

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	MAGNO		
FIRST NAME	JESUSA	NAME EXTENSION (JR, SR) NA	
MIDDLE NAME	MACALINAO		
3. DATE OF BIRTH (mm/dd/yyyy)	12/25/1960	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	CARIGARA, 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street TAGAK Subdivision/Village Barangay CARIGARA LEYTE City/Municipality Province
7. HEIGHT (m)	1.6	ZIP CODE	6529
8. WEIGHT (kg)	60		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	House/Block/Lot No. Street TAGAK Subdivision/Village Barangay CARIGARA LEYTE City/Municipality Province
10. GSIS ID NO.	20051-47215	ZIP CODE	6529
11. PAG-IBIG ID NO.	1700-0025-4046		
12. PHILHEALTH NO.	130500012898		
13. SSS NO.	03-8222697-1	19. TELEPHONE NO.	NA
14. TIN NO.	151-027-805	20. MOBILE NO.	0935-191-2182
15. AGENCY EMPLOYEE NO.	V00809	21. E-MAIL ADDRESS (if any)	jesusa.magno@vsu.edu.ph

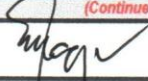
II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MAGNO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MARIOLITO	SR.	MARK M. MAGNO	6/25/1986
MIDDLE NAME	OCHAVE		MARIOLITO M. MAGNO, JR.	1/6/1988
OCCUPATION	FARMER		MARION JANE M. MAGNO	4/8/1996
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	MACALINAO			
FIRST NAME	CIRIACO	SR.		
MIDDLE NAME	NARIDO			
25. MOTHER'S MAIDEN NAME				
SURNAME	ROCHA			
FIRST NAME	PRISCILA			
MIDDLE NAME	SIGLER			

(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	TAGAK ELEMENTARY SCHOOL	BASIC EDUCATION	6/15/1966	3/10/1973	NA	1973	NA
SECONDARY	CARIGARA SCHOOL OF FISHERIES	SECONDARY EDUCATION	6/16/1973	3/15/1977	NA	1977	NA
VOCATIONAL / TRADE COURSE	SDZRMH SCHOOL OF NURSING	GRADUATE NURSE	6/10/1980	3/15/1982	NA	1982	FIRST HONOR
COLLEGE	CONCORDIA COLLEGE	BACHELOR OF SCIENCE IN NURSING	6/15/1983	5/30/1985	NA	1985	NA
GRADUATE STUDIES	UNIVERSITY OF SAN CARLOS	MASTER OF ARTS IN NURSING	4/1/2008	10/9/2009	NA	2009	NA
POST-GRADUATE STUDIES							

SIGNATURE		DATE	1/21/2019
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[illegible]

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

(e sheet if necessary)

DATE _____

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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	PHILIPPINE NURSES ASSOCIATION	4/21/2018		8.0	NURSE VOLUNTEER
	PHILIPPINE NURSES ASSOCIATION	12/30/2018		8.0	NURSE VOLUNTEER

(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			
	ISO TRAINING	1/16/2019	1/17/2019	16.0	TECHNICAL	VSU, QUALITY ASSURANCE CENTER
	ISO AWARENESS TRAINING	12/12/2018	12/13/2018	16.0	TECHNICAL	VSU, QUALITY ASSURANCE CENTER
	34TH PNA EASTERN VISAYAS REGIONAL CONVENTION	11/24/2018	11/25/2018	16.0	MANAGERIAL	PHIL. NURSES ASSOCIATION
	TRAINING IN PRELIMINARY & FORMAL INVESTIGATION	11/7/2018	11/8/2018	16.0	MANAGERIAL	VSU, ODAHRD
	PNA NATIONAL CONVENTION	10/15/2018	10/19/2018	32.0	MANAGERIAL	PHIL. NURSES ASSOCIATION
	HRMIS TRAINING	9/12/2018		4.0	TECHNICAL	VSU
	TRAINING WORKSHOP ON PARLIAMENTARY RULES AND PROCEDURES FOR NURSES	8/25/2018		8.0	MANAGERIAL	PNS, NORTH LEYTE CHAPTER
	DENGUE PREVENTION AND CONTROL PROGRAM	8/10/2018		4.0	TECHNICAL	VSU-CON/BAYBAY CHO
	PRIME HRM ORIENTATION	8/3/2018		8.0	MANAGERIAL	VSU-ODAHRD
	WORKSHOP ON THE REVIEW OF THE EXISTING VSU ORG. CHART STRUCTURE	7/30/2018	7/31/2018	16.0	MANAGERIAL	VSU-OVPRGEA
	ORIENTATION ON THE PRIME-HRM	7/12/2018		8.0	MANAGERIAL	VSU-ODAHRD
	COMPETENCY BASED HR SYSTEM AND IMPLEMENTATION	7/4/2018	7/5/2018	16.0	MANAGERIAL	VSU-ODAHRD
	ADPCN NATIONAL SUMMER CONFERENCE	5/16/2018	5/18/2018	24.0	SUPERVISORY	ADPCN/PNA
	RESEARCH ENHANCEMENT AND MENTORING	5/2/2018	5/4/2018	24.0	TECHNICAL	DOH PALO LEYTE
	BASIC RESEARCH TRAINING	3/13/2018	3/16/2018	24.0	TECHNICAL	DOH PALO LEYTE
	CALL FOR PROPOSAL FORUM	2/27/2018	2/28/2018	16.0	TECHNICAL	DOH PALO LEYTE
	TRAINING FOR LEADERSHIP AND VALUES	2/24/2018		8.0	MANAGERIAL	VSU COOPERATIVE
	TRAINING WORKSHOP IN PREPARATION FOR LEVEL II AACUP ACCREDITATION	1/18/2018	1/19/2018	16.0	TECHNICAL	VSU, QAC
	SEMINAR WORKSHOP ON WRITING AND PUBLISHING IN HIGH IMPACT JOURNALS	1/11/2018	1/12/2018	16.0	TECHNICAL	VSU, CON

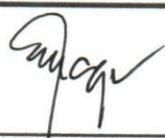




(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	RESOURCE SPEAKER		NA	PHILIPPINE NURSES ASSOCIATION
	ATTENDING TO HOMEGROWN PLANTS			CAROLINIAN'S INCORPORATED
	COMPUTER LITERACY			OPERATING ROOM NURSES ASSOCIATION, INC. NORTH LEYTE CHAPTER
				VSU-FACULTY ASSOCIATION
				PHILIPPINE RED CROSS AND RED CRESCENT

(Continue on separate sheet if necessary)

SIGNATURE		DATE	1/31/2019
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<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>If YES, give details: _____</div></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 checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div><div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div></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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO</div><div>If YES, give details: RESIGNA _____</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><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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No: _____</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 border="1" style="width:100%; border-collapse: collapse;"><thead><tr><th style="width:35%;">NAME</th><th style="width:35%;">ADDRESS</th><th style="width:30%;">TEL NO.</th></tr></thead><tbody><tr><td>MARCELO C. UY</td><td>TACLOBAN CITY</td><td>9162274213</td></tr><tr><td>AGNES Q. PEDROZA</td><td>TACLOBAN CITY</td><td>9151327120</td></tr><tr><td>RAZA CRECIA L. MENESES</td><td>TACLOBAN CITY</td><td>9052884213</td></tr></tbody></table>		NAME	ADDRESS	TEL NO.	MARCELO C. UY	TACLOBAN CITY	9162274213	AGNES Q. PEDROZA	TACLOBAN CITY	9151327120	RAZA CRECIA L. MENESES	TACLOBAN CITY	9052884213
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RAZA CRECIA L. MENESES	TACLOBAN CITY	9052884213											
<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>Government issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div><table border="1" style="width:100%; border-collapse: collapse;"><tr><td>Government Issued ID:</td><td>PRC</td></tr><tr><td>ID/License/Passport No.:</td><td>0136071</td></tr><tr><td>Date/Place of Issuance:</td><td>1/8/2018, TACLOBAN CITY</td></tr></table></div>	Government Issued ID:	PRC	ID/License/Passport No.:	0136071	Date/Place of Issuance:	1/8/2018, TACLOBAN CITY	<div><div><div></div><div>Signature (Sign inside the box)</div><div></div><div>Date Accomplished</div></div><div><div></div><div>PHOTO</div><div></div><div>Right Thumbmark</div></div></div>						
Government Issued ID:	PRC												
ID/License/Passport No.:	0136071												
Date/Place of Issuance:	1/8/2018, TACLOBAN CITY												
<div>SUBSCRIBED AND SWORN to before me this FEB 12 2019, affiant exhibiting his/her validly issued government ID as indicated above.</div> <div style="text-align: center;"><div> ATTY. RYSAN C. GUINOCOR LEGAL OFFICER Person Administering Oath</div></div>													

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experience relevant to the position being applied to.
2. The duration should 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 the most recent first.

- Duration: **Feb.16, 2018-Present**
- Position: Dean
- Name of Office/Unit: College of Nursing
- Immediate Supervisor: Dr. Beatriz S. Belonias
- Name of Agency/Organization and Location: Visayas State University, VISCA, Baybay City Leyte

- List of Accomplishments and Contributions(if any):
 - Successfully Implemented the OBE-BSN Curriculum in compliance to CMO 15 s. 2017 during the First Semester of AY 2018-2019.
 - Forged a Base Hospital with EVRMC a Level III Hospital (Tertiary Care/Teaching/Training Hospital).
 - Forged linkages with various Health Care Agencies (Ormoc Doctors Hospital, Philippine Red Cross and Red Crescent, Baybay City Health Office, EVRMC, DWH).
 - Forged linkage with an HEI (MSU-Iligan Institute of Technology) for RDE.
 - Prepared pertinent documents for the AACUP Level II Re-Accreditation.
 - Prepared necessary documents for hiring of Faculty members.

- Summary of Actual Duties:
 - Ensures compliance to CHED policies, guidelines and standards and other relevant regulations.
 - Manages College office operations.
 - Obtains recognition/accreditation of the Nursing Program
 - Prepares long term and short term plans
 - Pursues personal and professional development of faculty and staff
 - Initiates curriculum development programs.
 - Leads development and utilization of instructional resource materials.
 - Plans a rational faculty, academic and non-academic load.
 - Manages human, financial and physical resources.
 - Encourage Faculty to attend and participate professionally aligned conferences, seminars and conduct research and community extension projects/programs.
 - Conduct and preside in regular meetings.
 - Conduct Teacher Observation/Performance.
 - Conduct coaching and counselling of faculty and staff as the need arises.
 - Attend meetings, seminar, workshop in and outside of the university.
 - Oversee student activities.

- Duration: **Oct. 14, 1994-Jan. 17, 2017**
- Position: Instructor IV/Academic Coordinator
- Name of Office/Unit: College of Nursing
- Immediate Supervisor: Socorro S. Gasco
- Name of Agency/Organization and Location: Remedios T. Romualdez Medical Foundation, Calanipawan, Tacloban City, Leyte

- Summary of Actual Duties:
 - Prepare course syllabi congruent with the Curriculum.
 - Supervise students in their RLE.
 - Prepare lesson plans, quizzes, exams.
 - Make schedule of classes and confer with members of the team.
 - Conduct approved schedule of classes.
 - Check exams and output papers.
 - Release grades to students.
 - Conduct student and parents conferences.
 - Initiate per Semester orientation of Parents and students.
 - Facilitate students enrollment.
 - Develop plan for students' cross regional affiliation

- Duration: **June 15, 1992-July15, 1994**
- Position: School Nurse
- Name of Office/Unit: School Clinic
- Immediate Supervisor: Helena Benitez
- Name of Agency/Organization and Location: JASMS-Philippine Women's University Taft Avenue, Malate, Metro Manila

- Summary of Actual Duties:
 - In charge of monitoring pupils' Health Status from Grades I-VII.
 - Conduct parents meeting with various agenda on Health Promotion and Illness prevention.
 - Conduct monthly health assessment among Faculty, Staff and Pupils.
 - Manage health related problems at the school clinic such as fever, abdominal discomfort, skin problems among others.
 - Make referrals of cases to appropriate Health Care Facility.
 - Attend and participate in Regular updates on School Health Nursing organized by duly recognized government and private Health Organizations.

- Duration: **Jan. 1987-Mar. 1992**
- Position: Staff Nurse
- Name of Office/Unit: Nursing Service
- Immediate Supervisor: Dr. Virgilio Vallarta
- Name of Agency/Organization and Location: Vallarta General Hospital, San Andres St., Malate, Metro Manila

- Summary of Actual Duties:

- Worked in various areas of the hospital such as ER, OR, DR & Nursery and the different wards.
- Conduct initial assessment of the patient, implement appropriate nursing actions and make proper referrals.
- Administer medications as ordered after thorough computation of dosages and determining patients' allergies.
- Perform documentation of patient care based on the guidelines of the hospital.
- Works harmoniously with other members of the health team.
- Assist attending physician performing appropriate procedures relevant to patient care such as thorough examination, suturing and other surgical and medical interventions, delivery of babies and care of the mother following delivery among others.
- Monitor patient condition while admitted in the hospital.
- Perform nursing procedures.
- Prepare patient documents and other records for hospital licensing and or accreditation.

- Duration: **June 1985-Mar. 1986**
- Position: Clinical Instructor
- Name of Office/Unit: College of Nursing
- Immediate Supervisor: Sr. Heide Facto DC
- Name of Agency/Organization and Location: Concordia College
Pedro Gil St.,Paco Manila

- Summary of Actual Duties:

- Prepare course syllabi congruent with the Curriculum.
- Supervise students in their RLE.
- Prepare lesson plans, quizzes, exams.
- Conduct approved schedule of classes.
- Check exams and output papers.
- Submit grades to Level Coordinator.
- Conduct student and parents conferences.
- Oversee student activities.

- Duration: **Sept. 1, 1982-Mar. 30, 1983**
- Position: Rural Health Practice Program (RHPP) Nurse
- Name of Office/Unit: Health Education Unit
- Immediate Supervisor: Ms. Annie Gobenciong
- Name of Agency/Organization and Location: Schistosomiasis Control and Research Project, Palo Leyte
- Summary of Actual Duties:
 - Worked with the Health Education Unit with emphasis on Health Education and Awareness, Disease Prevention, Case Finding and Treatment and Rehabilitation.
 - Conducted and assisted in mass treatment activities of clients in highly infested areas.
 - Facilitate referrals.
 - Monitor clients' response to treatment and or improved health practices.
 - Conducted health education in various Elementary Schools in selected locality.

- Duration: **Aug. 1, 2013 -Dec.15, 2016**
- Position: Part-time Clinical Instructor
- Name of Office/Unit: College of Nursing
- Immediate Supervisor: Janet Alexis A. De Los Santos
- Name of Agency/Organization and Location: Visayas State University, VISCA Baybay City, Leyte
- Summary of Actual Duties:
 - Conduct orientation of students at the area of assignment.
 - Supervise students in both hospital and community settings.
 - Check requirements such as Nursing Care Plans, Pharma Study and others.
 - Conduct evaluation through oral and written examinations.
 - Facilitate in the conduct of case presentations or ward class.
 Submit grades to the Level Coordinator on time.

- Duration: **Oct. 2013**
- Position: Part-time Clinical Instructor
- Name of Office/Unit: College of Nursing
- Immediate Supervisor: Helen B. Gumba
- Name of Agency/Organization and Location: UP-IHS, Palo Leyte
- Summary of Actual Duties:
 - Conduct orientation of students at the area of assignment.
 - Supervise students in both hospital and community settings.
 - Check requirements such as Nursing Care Plans, Pharma Study and others.
 - Conduct evaluation through oral and written examinations.
 - Facilitate in the conduct of case presentations or ward class.
 - Submit grades to the Level Coordinator on time.

- Duration: **June 2004-Oct. 2009**
- Position: Part-time Clinical Instructor
- Name of Office/Unit: College of Nursing
- Immediate Supervisor: Ireen Reyna
- Name of Agency/Organization and Location: Colegio De La Salle Fondation Inc.,
Real St., Tacloban City Leyte

- Summary of Actual Duties:

- Conduct orientation of students at the area of assignment.
- Supervise students in both hospital and community settings.
- Check requirements such as Nursing Care Plans, Pharma Study and others.
- Conduct evaluation through oral and written examinations.
- Facilitate in the conduct of case presentations or ward class.
- Submit grades to the Level Coordinator on time.

- Duration: **June 2005 –Mar. 2007**
- Position: Part-time Clinical Instructor
- Name of Office/Unit: College of Nursing
- Immediate Supervisor: Mae D. Nierras
- Name of Agency/Organization and Location: Colegio de Santa Lourdes of Leyte
Foundation Inc., Tabon-tabon
Leyte

- Summary of Actual Duties:

- Conduct orientation of students at the area of assignment.
- Supervise students in both hospital and community settings.
- Check requirements such as Nursing Care Plans, Pharma Study and others.
- Conduct evaluation through oral and written examinations.
- Facilitate in the conduct of case presentations or ward class.
- Submit grades to the Level Coordinator on time.


JESUSA M. MAGNO

Date: 11/21/2019