

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	FERNANDEZ		
FIRST NAME	RHEA ANGELIE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	MODINA		
3. DATE OF BIRTH (mm/dd/yyyy)	06/26/1994	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
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	House/Block/Lot No. Street PANGASUGAN
7. HEIGHT (m)	165	ZIP CODE	Subdivision/Village Barangay BAYBAY LEYTE
8. WEIGHT (kg)	75		City/Municipality Province
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	House/Block/Lot No. Street PANGASUGAN
10. GSIS ID NO.	N/A	ZIP CODE	Subdivision/Village Barangay BAYBAY LEYTE
11. PAG-IBIG ID NO.	121145021531		City/Municipality Province
12. PHILHEALTH NO.	13-050171359-8	6521	
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

II. 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	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	FERNANDEZ		N/A	N/A
FIRST NAME	NARCISO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	GUECLA		N/A	N/A
25. MOTHER'S MAIDEN NAME	POSAS		N/A	N/A
SURNAME	FERNANDEZ		N/A	N/A
FIRST NAME	TERESITA		N/A	N/A
MIDDLE NAME	MODINA		(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	PANGASUGAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	06/01/2001	03/31/2007	GRADUATE	2007	N/A
SECONDARY	BUNGA NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	06/01/2007	03/31/2011	GRADUATE	2011	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	06/01/2011	04/22/2015	GRADUATE	2015	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	3-22-22



[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]

SIGNATURE	<i>Ampa</i>	DATE	3-22-22
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-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		
N/A		N/A	N/A	N/A	N/A

(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			
	Orientation and Re-cascading of Internal Documented Information	27/01/2021	27/01/2021	3.0	Technical	ODQA
	QMS Onboarding - OP, OVPREI, OVPPRGAS, OVPSAS, OVPAF	27/01/2021	27/01/2021	4.0	Technical	OP
	ISO 9001:2015 Awareness/Re-awareness Webinar	27/11/2020	27/11/2020	8.0	Technical	ODQA
	Webinar presentation on "Document Tracking System"	13/11/2020	13/11/2020	3.0	Technical	HRIS
	Operational Planning Workshop and Reframing of the Strategic Plan	05/10/2020	07/10/2020	24.0	Technical	OVPPRGAS
	Workshop on the Assessment of Accomplishment and Target Setting Plan for OVPPRGAS	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	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 Training	01/16/2019	01/17/2019	12.0	Technical	VSU
	Orientation Workshop Among JO Clerks and Lab Tech	01/15/2019	01/15/2019	8.0	Technical	VSU
	Gender Sensitivity Training for the Administrative and Support Staff	09/11/2018	09/11/2018	8.0	Technical	VSU
	RFID Library Systems Start-Up Training	05/03/2018	05/03/2018	4.0	Technical	VSU LIBRARY
	Orientation of Clerks on Basic Customer Service and Department Based HRMPs on Personnel Document or Requirement	09/11/2017	09/11/2017	4.0	Technical	VSU
	Orientation on Basic Customer Service and Work Values	09/05/2017	09/05/2017	8.0	Technical	DR. LOURDES B. CANO
	HIV in the Workplace Seminar	12/09/2016	12/06/2016	8.0	Technical	VSU INFIRMARY

(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)
	TYPING		N/A		N/A
	MICROSOFT OFFICE				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	3-22-22
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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)?

☐ YES

☒ NO

☐ YES

☒ 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?

☐ YES

☒ NO

☐ YES

☒ 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?

☐ YES

☒ 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?

☐ YES

☒ 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?

☐ YES

☒ NO

If YES, give details:

☐ YES

☒ NO

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

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?

☐ YES

☒ NO

☐ YES

☒ NO

If YES, please specify:

☐ YES

☒ NO

If YES, please specify ID No:

☐ YES

☒ NO

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
ANGELICA P. BALDOS	ODCCE, VISCA BAYBAY, LEYTE	(053) 565-0600 1069
CHRISTY M. DESADES	OHURS, VISCA BAYBAY, LEYTE	(053) 565-0600 1069
KOLDAN E. OMAJAY	BAYBAY, LEYTE	09353222020

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.



RHEA ANGELIE M. FERNANDEZ  
PHOTO

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: TIN

ID/License/Passport No.: 481-044-567

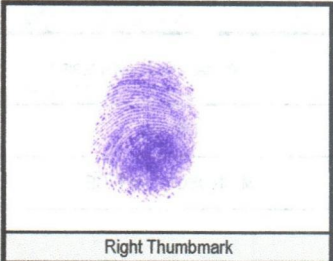
Date/Place of Issuance: 12-7-2016

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Signature (Sign inside the box)

3-22-22

Date Accomplished



SUBSCRIBED AND SWORN to before me this 07 APR 2022, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN L. GUINOCOR  
VSO CHIEF OF OFFICE

Person Administering Oath



## 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