Pangasugan Chapter
					CHED Regional Quality Assesment Team

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 24, 2017
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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL NO.
Prof. Elsie Abellera	Sandy Lane Tacloban City	9277435278
Bryan Sheldon Yu	R. Magsaysay Street Baybay City	9279421732
Melvin Copin	Bgry Kalipayan Tacloban City	9166586644

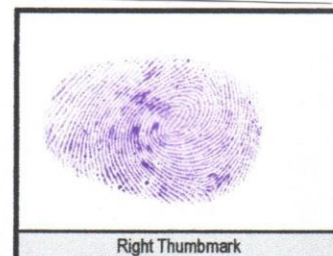
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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.



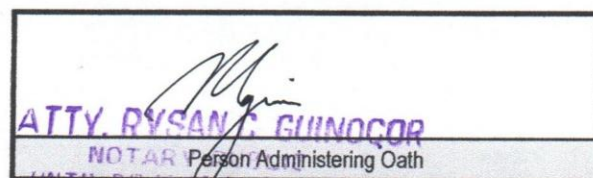
JOSELLE R. CAYETANO

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 License
ID/License/Passport No.: 0860863
Date/Place of Issuance: Tacloban City

Signature (Sign inside the box)
April 24, 2017
Date Accomplished



SUBSCRIBED AND SWORN to before me this APR 27 2017, affiant exhibiting his/her validly issued government ID as indicated above.



NOTARY PUBLIC  
IBP 1030627-12 ALUPAN CITY-12/19/16  
MCLE COMPL. NO. 1-00000000-07/20/15  
ROLL OF ATTORNEYS NO. 57467