

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	DE LOS SANTOS		
FIRST NAME	JANET ALEXIS	NAME EXTENSION (JR., SR)	
MIDDLE NAME	APURILLO		
3. DATE OF BIRTH (mm/dd/yyyy)	21.12.82	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	TACLOBAN CITY	If holder of dual citizenship, please indicate the details.	
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"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	APT. 67 KILBOURNE House/Block/Lot No. Street VSU CAMPUS, VISCA PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	5'2	ZIP CODE	6521
8. WEIGHT (kg)	61kg	18. PERMANENT ADDRESS	113, PHASE 4, BLK 5, LOT 47 GURAMI House/Block/Lot No. Street V&G 109-A Subdivision/Village Barangay TACLOBAN LEYTE City/Municipality Province
9. BLOOD TYPE	AB	ZIP CODE	6500
10. GSIS ID NO.	957-0057014-01-8	19. TELEPHONE NO.	563 7317
11. PAG-IBIG ID NO.	080144667909	20. MOBILE NO.	09273514112
12. PHILHEALTH NO.	13-050063412-0	21. E-MAIL ADDRESS (if any)	janet.delossantos@vsu.edu.ph
13. SSS NO.	06-2525530-8		
14. TIN NO.	941-572-781		
15. AGENCY EMPLOYEE NO	V00787		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	DE LOS SANTOS		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ALEX	NAME EXTENSION (JR., SR)	EMMANUEL ALFONSO DE LOS SANTOS	5.11.09
MIDDLE NAME	ABELLAR		GABRIELLE ALTHEA DE LOS SANTOS	10.12.16
OCCUPATION	PRIVATE EMPLOYEE			
EMPLOYER/BUSINESS NAME	GREEN CARBON INC.			
BUSINESS ADDRESS	BRGY. MAYBOG, BAYBAY CITY. LEYTE			
TELEPHONE NO	0917-862-4762			
24. FATHER'S SURNAME	~deceased			
FIRST NAME		NAME EXTENSION (JR., SR)		
MIDDLE NAME				
25. MOTHER'S MAIDEN NAME				
SURNAME	ASTORGA			
FIRST NAME	EDNA			
MIDDLE NAME	RAMOS		(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	HOLY INFANT COLLEGE	Elementary	1.6.95	1.3.96		1996	
SECONDARY	LEYTE NATIONAL HIGH SCHOOL	Secondary	1.6.96	1.4.00		2000	
VOCATIONAL / TRADE COURSE	ST. SCHOLASTICA'S COLLEGE OF HEALTH SCIENCES	ASSOCIATE IN HEALTH SCIENCE EDUCATION	1.6.00	1.4.02		2002	
COLLEGE	ST. SCHOLASTICA'S COLLEGE OF HEALTH SCIENCES	BACHELOR OF SCIENCE IN NURSING	1.6.02	1.4.04		2004	
GRADUATE STUDIES	UNIVERSITY OF SAN CARLOS	MASTER OF ARTS IN NURSING maj CLINICAL SUPERVISION	1.10.06	11 2007		2007	
	CEBU NORMAL UNIVERSITY	DOCTOR OF SCIENCE IN NURSIN- GERONTOLOGY	11 2012		48 u		
	ST PAUL UNIVERSITY PHILIPPINES	DOCTOR OF PHILOSOPHY - NURSING SCIENCE	07 2016				CHED SCHOLAR

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Nov. 18, 2019
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V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

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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		
	90th VSU Anniversary FunRun First Aid Team	9.8.14	9.8.14	8.0	volunteer nurse
	Nutrition Month Culmination Visca Foundation Elementary School	28/07/2014	28/07/2014	4.0	Speaker
	Community Assembly in Baranggay Guadalupe, Baybay City	12.4.14		8.0	volunteer nurse
	Holistic Care for Elderly Seminar(College of Nursing)	22.2.14		4.0	resource speaker
	Rapid Health Assessment in Western Samar/ Plan International	5.12.13	7.12.13	72.0	Health Facility Assessor
	OFFICE OF THE PROVINCIAL GOVERNOR I.C.O.T CARAVAN (INTER COMMUNITY TAMBULIG)	22.6.12	22.6.12	8.0	volunteer nurse

(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			
	Board of Nursing Initiative: Amendments to the Nursing Law, National Career Progression Program, CPD and In service Program	19.2.16	19.2.16	8.0	Technical	Association of Deans of Philippine Colleges of Nursig, Inc, VIII
	Consortium of Development Communication Educators and Practitioners of the Philippines 5th National Conference 2015	3.12.15	5.12.16	24.0	Technical	Consortium of Development Communication Educators and Practitioners of the Philippines
	Beta Nu Delta Nursing Society National Roundtable Meeting	17.11.15			Managerial	Beta Nu Delta Nursing Society
	Research Proposal Enhancement Workshop	27.10.15	30.10.15	24.0	Technical	Department of Health RO VIII
	Seminar on Elderly Care	17.10.15		8.0	Technical	College of Nursing Visayas State University
	International Nursing Research Congress: Global Pardigm Shift in Heath, Health Care Providers and Health Care systems (Research Committee)	22.8.15		8.0	Technical	College of Nursing Visayas State University
	Seminar on Elderly Care:Good Health: Add life to years	17.8.15		8.0	Technical	College of Nursing Visayas State University
	Seminar on Outcomes-Based Educatio (OBE) Approach in Designing a Curriculum	7.5.15	9.5.15	24.0	Technical	Association of Deans of Philippine Colleges of Nursig, Inc, VIII
	Seminar-Workshop on the Implementation of Outcomes-Based Education (OBE)	4.5.15	5.5.15	16.0	Technical	Visayas State University
	Association of Deans of Philpine Colleges of Nursing Regional Meeting and Evaluation of EINC (Essential Intrapartum and Newborn Care) Integration in the BS Nursing Curriculum	15.12.14		8.0	Managerial	Association of Deans of Philippine Colleges of Nursig, Inc.
	4th International Conference of Nurses (ICONS-4)	28.11.14		8.0	Technical	Cebu Normal University
	Training Workshop on Writing and reviewing Research Papers for Peer-Reviewed Publications	17.11.14	21.11.14	20.0	Technical	Visayas State University
	Seminar on Elderly Care	14.11.14		8.0	Technical	Visayas State University
	Gerontology Nurses Association of the Philippines 6th Annual Convention	15.8.14	16.8.14	16.0	Technical	Gerontology Nurses Association of the Philippines, Inc.
	Supervisory Development Course Track	9.7.14	11.7.14	16.0	Supervisory	Civil Service Comission RO VIII, and Visayas State University
	2014 Regional Health Research Summit	14.5.14		8.0	Technical	Department of Health RO VIII
	Association of Deans of Philippine Colleges of Nursing National Summer Conference	25.4.14	26.4.14	16.0	Managerial	Association of Deans of Philippine Colleges of Nursing, Inc.
	Preparing for Training and Facilitating	11.4.14	12.4.14	16.0	Technical	Office of the Vice President for Reseach and Extension, Visayas State University
	Designing Reseach inNursing and Education	4.3.14	10.3.14	16.0	Technical	Visayas State University
	Workshop on Instructional materials development for the Visayas State University	25.2.14		8.0	Technical	Visayas State University
	Training on Preparing Fundable Extension Project Proposal	28.8.13	30.8.13	24.0	Technical	Agricultural Trainig Institute Regional training Ceter VIII

(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)
	Driving				Honor Society of Nursing Sigma Theta Tau International, Psi Beta Chapter
					Association of Deans of Philippine Colleges of Nursing
					Philippine Nurses Association
					Mother and Child Nurses Association of the Philippines
					Operating Room Nurses Association of the Philippines
					Beta Nu Delta Nursing Society
					Renal Nurses Association of the Philippines

(Continue on separate sheet if necessary)

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29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	8HAVEN-HIV ADVOCACY AND SUPPORT GROU FOR PEOPLE LIVING WITH HIV/AIDS	1.1.18	present		volunteer nurse/ Community Based Screening personnel
	Department of Health RO VIII	5.7.19	present		volunteer nurse/ Community Based Screening personnel for HI

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

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VIII. OTHER INFORMATION

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SIGNATURE		DATE	NOV. 18, 2019
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WORK EXPERIENCE SHEET

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

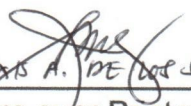
2. The duration should include start and finish dates, if known, month in abbreviated form if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed starting with the most recent/present employment

- Duration: January 1, 2017 - present
- Position: Assistant Professor II
- Name of Office/Unit: College of Nursing
- Immediate Supervisor: Jesusa M. Magno
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay Leyte
- Summary of Actual Duties : on study leave

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- Duration: January 1, 2015 - December 30, 2016
 - Position: Instructor III
 - Name of Office/Unit: College of Nursing
 - Immediate Supervisor: Edgardo E. Tulin
 - Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions:
 - College Dean Designate
 - Created linkage with different local, national and international partners for research and extension service activities.
 - Organized an International Conference in partnership with the Department of Health RO VIII, Beta Nu Delta, National League of Philippine Nurses in Region VIII, and Philippine Nurses Association
 - Upgraded the quality of instruction evidenced by consistently producing 100% passing rate on Nurse Licensure Examination.
 - Summary of Actual Duties
 - Responsible for performing administrative and technical-operational tasks as the college head.
 - Conducts classes as scheduled
 - Supervises students in their Related Learning Experience (Skills laboratory and Hospital duties)

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- Duration: June 2010 - December 30, 2014
 - Position: Instructor I
 - Name of Office/Unit: College of Nursing
 - Immediate Supervisor: Erleta Pinero/ Elni Mari Mendoza/ Edgardo E. Tulin
 - Name of Agency/Organization and Location: Visayas State University, Visca, Baybay, Leyte
 - List of Accomplishments and Contributions:
 - College Dean Designate
 - Lead the department in the realization of AACUP Accreditation. The BS Nursing Program was awarded as Level I Accredited by the AACUP at that time.

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- Created linkage with different local, national and international partners for research and extension service activities.
 - The college received donation from Plan International 8 sets of training equipment (maternal and newborn simulator; pediatric resuscitation etc) estimated to cost P300,000.
 - Upgraded the quality of instruction evidenced by consistently producing 100% passing rate on Nurse Licensure Examination.
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- Summary of Actual Duties
 - Responsible for performing administrative and technical-operational tasks as the college head.
 - Conducts classes as scheduled
 - Supervises students in their Related Learning Experience (Skills laboratory and Hospital duties)
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JAMES ALEXIS A. DE LOS SANTOS
(Signature over Printed Name
of Employee/Applicant)

Date: Nov-18, 2019