PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filling 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 FERNANDEZ 2 SURNAME NAME EXTENSION (JR., SR) NIA **RHEA ANGELIE** FIRST NAME MODINA MIDDLE NAME 3. DATE OF BIRTH 06/26/1994 16. CITIZENSHIP ☑ Filipino ☐ Dual Citizenship (mm/dd/yyyy) ☐ by birth ☐ by naturalization 4. PLACE OF BIRTH BAYBAY CITY, LEYTE If holder of dual citizenship Pls. indicate country: please indicate the details ☐ Male ☑ Female 5 SEX ☑ Single ☐ Married 17 RESIDENTIAL ADDRESS 6 CIVIL STATUS House/Block/Lot No. Street ☐ Widowed ☐ Separated PANGASUGAN ☐ Other/s: Subdivision/Village Barangay BAYBAY LEYTE 7. HEIGHT (m) 165 City/Municipality Province 75 ZIP CODE 6521 8. WEIGHT (kg) 18. PERMANENT ADDRESS A+ 9. BLOOD TYPE House/Block/Lot No Street PANGASUGAN N/A 10 GSIS ID NO Subdivision/Village Barangay RAYRAY LEYTE 11. PAG-IBIG ID NO 121145021531 City/Municipality 13-050171359-8 ZIP CODE 6521 12 PHILHEALTH NO. 13. SSS NO. N/A 19. TELEPHONE NO. N/A 14. TIN NO. 481-044-567 20. MOBILE NO. 0967-504-8088 15. AGENCY EMPLOYEE NO V01185 21. E-MAIL ADDRESS (if any) rheaangelie.fernandez@vsu.edu.ph 22. SPOUSE'S SURNAME N/A 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) N/A FIRST NAME N/A MIDDLE NAME N/A N/A N/A OCCUPATION N/A EMPLOYER/BUSINESS NAME N/A N/A **BUSINESS ADDRESS** N/A N/A TELEPHONE NO. N/A N/A **FERNANDEZ** 24. FATHER'S SURNAME N/A NAME EXTENSION (JR., SR) NARCISO FIRST NAME N/A MIDDLE NAME **GUCELA** N/A 25. MOTHER'S MAIDEN NAME **POSAS** N/A SURNAME **FERNANDEZ** N/A TERESITA FIRST NAME N/A MODINA MIDDLE NAME (Continue on separate sheet if necessary) SCHOLARSHIP HIGHEST LEVEL/ UNITS EARNED PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE ACADEMIC LEVEL GRADUATED (Write in full) (Write in full) HONORS (if not graduated) RECEIVED PANGASUGAN ELEMENTARY SCHOOL PRIMARY EDUCATION ELEMENTARY 03/31/2007 GRADUATE 06/01/2001 2007 N/A **BUNGA NATIONAL HIGH SCHOOL** SECONDARY EDUCATION SECONDARY 06/01/2007 03/31/2011 GRADUATE 2011 N/A VOCATIONAL / N/A N/A N/A N/A N/A N/A TRADE COURSE VISAYAS STATE UNIVERSITY **BACHELOR OF SCIENCE IN AGRIBUSINESS** COLLEGE 06/01/2011 04/22/2015 GRADUATE 2015 N/A **GRADUATE STUDIES** N/A NIA N/A N/A N/A N/A N/A 3-22-22 SIGNATURE DATE

7. CAR	EER SERVICE/ RA 1080	(BOARD/ BAR) UNDER	DATING	DATE OF			, ,	. LICENSE (if ap	plicable)
	SPECIAL LAWS/ ARANGAY ELIGIBILITY /	CES/ CSEE	RATING (If Applicable)	EXAMINATION / CONFERMENT	PLACE OF EXAMINA	TION / CONFERI	MENT	NUMBER	Date of Validity
Civi	il Service Eligibility	Professional	80.7	04/15/2018	LNU, TACI	OBAN CITY	ardse e	Ń/A	N/A
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. WORK	EXPERIENCE		(Col	ntinue on separate shee	t if necessary)				
	vate employment. LUSIVE DATES	Start from your recen	work) Description	of duties should be	indicated in the attached	l Work Exper	SALARY/ JOB/ PAY	Control of the Control	articles and
	mm/dd/yyyy)	POSITION T (Write in full/Do not			ENCY / OFFICE / COMPANY II/Do not abbreviate)	MONTHLY SALARY	GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVIC (Y/ N)
6/10/2019	PRESENT	ADMIN. All	DE III	UNIVERSITY	REVIEW CENTER	12,466.08	3	CASUAL	Υ
1/03/2019	15/10/2019	CLERI		VSU	J LIBRARY	9,659.36	1	JOB ORDER	Y
4/01/2017	12/31/2018	CLERI	(VSU	J LIBRARY	6,600.00	N/A	JOB ORDER	Υ
1/05/2016	03/31/2017	CLERI	(VSI	JLIBRARY	6,160.00	N/A	JOB ORDER	Υ
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SIGI	NATURE		Ampa		DATE		3-2	22-22	3

I. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVER	NMENT / PE	EOPLE / V	OLUNTARY (RGANIZATIOI	V/S	
29. NAME & ADDRESS OF ORGANIZATION (Write in full)			/E DATES (d/yyyy)	NUMBER OF HOURS	Marin Const	POSITION / NATURE OF WORK
IA Columbia	N/A		N/A	N/A	N/A	Description on the state of a discription
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II. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAI	NAME AND ADDRESS OF TAXABLE PARTY.	Name and Address of the Owner, where the Owner, which is	sheet if necessar TENDED	y)		
tart from the most recent L&D/training program and include only the relevant L&D/training	y taken for the las			ef/Executive/Manage	rial positions)	
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/	CONDUCTED/ SPONSORED BY
(Write in full)	-	From	То		Supervisory/ Technical/etc)	(Write in full)
rientation and Re-cascading of Internal Documented Information	27/	/01/2021	27/01/2021	3.0	Technical	ODQA program as dear raise social and
QMS Onboarding - OP, OVPREI, OVPPRGAS, OVPSAS, OVPAF			27/01/2021	4.0	Technical	OP
SO 9001:2015 Awareness/Re-awareness Webinar	27/	/11/2020	27/11/2020	8.0	Technical	ODQA base a residence deventas de
ebinar presentation on "Document Tracking System"	13/	/11/2020	13/11/2020	3.0	Technical	HRIS
perational Planning Workshop and Reframing of the Strategic Plan	05/	/10/2020	07/10/2020	24.0	Technical	OVPPRGAS
Vorkshop on the Assessment of Accomplishment and Target Setting Plan for O	VPPRGAS 30/	/09/2020	30/09/2020	8.0	Technical	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			28/08/2020	8.0	Technical	OVPPRGAS
STARBOOKS Orientation and Hand-on Training	04	/23/2019	04/23/2019	8.0	Technical	DOST
ISO 9001:2015 Quality Management System: Process Documentation & Risk Assessment			01/17/2019	12.0	Technical	VSU Parties vita to redistant is covided
Training Orientation Workshop Among JO Clerks and Lab Tech			01/15/2019	8.0	Technical	VSU
Gender Sensitivity Training for the Administrative and Support Staff		0/11/2018	09/11/2018	8.0	Technical	VSU
RFID Library Systems Start-Up Training		5/03/2018	05/03/2018	4.0	Technical	VSU LIBRARY
Orientation of Clerks on Basic Customer Service and Department Based HRMPs	s on	9/11/2017	09/11/2017	4.0	Technical	VSU
Personnel Document or Requirement		9/05/2017	09/05/2017	8.0	Technical	DR. LOURDES B. CANO
Orientation on Basic Customer Service and Work Values	-1	2/09/2016	12/06/2016	8.0	Technical	VSU INFIRMARY
HIV in the Workplace Seminar	317 12	20912010	12/00/2010	0.0	Tecimical	VOO IN INMAN PARA
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VIII. OTHER INFORMATION		Sangerin valorie				magnetically and another transfer of the second second second
31. SPECIAL SKILLS and HOBBIES 32.	NON-A		TINCTIONS / REC	OGNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
TYPING			I/A			VOT N/A I I SU E E E E E
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SIGNATURE	AND	-	ova pariamentalismost		DATE	3-22 -22

	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 approinted,	AND AND			
	a. within the third degree?		·	ES ☑ NO	
	b. within the fourth degree (for Local Government Unit - Care	eer Employees)?		ES ☑ NO	
				If YES, give deta	ils:
	a. Have you ever been found guilty of any administrative offer	ense?	Y	ES 🗹 NO	
			and the second s	If YES, give deta	ils:
			_ Y	ES V NO)
	b. Have you been criminally charged before any court?			If YES, give deta	ils:
	and the second s			Date Filed Status of Case/s	
	Have you ever been convicted of any crime or violation of an	ny law decree ordinance o	or regulation by	ES V N	0
	any court or tribunal?	ny iaw, addition, ordinarios c	ir rogulation by	If YES, give deta	ils:
			_ Y	S	10
	Have you ever been separated from the service in any of the			out-washing	Carrier of American Control of the American
	retirement, dropped from the rolls, dismissal, termination, er	nd of term, finished contract		1	
	(abolition) in the public or private sector?	P	()	ES 🔽	NO
	a. Have you ever been a candidate in a national or local ele- Barangay election)?	ction held within the last ye		ES 101/ES : E	I MO
	Sarangay Goodon):		o	ES If YES, give 🐼	aws.
	b. Have you resigned from the government service during the	사용하다 그 사용 생활을 만든 것이 하면 하면 하면 하면 하는 것이 없는 것이 하는 것이 없다면 하다면 하는데 하는데 없다면 하다면 하는데 없다면 하는데 없다면 하는데 없다면 하는데 없다면 하는데 다른데 없다면 하는데 없다면		nust a gallest	
	election to promote/actively campaign for a national or local	candidate?	1	If YES, give 🗷	tails:
	Have you acquired the status of an immigrant or permanent			If YES, give deta	ils (country):
	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972).			rs 🗹	NO
		, piedoc ariower trie followii			NO
	Are you a member of any indigenous group?	0.01 -6100.0110 - 610.0		If YES, please spec	NO
	Are you a person with disability?	out the committee of the	21 01		NO NO
	The Section of			If YES, please spec	ify ID No:
	Are you a solo parent?				
					7. ID N
	ALCV Sales as I	TA TOTAL TOTAL	H 276	III 123, please spec	ify ID No:
	REFERENCES (Person not related by consanguinity or affinity to applicant	nt /appointee)	11 1170		ify ID No:
	REFERENCES (Person not related by consanguinity or affinity to applicant NAME	TA TOTAL TOTAL	11 (170)	TEL. NO.	ify ID No:
- CONTROL - CONT	31 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	nt /appointee)	HEVOL		ify ID No:
	NAME	nt /appointee) ADDRESS	AY, LEYTE	TEL. NO. (053) 565-0600 1069 (053) 565-0600	ify ID No:
	NAME ANGELICA P. BALDOS	ADDRESS ODCCE, VISCA BAYB	AY, LEYTE	TEL. NO. (053) 565-0600 1069	ify ID No:
	NAME ANGELICA P. BALDOS CHRISTY M. DESADES	ADDRESS ODCCE, VISCA BAYB OHURS, VISCA BAYB BAY BAY, Get d this Personal Data Sheet ent laws, rules and regulentative to verify/validate the	AY, LEYTE AY, LEYTE of which is a lations of the econtents state	TEL. NO. (053) 565-0600 1069 (053) 565-0600 1069 093<3222026 rue, correct and Republic of the ed herein.	RHEA ANGELLE M. FERNANDE.
	NAME ANGELICA P. BALDOS CHRISTY M. DESADES KOLDAN E. OMAVA/ I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertin Philippines. I authorize the agency head/authorized represe agree that any misrepresentation made in this documents.	ADDRESS ODCCE, VISCA BAYB OHURS, VISCA BAYB BAY BAY, Get d this Personal Data Sheet ent laws, rules and regulentative to verify/validate the	AY, LEYTE AY, LEYTE of which is a lations of the econtents state	TEL. NO. (053) 565-0600 1069 (053) 565-0600 1069 093<3222026 rue, correct and Republic of the ed herein.	RHEA ANGELIE M. FERNANDE.
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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: October 16, 2019 March 31, 2022
- · Position: Administrative Aide III Casual
- Name of Office/Unit: Office of the Head of the University Review Services
- Immediate Supervisor: Ms. Christy M. Desades
- 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: March 22, 2022