CS Form No. 212 vised 2017 **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) 2. SURNAME **FERNANDEZ** FIRST NAME **RHEA ANGELIE** NAME EXTENSION (JR., SR) N/A MIDDLE NAME MODINA 3. DATE OF BIRTH 06/26/1994 (mm/dd/yyyy) 16. CITIZENSHIP **✓** Filipino Dual Citizenship by birth by naturalization 4. PLACE OF BIRTH BAYBAY CITY, LEYTE If holder of dual citizenship Pls. indicate country: 5 SFX Male please indicate the details ✓ Female T ✓ Single 6 CIVIL STATUS Married 17. RESIDENTIAL ADDRESS Widowed Separated House/Block/Lot No. Street Other/s: PANGASUGAN Subdivision/Village 7. HEIGHT (m) Barangay 165 BAYBAY LEYTE City/Municipality Province 8. WEIGHT (kg) 75 ZIP CODE 6521 9. BLOOD TYPE At 18. PERMANENT ADDRESS House/Block/Lot No. Street 10. GSIS ID NO. N/A PANGASUGAN Subdivision/Village Barangay 11. PAG-IBIG ID NO 121145021531 BAYBAY LEYTE City/Municipality Province 12. PHILHEALTH NO 13-050171359-8 ZIP CODE 6521 13. SSS NO WA 19. TELEPHONE NO. NA 14. TIN NO 481-044-567 20. MOBILE NO. 0967-504-8088 15. AGENCY EMPLOYEE NO N/A 21. E-MAIL ADDRESS (if any) rheaangelie.fernandez@vsu.edu.ph 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 NAME EXTENSION (JR., SR) N/A N/A MIDDLE NAME N/A OCCUPATION N/A N/A EMPLOYER/BUSINESS NAME N/A N/A **BUSINESS ADDRESS** N/A N/A TELEPHONE NO N/A FATHER'S SURNAME **FERNANDEZ** N/A FIRST NAME NAME EXTENSION (JR., SR) NARCISO N/A MIDDLE NAME GUCFI A N/A 25. MOTHER'S MAIDEN NAME POSAS N/A SURNAME FERNANDEZ N/A FIRST NAME TERESITA N/A MIDDLE NAME MODINA (Continue on separate sheet if necessary) EDUCATIONAL BACKGROUND NAME OF SCHOOL SCHOLARSHIP/ LEVEL BASIC EDUCATION/DEGREE/COURSE PERIOD OF ATTENDANCE HIGHEST LEVEL YEAR GRADUATED ACADEMIC (Write in full) UNITS EARNED (if not graduated) (Write in full) HONORS From RECEIVED To ELEMENTARY PANGASUGAN ELEMENTARY SCHOOL PRIMARY EDUCATION 1/6/2001 03/31/2007 GRADUATE 2007 N/A SECONDARY **BUNGA NATIONAL HIGH SCHOOL** SECONDARY EDUCATION 1/6/2007 03/31/2011 GRADUATE 2011 N/A VOCATIONAL / N/A TRADE COURSE N/A N/A N/A N/A N/A N/A COLLEGE VISAYAS STATE UNIVERSITY **BACHELOR OF SCIENCE IN AGRIBUSINESS** 1/6/2011 04/22/2015 GRADUATE 2015 N/A GRADUATE STUDIES N/A N/A N/A N/A N/A N/A N/A Aupa SIGNATURE 6-7-21

DATE

CARE	EER SERVICE/ RA 1080	(BOARD/ BAR) UNDER	DATING	DATE OF				, LICENSE (if ap	plicable)
SPECIAL LAWS/CES/CSEE		RATING (If Applicable)	EXAMINATION / CONFERMENT	PLACE OF EXAMINA	TION / CONFER		NUMBER	Date of Validity	
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	EXPERIENCE	Start from your recei	nt work) Descriptio	n of duties should be	indicated in the attach	ed Work Fxt	perience shee	•	
INCL	USIVE DATES nm/dd/yyyy)	POSITION T	ITLE CONTRACTOR	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)		MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
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VI. VOLUNTARY WORK OR INVOLVEMEN	T IN CIVIC / NON-GOVERNMENT	/PEOPLE/	VOLUNTARY	ORGANIZATION	V/S		
9. NAME & ADDRESS OF ORGANIZATION (Write in full)			SIVE DATES n/dd/yyyy) To	NUMBER OF HOURS	bearings	POSITION / NATURE OF WORK	
N/A	ON IN SAY IN		. Clasevo	ola nEmeste O »	inU marana	b within the fourth dame of the Local Core	
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VII. LEARNING AND DEVELOPMENT (L&L (Start from the most recent L&D training program and incli) INTERVENTIONS/TRAINING P	ROGRAMS A	TTENDED		ial positions)		
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) From To		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
Orientation and Re-cascading of Internal Documented Information			1/27/2021	3.0			
QMS Onboarding - OP, OVPREI, OVPPRGAS, OVPSAS, OVPAF			abronter	odine lel sal le	(ac maning	Have you seem seems toy ever	
ISO 9001:2015 Awareness/Re-awareness Webinar	21839C 30p 23 x 1	1/27/2021	1/27/2021	4.0	i to sno ,nesi	OP at Jaseim altrational timost begge to	
Webinar presentation on "Document Tracking Syste	am"	11/27/2020	11/27/2020	8.0	col te los ma	ODQA	
Operational Planning Workshop and Reframing of t	AND PROPERTY AND	11/13/2020	11/13/2020	3.0		HRIS Conditional apparent 2	
Workshop on the Assessment of Accomplishment a	tool	10/5/2020	10/7/2020	24.0	<u>00 86 . e</u>	OVPPRGAS	
	and the second s	9/30/2020	9/30/2020	8.0	10 16 13081 6	OVPPRGAS	
Training on identification of proper and complete items Technical Specification and parameters and orientation of the Purchase Request (Module) of the uply Poperties Procurement Management Information System (SPPMIS			8/28/2020	8.0		OVPPRGAS	
STARBOOKS Orientation and Hand-on Training			04/23/2019	Magna C0.8) (1788 AR	Pursuant to that another People TROOT	
ISO 9001:2015 Quality Management System: Process Documentation & Risk Assessment Training			01/17/2019	12.0	[-(2/160 AV1)	VSU (1) Units	
Orientation Workshop Among JO Clerks and Lab Tech			01/15/2019	8.0		vsu	
Gender Sensitivity Training for the Administrative and Support Staff			11/9/2018	8:0		vsu - Ognosaje nim no se a pov sik.	
RFID Library Systems Start-Up Training			3/5/2018	4.0		VSU LIBRARY	
Orientation of Clerks on Basic Customer Service and Department Based HRMPs on Personnel Document or Requirement			11/9/2017	4.0		vsu	
Orientation on Basic Customer Service and Work Values			5/9/2017	8.0	ed padr sy	DR. LOURDES B. CANO	
HIV in the Workplace Seminar	OB JET	9/12/2016	6/12/2016	8.0	PERSONAL PROPERTY OF THE PERSON NAMED IN COLUMN TO THE PERSON NAME	VSU INFIRMARY	
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VIII. OTHER INFORMATION	the the testem (Cor	ntinue on separate	sheet if necessa	וֹניי	91 PC 3170 DA		
	NON	I-ACADEMIC DIST	INCTIONS (PECC	VONITION		NEMPERCULO IN ACCOCIATION OF CANADATATION	
31. SPECIAL SKILLS and HOBBIES	32.		ite in full)	ONITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
TYPING	N/A			The second secon	930	PLEASE INDICATE LAW most seef than of ing	
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	ing Qain	refelaimbA n	CE184	UA		CS FORM 212 (Revised 2017), Page 3 of 4	

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34.	Are you related by consanguinity or affinity to the appointing chief of bureau or office or to the person who has immediate Bureau or Department where you will be apppointed,						
	a. within the third degree?	PERMIT		YES NO			
	b. within the fourth degree (for Local Government Unit - Car	reer Employees)?		YES NO			
				If YES, give details:			
35.	a. Have you ever been found guilty of any administrative off	fense?		YES V NO			
				If YES, give details:			
				TI TES, give details.			
	b. Have you been criminally charged before any court?			YES NO			
		SECTION AND ADMINISTRATION OF THE PARTY OF T		If YES, give details:			
				Date Filed:			
36.	Have you over been convicted of any aring or violation of	nulaw dansa andia	 ,	Status of Case/s:			
30.	6. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation beany court or tribunal?						
				If YES, give details:			
07	No. No.	1 27/2721 11/27/2021 1.50		YES			
37.	Have you ever been separated from the service in any of the dropped from the rolls, dismissal, termination, end of term, f			KAZEO - 1 19140 RASSW 119845W 1517W 65 - 4 6 4 4 4 4 4 4 7			
	in the public or private sector?	ition)	If YES, give details:				
38.	a. Have you ever been a candidate in a national or local elec-	ction held within the last year (excep	t				
	Barangay election)?	14 (14 (14 (14 (14 (14 (14 (14 (14 (14 (YESFYES, give delike			
	b. Have you resigned from the government service during th	ne three (3)-month period before the	lact	on the section of the section of the Steward of the			
	election to promote/actively campaign for a national or local			YESFYES, give Jailao			
39	Have you acquired the status of an immigrant or permanent	resident of another country?	-				
.	2.000 Park I	Management of district country;		If VEC give details (equator):			
				If YES, give details (country):			
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag	ona Carta for Disabled Persons (RA	7277	YES NO			
	and (c) Solo Parents Welfare Act of 2000 (RA 8972), please		Tripping 6	YES NO			
	Are you a member of any indigenous group?	The second se		YES NO			
				If YES, please specify:			
	Are you a person with disability?		Ш	YES NO			
	Are you a solo parent?			If YES, please specify ID No:			
	1,84		665 665	If YES, please specify ID No:			
41.	REFERENCES (Person not related by consanguinity or affinity to applicant	nt /appointee)		a province of the second of th			
	NAME	ADDRESS		TEL. NO.			
-	HON. DEXTER S. MAGAN	PANGASUGAN BAYBAY, LEY	TE				
	ANDRELI D. PARDALES	VSU LIBRARY, VISCA BAYBAY, L	EYTE				
	MARIA AGNES HERMANO	VSU LIBRARY, VISCA BAYBAY, L	EYTE				
42.	I declare under oath that I have personally accomplished	d this Personal Data Sheet which	is a tr	rue, correct and			
	complete statement pursuant to the provisions of pertin						
	Philippines. I authorize the agency head/authorized represe agree that any misrepresentation made in this docu						
	administrative/criminal case/s against me.	and to attachmente chair	oddo	The first of			
200	overnment Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)						
H	LEASE INDICATE ID Number and Date of Issuance	1 Lub	/				
Government Issued ID: TIN							
ID/License/Passport No.: 481-044-567 Signature (Sign inside			ide the b	ox)			
D	ate/Place of Issuance: 12-7-2016	Date Accomp	lished	Right Thumbmark			
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		Person Administer	ing Oat	h			

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

- 2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.
- Duration: October 16, 2019 Present
- Position: Administrative Aide III Casual
- Name of Office/Unit: University Review Center
- Immediate Supervisor: Mrs. Angelica P. Baldos
- Name of Agency/Organization and Location: Visayas State University, ViSCA Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties

Prepare, record and release all financial/ administrative documents; Record all payments made by clients; Encode evaluation by topic and summarize results; Conduct evaluation for regular and part time faculty; Performs other functions as assigned by the head.

- Duration: January 2016 October 15, 2019
- Position: Administrative Aide I (Clerk)-Job Order
- Name of Office/Unit: University Library
- Immediate Supervisor: Mrs. Andreli D. Pardales
- Name of Agency/Organization and Location: Visayas State University, ViSCA Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - · Summary of Actual Duties
 - Encodes journal articles into the database (Destiny Library Manager); Encodes and files index cards of the Serials Unit; Prepares payment of serials subscription; Records journals/magazines/newspapers and stamps ownership; Prepares journals/magazines for book binding; Accessions and encodes newly bound journals into the database; Segregates newly bound thesis by Library/Dept./Adviser/Personal copies; Releases bound thesis to Dept./Adviser and Personal copies; Shelf-reads and shelves journals, newspapers, magazines and pamphlets; Keeps the statistical records of Serials and Reference Unit's materials; Performs other functions as assigned by the head

RHEA ANGELIE M. FERNANDEZ

(Signature over Printed Name of Employee/Applicant)

Date: June 7, 2021