

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

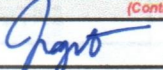
2. SURNAME	CORALES-BAJAS		
FIRST NAME	NIKKI	N/A	
MIDDLE NAME	GO-SOCO		
3. DATE OF BIRTH (mm/dd/yyyy)	9/24/1991	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	TACLOBAN CITY	If holder of dual citizenship, please indicate the details.	<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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	N/A
7. HEIGHT (m)	1.575	ZIP CODE	6502
8. WEIGHT (kg)	65	18. PERMANENT ADDRESS	N/A
9. BLOOD TYPE	O+	ZIP CODE	6502
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	121245990953	20. MOBILE NO.	09052605227
12. PHILHEALTH NO.	130251397369	21. E-MAIL ADDRESS (if any)	nikki.bajas@vsu.edu.ph
13. SSS NO.	N/A		
14. TIN NO.	738-461-322		
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BAJAS		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MELWIN FRANCIS VINCENT	JR	N/A	N/A
MIDDLE NAME	CABUGUANG		N/A	N/A
OCCUPATION	FREELANCER		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	CORALES		N/A	N/A
FIRST NAME	EDGARDO	N/A	N/A	N/A
MIDDLE NAME	FABI		N/A	N/A
25. MOTHER'S MAIDEN NAME	LINA CARTALLA GO-SOCO		N/A	N/A
SURNAME	CORALES		N/A	N/A
FIRST NAME	LINA		N/A	N/A
MIDDLE NAME	GO-SOCO		(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)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	SAN FERNANDO ELEMENTARY SCHOOL	GENERAL ELEMENTARY	1998	2004	N/A	2004	VALEDICTORIAN
SECONDARY	LEYTE NATIONAL HIGH SCHOOL	ENGINEERING SCIENCE EDUCATION PROGRAM	2004	2008	N/A	2008	N/A
VOCATIONAL / TRADE COURSE	UNIC TRAINING CENTER	COMMERCIAL COOKING NCII	Jun-13	Nov-13	N/A	2013	N/A
COLLEGE	UNIVERSITY OF THE PHILIPPINES VISAYAS TACLOBAN COLLEGE	BS BIOLOGY	2008	2013	122 UNITS	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BS HOTEL, RESTAURANT AND TOURISM MANAGEMENT	2014	2018	graduated	2018	N/A
GRADUATE STUDIES	University of Cebu	MS Hotel and Restaurant Management	Nov-18	Mar-19	9 units	N/A	N/A
GRADUATE STUDIES	University of San Carlos	MM in Tourism Management	Aug-19	16-Jun	graduated	2022	N/A

SIGNATURE		DATE	July 15, 2022
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## IV. CIVIL SERVICE ELIGIBILITY

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	CIVIL SERVIC PROFFESIONAL ELIGIBILITY	81%	Oct-11	LEYTE NORMAL UNIVERSITY, TACLOBAN CITY		
	Cookery NCII					
	Events Management NCIII					
	Tourism Promotions NCII					
	Travel Services NCII					

(Continue on separate sheet if necessary)

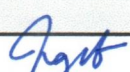
## V. WORK EXPERIENCE

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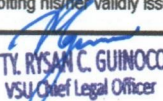
(Continue on separate sheet if necessary)

SIGNATURE	<i>Agib</i>	DATE	July 15, 2022
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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			
	Alpha Ohi Omega Philippines, Inc.	2014	present		member	
	HEALTH EMPOWERMENT AND ACTION IN LEYTE AND SAMAR (HEALS); PALO, LEYTE	2014	PRESENT	N/A	VOLUNTEER; MEDICAL, DENTAL, SURGICAL MISSIONS	
	SAMAHANG OPERASYONG SAGIP, PALO, LEYTE	2014	2015	N/A	VOLUNTEER; MEDICAL, DENTAL, SURGICAL & RELIEF MISSIONS	
	UNIVERSITY OF THE PHILIPPINES - SCHOOL OF HEALTH SCIENCES BS NURSING 34TH BATCH	21-May-14	21-May-14	8 HOURS	VOLUNTEER; OPERATION TULI	
(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			
	PASUC BOOTCAMP: Designing Engaging Online Learning Experiences 101 (Stage 2)	March 22, 2021	March 26, 2021	40 hours	Technical skills	Philippine Association of State Universities and Colleges and Akadasia
	PASUC BOOTCAMP: Building Outcomes Based Online Teaching Competencies Towards Advancement, Mastery and Productivity Training (Stage 1)	Dec. 14, 2020	Dec. 18, 2020	40 hours	Technical skills	Philippine Association of State Universities and Colleges and Akadasia
	Handmade: Tourism Product Development for Inclusivity	Dec. 16, 2020	Dec. 16, 2020	2 hours	Technical skills	Philippine Ecotourism Education
	Live Stories: Community-based tourism success stories	Nov. 2, 2020	Nov. 2, 2020	2 hours	Technical skills	Philippine Ecotourism Education
	TOS Development and Test Item Analysis Webinar	Nov. 12, 2020	Nov. 12, 2020	5 hours	Technical skills	Visayas State University
	Get Notice: Content Creation in Tourism Promotions	Oct. 16, 2020	Oct. 16, 2020	2 hours	Technical skills	Department of Tourism Online Learning
	Halal-Friendly Establishments: Concepts, Markets and Certifications	Oct. 16, 2020	Oct. 16, 2020	2 hours	Technical skills	Department of Tourism Online Learning
	Online Distance Teaching and Learning	August 8, 2020	August 8, 2020	2 hours	Technical skills	Silliman University & Dr. Mariano Lao Free Computer Education Program
	Dramatic Storytelling	July 9, 2020	July 10, 2020	8 hours	Technical skills	Department of Tourism Online Learning
	Webinar on Flexible Learning Modalities and Techniques	July 4, 2020	July 4, 2020	8 hours	Technical skills	Commission on Higher Education Region 8
	Interpretation in Museums for Docents and Guides	July 3, 2020	July 3, 2020	2 hours	Technical skills	Department of Tourism Online Learning
	E-Pamana Turismo Series: From Filipino Values to Filipino Brand of Service: Expressions in Time of COVID-19 Pandemic	July 2, 2020	July 2, 2020	2 hours	Technical skills	Department of Tourism Online Learning
	Tracing Local Cultural Landscapes	July 1, 2020	July 1, 2020	2 hours	Technical skills	Department of Tourism Online Learning
	Documenting and Preserving the Built Heritage	June 30, 2020	June 30, 2020	2 hours	Technical skills	Department of Tourism Online Learning
	The Smarter Approach in Creating Online Video Learning Materials	May 27, 2020	May 27, 2020	3 hours	Technical skills	University of Southeastern Philippines
	MOODLE Training	May 20, 2020	May 22, 2020	24 hours	Technical skills	Visayas State University
	The Pandemic Impacts to Tourism & Hospitality Supply Chain: Are we ready?	May 21, 2020	May 21, 2020	3 hours		University of Santo Tomas
	The Best of Research During Unfortunate Events: A Webinar for Tourism and Hospitality Researchers	May 5, 2020	May 14, 2020	8 hours	Technical skills	Philippine Association of Researchers for Tourism and Hospitality (PARTH) and the Lyceum of the Philippines
	AUDRN Youth Meetup #EyeBall	Oct. 13, 2019	Oct. 15, 2019	24 hours		Asian University Digital Resource Network
	3rd Philippine Research Conference on Hospitality and Tourism	Oct. 24, 2019	Oct. 26, 2019	24 hours	research	UP Asian Institute of Tourism
	Events Management Training Workshop	Mar 11, 2019	March 12, 2019	16 hours	Technical skills	International Skills Republic Academy
	Tourism Promotions Training Workshop	Mar 10, 2019	Mar 10, 2019	8 hours	Technical skills	International Skills Republic Academy
	Travel Services Training Workshop	Mar 9, 2019	Mar 9, 2019	8 hours	Technical skills	International Skills Republic Academy
	DISASTER RESPONSE TRAINING	4/21/2018	4/21/2018	8 HOURS	N/A	Bureau of Fire Protection
	EFFECTIVE CUSTOMER SERVICE TRAINING	1/24/2018	1/24/2018	8 HOURS	N/A	Department of Tourism VIII
	DISASTER RESPONSE TRAINING	4/29/2017	4/29/2017	8 HOURS	N/A	ALPHA PHI OMEGA - ZETA EPSILON CHAPTER
	5TH PHILIPPINES TRANSFORMATIVE APPROACHES TO INNOVATIVE LEADERSHIP SUMMER CAMP	4/19/2017	4/23/2017	85 HOURS	N/A	YOUTHLEAD PHILIPPINES
	2ND YOUTH BUSINESS CONFERENCE	4/3/2017	4/3/2017	8 HOURS	N/A	SUPREME MILLENNIAL LEADERS EVENT PRODUCTION, VISAYAS STATE UNIVERSITY
	3RD INTERNATIONAL TOURISM AND HOSPITALITY STUDENTS' CONVENTION 2017	2/2/2017	2/3/2017	16 HOURS	N/A	LEAGUE OF TOURISM STUDENTS, UNIVERSITY OF BAGUIO
	FOOD AND BEVERAGE SEMINAR WORKSHOP	11/6/2016	11/6/2016	8 HOURS	N/A	SENIOR STUDENTS EVENTS PLANNERS - BRAVO IGNITE
	HIV AND ANTI-SEXUAL HARASSMENT FORUM	11/5/2016	11/5/2016	8 HOURS	N/A	ALPHA PHI OMEGA AND SOCIETY OF HOSPITALITY AND TOURISM STUDENTS
	ANTI-ILLEGAL DRUGS SYMPOSIUM	11/4/2016	11/4/2016	8 HOURS	N/A	ALPHA PHI OMEGA, CHEMICAL SOCIETY AND UNIVERSITY STUDENT SERVICES OFFICE
	FOOD COST CONTROL MADE EASY SEMINAR	10/24/2016	10/24/2016	8 HOURS	N/A	ASCENDENS ASIA, ASSOCIATION OF ADMINISTRATORS IN THE HOSPITALITY, HOTEL AND RESTAURANT MANAGEMENT EDUCATIONAL INSTITUTIONS OF THE PHILIPPINES
	6TH REGIONAL BUSINESS SUMMIT	9/30/2016	9/30/2016	8 HOURS	N/A	PHILIPPINE COUNCIL OF DEANS AND EDUCATORS IN BUSINESS VIII
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)		33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
	LEADERSHIP SKILLS	VISAYAS STATE UNIVERSITY BEST SERVICE ORGANIZATION AWARD 2017			Philippine Association of Researchers in Tourism and Hospitality	
	COMMUNICATION SKILLS	MERIT OF LEADERSHIP - 5TH TRAIL CAMP			Eastern Visayas Tourism Association	
	COMPUTER SKILLS					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE		
				July 16, 2022		



<p>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to chief of bureau or office or to the person who has immediate supervision over you in the Bureau or Department where you will be appointed,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <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>SYRENE P. NAYRE</td> <td>VISCA, BAYBAY CITY</td> <td>9554932026</td> </tr> <tr> <td>VENICE B. IBAÑEZ</td> <td>VISCA, BAYBAY CITY</td> <td>9356585386</td> </tr> <tr> <td>CHRISTIE CYRENE T. TAU</td> <td>BAYBAY CITY, LEYTE</td> <td>9176005103</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	SYRENE P. NAYRE	VISCA, BAYBAY CITY	9554932026	VENICE B. IBAÑEZ	VISCA, BAYBAY CITY	9356585386	CHRISTIE CYRENE T. TAU	BAYBAY CITY, LEYTE	9176005103
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CHRISTIE CYRENE T. TAU	BAYBAY CITY, LEYTE	9176005103											
<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>BIR TIN</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>738-461-322</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>Ormoc City/ June 26, 2019</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)		PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	BIR TIN	ID/License/Passport No.:	738-461-322	Date/Place of Issuance:	Ormoc City/ June 26, 2019	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; height: 100px;">             Signature (Sign inside the box)  <u>July 15, 2022</u>            Date Accomplished         </td> <td style="text-align: center; height: 100px;">             Right Thumbmark         </td> </tr> </table>	 Signature (Sign inside the box) <u>July 15, 2022</u> Date Accomplished	 Right Thumbmark
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ID/License/Passport No.:	738-461-322												
Date/Place of Issuance:	Ormoc City/ June 26, 2019												
 Signature (Sign inside the box) <u>July 15, 2022</u> Date Accomplished	 Right Thumbmark												
<p>SUBSCRIBED AND SWORN to before me this <u>14 SEP 2022</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;">   <b>ATTY. RYSAN C. GUINOCOR</b>        VSU Chief Legal Officer     </div> <div style="text-align: center; margin-top: 10px; border: 1px solid black; padding: 5px;">       Person Administering Oath     </div>													



## 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: August 1, 2020 - present
  - Position: Instructor I
  - Name of Office/Unit: Department of Tourism and Hospitality Management (Tourism)
  - Immediate Supervisor: Venice B. Ibañez
  - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - Developed OBE syllabus and TOS for courses handled.
  - Summary of Actual Duties
    - Responsible for the conduct of classes as scheduled, conduct examinations, maintained class records, and correct and return test papers on time; to submit grades and turn over class records to department head; to participate in other teaching activities required of them and to report to class on time and pass clearance after the end of the semester.
- 
- Duration: January 13 – July 31, 2020
  - Position: Substitute Instructor
  - Name of Office/Unit: Department of Tourism and Hospitality Management
  - Immediate Supervisor: Venice B. Ibañez
  - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - Developed OBE syllabus and TOS for courses handled.
  - Summary of Actual Duties
    - Responsible for the conduct of classes as scheduled, conduct examinations, maintained class records, and correct and return test papers on time; to submit grades and turn over class records to department head; to participate in other teaching activities required of them and to report to class on time and pass clearance after the end of the semester.
- 
- Duration: August 1-December 31, 2019
  - Position: Substitute Instructor
  - Name of Office/Unit: Department of Tourism and Hospitality Management
  - Immediate Supervisor: Venice B. Ibañez

- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
    - List of Accomplishments and Contributions (if any)
      - Developed OBE syllabus and TOS for courses handled.
    - Summary of Actual Duties
      - Responsible for the conduct of classes as scheduled, conduct examinations, maintained class records, and correct and return test papers on time; to submit grades and turn over class records to department head; to participate in other teaching activities required of them and to report to class on time and pass clearance after the end of the semester.
- 
- Duration: January 14, 2019 – May 31, 2019
  - Position: Part-time Instructor
  - Name of Office/Unit: Department of Tourism and Hospitality Management
  - Immediate Supervisor: Venice B. Ibañez
  - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
    - List of Accomplishments and Contributions (if any)
      - Developed OBE syllabus and TOS for courses handled.
    - Summary of Actual Duties
      - Responsible for the conduct of classes as scheduled, conduct examinations, maintained class records, and correct and return test papers on time; to submit grades and turn over class records to department head; to participate in other teaching activities required of them and to report to class on time and pass clearance after the end of the semester.

  
NIKKI G. CORALES-BAJAS  
(Signature over Printed Name  
of Employee/Applicant)

Date: July 11, 2022