

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 <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	165	18. PERMANENT ADDRESS	House/Block/Lot No. Street PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	75		ZIP CODE
9. BLOOD TYPE	A+	19. TELEPHONE NO.	N/A
10. GSIS ID NO.		20. MOBILE NO.	0967-504-8088
11. PAG-IBIG ID NO.	121145021531	21. E-MAIL ADDRESS (if any)	rheaangelie.fernandez@vsu.edu.ph
12. PHILHEALTH NO.	13-050171359-8		
13. SSS NO.	N/A		
14. TIN NO.	481-044-567		
15. AGENCY EMPLOYEE NO.	N/A		

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	N/A
MIDDLE NAME	GUCELA		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

SIGNATURE	DATE
	12-6-21

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

Aug²

12-6-21

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					

(Continue on separate sheet if necessary)

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

[illegible]

(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
<i>[Signature]</i>	12-6-21

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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
HON. DEXTER S. MAGAN	PANGASUGAN BAYBAY, LEYTE	
ANDRELI D. PARDALES	VSU LIBRARY, VISCA BAYBAY, LEYTE	
MARIA AGNES HERMANO	VSU LIBRARY, VISCA BAYBAY, LEYTE	

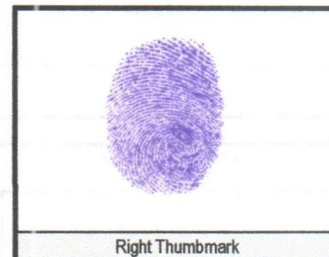
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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.



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

Signature (Sign inside the box)
12-6-21
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this <u>08 FEB 2022</u> , affiant exhibiting his/her validly issued government ID as indicated above.	
<div>ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer</div> <div>Person Administering Oath</div>	

WORK EXPERIENCE SHEET

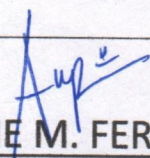
Instructions: 1. Include only the work experiences relevant to the position being applied to.

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 - Present
- Position: Administrative Aide III - Casual
- Name of Office/Unit: University Review Center
- Immediate Supervisor: Mrs. Angelica P. Baldos
- 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; Performed functions of Deputy Documents and Records Controller (dDRC) for the Office of the Director of Center for Continuing Education (ODCCE) and Office of the Head of University Review Services (OHURS); 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: 12-6-21