CS Form No. 212 Revised 2017 ERSONAL 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. 1, CS ID No. (Do not fill up. For CSC use only) Print legibly. Tick appropriate boxes ( and use separate sheet if necessary, Indicate N/A if not applicable. DO NOT ABBREVIATE. OGALESCO 2 SURNAME NAME EXTENSION (JR., SR) FIRST NAME **RHEA JENNY** MIDDLE NAME ABUCOT 3. DATE OF BIRTH 12/4/1994 16. CITIZENSHIP ☐ Dual Citizenship ✓ Filipino (mm/dd/vvvv) by birth by naturalization BAYBAY, LEYTE Pls. indicate country: 4. PLACE OF BIRTH If holder of dual citizenship, please indicate the details. □ Male **☑** Female 5 SEX C. ARELLANO ✓ Single ☐ Married 17 RESIDENTIAL ADDRESS 6 CIVIL STATUS House/Block/Lot No. Street ☐ Widowed ☐ Separated SAN JUAN Other/s: Barangay Subdivision/Village BAYBAY LEVIE 7. HEIGHT (m) 1.64 City/Municipality Province 8. WEIGHT (kg) 60 7IP CODE 6521 18. PERMANENT ADDRESS 9. BLOOD TYPE AB House/Block/Lot No. CAWAYAN N/A 10 GSIS ID NO Subdivision/Village Barangay NORTHERN SAMAR CATARMAN 11 PAG-IBIG ID NO NIA City/Municipality Province ZIP CODE 6400 12. PHILHEALTH NO 13-025313097-1 NA NIA 13 SSS NO 19 TELEPHONE NO 14. TIN NO. 480-883-954 20. MOBILE NO. +639675538507 15. AGENCY EMPLOYEE NO. N/A 21. E-MAIL ADDRESS (if any) rjogalesco@gmail.com DATE OF BIRTH (mm/dd/yyyy) N/A 23. NAME of CHILDREN (Write full name and list all) 22 SPOUSE'S SURNAME NAME EXTENSION (JR., SR) N/A FIRST NAME N/A N/A MIDDLE NAME NIA OCCUPATION EMPLOYER/BUSINESS NAME N/A N/A **BUSINESS ADDRESS** TELEPHONE NO N/A **OGALESCO** 24. FATHER'S SURNAME ANTONIO FIRST NAME MIDDLE NAME VALEN 25. MOTHER'S MAIDEN NAME ARLICOT SURNAME FIRST NAME REMEDIOS MIDDLE NAME MAPA (Continue on separate sheet if necessary) EDUCATIONAL BACKGROUND SCHOLARSHIP HIGHEST LEVEL PERIOD OF ATTENDANCE YEAR GRADUATED NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE ACADEMIC LEVEL UNITS EARNED (Write in full) (Write in full) HONORS (if not graduated) RECEIVED From To 1st Hon. GABAS CENTRAL ELEMENTARY SCHOOL BASIC EDUCATION ELEMENTARY 2001 2007 2007 Mention VISAYAS STATE UNIVERSITY-LABORATORY HIGH SECONDARY EDUCATION with Honors SECONDARY 2007 2011 2011 SCHOOL VOCATIONAL /

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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")/	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
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8/1/2016	present	ASSISTANT		GRADUATE SCHOOL		P17, 975.10	SG 9-2	CASUAL	YES
01/03/2016	07/29/2016	ADMINISTRATIVE ASSISTANT I		DEPARTMENT OF AGRICULTURE REGION VIII- BOTTOM UP BUDGETING OFFICE		P13, 816.00		JOB ORDER	YES
11/02/2015	12/31/2015	ADMINISTRATIVE ASSISTANT III		DEPARTMENT OF AGRICULTURE REGION VIII- BOTTOM UP BUDGETING OFFICE VISATAS STATE UNIVERSITY-OFFICE OF THE		P16, 038.00		JOB ORDER	YES
05/18/2015	10/30/2015	SCIENCE RESEARCH ASSISTANT		VICE PRESIDENT FOR RESEARCH AND EXTENSION		P8,000.00	Marine Andrews	JOB ORDER	YES
01 /06/2015	05/16/2015	LAYOUT ARTIST/GRAPHIC DESIGNER		PIXELMAX PRINTING AND IMAGING SOLUTIONS		P6,240.00	er	TEMPORARY	NO
03/15/2014	03/31/2014	RESEARCH ENCODER		PHILIPPINE HIGHER EDUCATION RESEARCH NETWORK (PHERNET)		P3,480.00		JOB ORDER	NO
06/22/2013	04/19/2014	STUDENT FACILITATOR		VISAYAS STATE UNIVERSITY-NATIONAL SERVICE TRAINING PROGRAM		P2,000.00		JOB ORDER	YES
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30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)  Echo Seminar-Workshop on the 1st Association of education Researchers and Trainers (ASSERT) National Convention on Outcome-Based Education  Writing and Publishing in High Impact Journal  Orientation on preparation of Documents for Internal Audit  Visayas State University Strategic Planning-Briefing  6/23/2017  7/26/2017  2/16/2017  1/12/2017  1/2018  1/2018		
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Reorientation of Department/Office Secretaries  11/15/2016  11/15/	c., Visyas State University	
Gender Sensitivity Training on Human Rights, CEDAW and VAWC  03/09/2016  03/09/2016  03/09/2016  8 Professional Department of De	University, Northwest Samar State University astern Samar	
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Technical Forum on Coping with Challenges of the ASEAN Economic Community (AEC) and Climate Change  11/27/2015  11/27/2015  11/27/2015  11/27/2015  A Self-development Visayas State L	Agriculture	
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Regional Tertiary Schools Press Conference: Rebuilding Eastern Visayas through Campus Journalism  08/06/2013  08/08/2014  24  Advance communication Rappler	ayas State University, RTSPAA, PACE,	
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(Continue on separate sheet if necessary)	Andre Turk to Andrews	
VIII. OTHER INFORMATION		
31. SPECIAL SKILLS and HOBBIES 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION 33. MEMBER 33.	ERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
Advanced Computer Skills N/A Member/Adi	ministrative Personnel Association	
Communication Skills Memb	ber/Graduate Student Council	
Video Editing As	ssociate Editor/ Amaranth	
Photo Editing Member	d Development Communicators'	
Data encoding and Processing Skills Secretary/	Secretary/Magnum Opus Photography Club	
Facilitato	or/ Civic Welfare Training Service	
(Continue on separate sheet if necessary)		
SIGNATURE DATE OC	1. 1.	

34.	Are you related by consanguinity or affinity to h	or recommending authority, or to the	0	, ,	
	chief of bureau or office or to the person who has immediate Bureau or Department where you will be apppointed,	e supervision over you in the Office,			
	a. within the third degree?	YES	✓ NO		
	b. within the fourth degree (for Local Government Unit - Car	☐ YES	☑ NO		
			If YES, give deta		
35.	a. Have you ever been found guilty of any administrative offe	ense?	YES	✓ NO	
			If YES, give deta		
				Andrew Seed to the control of the seed of	
			YES	✓ NO	
	b. Have you been criminally charged before any court?		If YES, give deta		
			Date Filed		
			Status of Case/s		
36.	Have you ever been convicted of any crime or violation of ar	ny law, decree, ordinance or regulation by	YES	✓ NO	
	any court or tribunal?		If YES, give details:		
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	Have you ever been separated from the service in any of the retirement, dropped from the rolls, dismissal, termination, en		YES If YES, give deta	☑ NO	
	(abolition) in the public or private sector?	a of term, mierioa consuct er priasca cut	II 1 LO, give deta	allo.	
	a. Have you ever been a candidate in a national or local ele	ction held within the last year (except	YES	✓ NO	
	Barangay election)?		If YES, give de		
	b. Have you resigned from the government service during th	a three (3) month period before the last	YES	✓ NO	
	election to promote/actively campaign for a national or local		If YES, give de	the property of the second of	
	Have you acquired the status of an immigrant or permanent	y i transfer i transfer			
39.	there is a state of all miningram or permanent	resident of another country:	YES give date	oile (country):	
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40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag	una Carta for Disabled Persons (PA			
	7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972),				
a.	Are you a member of any indigenous group?	A PART OF THE PART	☐ YES	✓ NO	
	Market State Sept.		If YES, please spec	cify:	
b.	Are you a person with disability?		YES	✓ NO	
	The state of the s		If YES, please spec		
C.	Are you a solo parent?		YES If YES, please spec	✓ NO	
20	GAL 31 19 115 115 115 115 115 115 115 115 115		II TEO, piease spec	olly ID No.	
41.	REFERENCES (Person not related by consanguinity or affinity to applicant /	appointee)			
	NAME WARREN OF THE PROPERTY OF	ADDRESS	CEL. NO.		
2 / 5	Dr. Anabella B. Tulin	Visca, Baybay City, Leyte	9150727521	P. Charles	
	De Edithe C Commen		9155913358	· ·	
_	Dr. Editha G. Cagasan	Visca, Baybay City, Leyte	3155313350		
	Dr. Christina Gabrillo	Visca, Baybay City, Leyte	9322497436	La Cue Re Tud	
42.	declare under oath that I have personally accomplished	I this Personal Data Sheet which is a tr	ue, correct and	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	complete statement pursuant to the provisions of pertin			PHEA JENNY A OGALESC	
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## 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: Aug. 2016 to Present
- Position: Education Research Assistant
- Name of Office/Unit: Office of the Graduate School (OGS)
- Immediate Supervisor: Dr. Anabella B. Tulin
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte, 6521-A
  - List of Accomplishments and Contributions (if any)
    - 1. Produced six (6) issues of GradNewsLine Newsletter.
    - 2. Produced one (1) issue of Science and Humanities Journal (Vol. 11, 2017)
    - 3. Produced IEC materials for OGS' use e.g. Tarpaulins, Brochures, Programs and etc.
    - 4. Drafted and laid-out VSU Style Manual for Graduate Manuscripts.
    - Laid-out certificates for graduate students e.g. Certificates of Recognition and Certificates of Candidacy
    - 6. Reviewed and corrected the format and style of more than 100 graduate students' manuscripts.
    - 7. Documented events, meetings, seminars and etc. conducted by OGS.
    - 8. Acted as facilitator during the VSU Faculty Evaluation bi-annually.
    - 9. Acted as social media manager in OGS' Facebook page, posted important announcements and keeping it up-to-date.
    - 10. Acted as public relations personnel in OGS' email and social media page.
  - Summary of Actual Duties
    - 1. In-charge of all the production of the office's publications (GradNewsLine, Science and Humanities Journal, Formatting and Style of Graduate Manuscripts Guidebook for Graduate Students and etc.) and other IEC materials for office's use.
    - 2. Document meetings, events and other activities related to the OGS.
    - 3. Review and correct the format and style of graduate manuscripts.
    - 4. Facilitate concerns/queries in the office email and Facebook page
    - 5. Act as social media manager of OGS

• Duration: Nov. 2015 to July 2016

Position: Administrative Assistant

• Name of Office/Unit: Bottom-Up Budgeting (BUB) Office

Immediate Supervisor: Mr. Romeo G. Delmo

Name of Agency/Organization and Location: , Department of Agriculture – Regional

Field Office 8 (DA-RFO8), Kanhuraw Hill, 6500 Tacloban City, Philippines

List of Accomplishments and Contributions (if any)

- Produced a Success Story Video of the beneficiaries of the projects under the BUB Program.
- 2. Completed all the necessary documents for disbursement of the projects under the BUB Program in one municipality.
- Summary of Actual Duties
  - 1. Facilitate and assist LGUs in processing their documents necessary for the disbursement of their approved projects.
  - Document meetings, event, awarding ceremonies and others related to the BUB Program.
- Duration: May 2015 to Oct. 2015
- Position: Science Research Assistant
- Name of Office/Unit: Office of the Vice President for Research and Extension (OVPRE)
- Immediate Supervisor: Dr. Othello B. Capuno
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte, 6521-A
  - List of Accomplishments and Contributions (if any)
    - 1. Produced OVPRE and National Coconut Research Center (NCRC) Video Stories
    - 2. Produced Video Clips for the Most Outstanding Farmers of Region 8
    - 3. Laid-out and produced tarpaulins, brochures and other IEC materials for office's use.
  - Summary of Actual Duties
    - 1. Act as a multimedia specialist producing all the IEC materials needed by the office
    - 2. Facilitate/Assist during the activities for the annual VSU Anniversary Celebration
    - 3. Document events, seminars and trainings conducted by the office

RHEA JENNY A. OGALESCO

(Signature over Printed Name of Employee/Applicant)

Date:	
Date.	