CS Form No. 212 Revised 2017

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 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 AME EXTENSION (JR., SR) FIRST NAME RHEA ANGELIE MIDDLE NAME MODINA 3. DATE OF BIRTH 06/26/1994 16 CITIZENSHIP (mm/dd/vvvv) ☑ Filipino □ Dual Citizenship ☐ by birth ☐ by naturalization 4. PLACE OF BIRTH BAYBAY CITY, LEYTE If holder of dual citizenship Pls. indicate country: 5. SEX ☐ Male ☑ Female ☑ Single 6 CIVIL STATUS ☐ Married 17. RESIDENTIAL ADDRESS ☐ Widowed House/Block/Lot No. □ Separated PANGASUGAN □ Other/s: Subdivision/Village Barangay 7. HEIGHT (m) 165 BAYBAY LEYTE City/Municipality 8. WEIGHT (kg) 75 ZIP CODE 6521 18. PERMANENT ADDRESS 9. BLOOD TYPE A+ House/Block/Lot No. Street PANGASUGAN 10. GSIS ID NO Subdivision/Village Barangay BAYBAY 11. PAG-IBIG ID NO 121145021531 LEYTE City/Municipality Province 12. PHILHEALTH NO. 13-050171359-8 ZIP CODE 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 N/A 21. E-MAIL ADDRESS (if any) rheaangelie.fernandez@vsu.edu.ph 22. SPOUSE'S SURNAME NA 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) AME EXTENSION (JR., SR) FIRST NAME N/A MIDDLE NAME N/A N/A OCCUPATION N/A N/A EMPLOYER/BUSINESS NAME N/A N/A BUSINESS ADDRESS N/A N/A TELEPHONE NO N/A NA 24. FATHER'S SURNAME FERNANDEZ N/A AME EXTENSION (JR., SR) FIRST NAME NARCISO N/A MIDDLE NAME **GUCFLA** N/A 25. MOTHER'S MAIDEN NAME POSAS N/A SURNAME **FERNANDEZ** N/A FIRST NAME **TERESITA** N/A MIDDLE NAME MODINA (Continue on separate sheet if necessary) SCHOLARSHIP NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE PERIOD OF ATTENDANCE HIGHEST LEVEL/ ACADEMIC HONORS LEVEL YEAR UNITS EARNED
(if not graduated) (Write in full) (Write in full) GRADUATED RECEIVED From To ELEMENTARY PANGASUGAN ELEMENTARY SCHOOL RIMARY EDUCATION GRADUATE 06/01/2001 03/31/2007 2007 N/A SECONDARY **BUNGA NATIONAL HIGH SCHOOL** SECONDARY EDUCATION GRADUATE 06/01/2007 03/31/2011 2011 N/A VOCATIONAL / N/A N/A N/A TRADE COURSE 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 NIA N/A N/A N/A N/A N/A SIGNATURE DATE 12-4-2

27 0:	CD OCD MOCACO	DO (DOADD) DADY UNIDED		DATE OF				LICENSE (if ap	nlicable)
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 EXAMINA	MENT	NUMBER	Date of Validity		
Civil	Service Eligibili	ty Professional	80.7	04/15/2018	LNU, TACL	OBAN CITY			19/10
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			(Co	ntinue on separate sheet	if necessary)				No. of the control of
	EXPERIENCE	f Start from your m	nt work). Dogari- i	on of duties should	be indicated in the attac	hed Work F	xperience ch	oet.	
28. INCL	USIVE DATES			April 1			SALARY/ JOB/ PAY GRADE (if		GOVT
(n	(mm/dd/yyyy) POSITION T (Write in full/Do not				ENCY / OFFICE / COMPANY I/Do not abbreviate)	MONTHLY SALARY	applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	SERVICE (Y/ N)
From 16/10/2019	TO	ADMIN. AII	OF III	IIMIVEDOITY	REVIEW CENTER	12,466.08	increment 3	CASUAL	Υ
16/10/2019	PRESENT			-			JOB ORDER	Y	
01/03/2019	15/10/2019	CLER		-	LIBRARY	9,659.36 6,600.00	1	JOB ORDER	Y
04/01/2017	12/31/2018	CLER			LIBRARY	6,160.00		JOB ORDER	Y
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IV CIVIL SERVICE ELICIBILIT

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC	/ NON-GOVERNMENT	/PEOPLE/\	/OLUNTARY	ORGANIZATION	/\$		
29. NAME & ADDRESS OF ORGANIZATION (Write in full)			INCLUSIVE DATES (mm/dd/yyyy)		POSITION / NATURE OF WORK		
		From	То			Compatitudes assets	
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VII. LEARNING AND DEVELOPMENT (L&D) INTERVE			e sheet if necessar	y)			
Start from the most recent L&D/training program and include only the re				ef/Executive Manageri	al 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/	CONDUCTED/ SPONSORED BY	
				- NOWIDER OF HOURS	Supervisory/ Technical/etc)	(Write in full)	
SO 9001:2015 Awareness/Re-awareness Webinar		9/13/2021	9/13/2021	4.0		vsu	
SO 9001:2015 Awareness/Re-awareness Webinar	40 257 F 185	11/27/2020	11/27/2020	4.0	eme) tensi	VSU	
Document Tracking System Webinar		11/13/2020	11/13/2020	3.0		vsu	
					10 E 10 58 8	VSU	
Operational Planning Workshop and Reframing of the Strategic Workshop on the Assessment of Accomplishment and Target S		10/05/2020	10/07/2020	24.0		vsu	
Plan	a ayrı eşi ü.	9/30/2020	9/30/2020	8.0	s avie,	vsu	
Training on identification of proper and complete items Technic parameters and orientation of the Purchase Request (PR) Modul		8/28/2020	8/28/2020	4.0		VSU	
STARBOOKS Orientation and Hand-on Training			04/23/2019	8.0		DOST	
SO 9001:2015 Quality Management System: Process Documents	ation & Risk Assessment	01/16/2019	01/17/2019	12.0	198 1	vsu	
Orientation Workshop Among JO Clerks and Lab Tech	4/5	01/15/2019	01/15/2019	8.0		vsu	
Gender Sensitivity Training for the Administrative and Support S	Staff	09/11/2018	09/11/2018	8.0		vsu	
RFID Library Systems Start-Up Training	oran distrib	05/03/2018	05/03/2018	4.0		VSU LIBRARY	
Orientation of Clerks on Basic Customer Service and Departmer Personnel Document or Requirement	nt Based HRMPs on	09/11/2017	09/11/2017	4.0		vsu	
Orientation on Basic Customer Service and Work Values		09/05/2017	09/05/2017	8.0		DR. LOURDES B. CANO	
HIV in the Workplace Seminar		12/09/2016	12/06/2016	8.0	a valued	VSU INFIRMARY	
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VIII. OTHER INFORMATION	(Co	ntinue on separal	le sheet if necessa	'')			
31. SPECIAL SKILLS and HOBBIES 32.	NO	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)				33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
TYPING			8 2022 AI	33-8-0	N/A		
MICROSOFT OFFICE				ST. Company			
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DIOMATURE	1.01	ntinue on separa	le sheet if necessa			10 / 0:	
SIGNATURE	AYL			DA	IE	2 - (4 - 2) CS FORM 212 (Revised 2017), Page 3 oi	

3/	Are you related by consanguinity or affinity to the appointing	as or recommending authority o	r to the			
34.						A 3.
	chief of bureau or office or to the person who has immedia Bureau or Department where you will be apppointed,	ite supervision over you in the O	moe,			
			п	YES	☑ NO	
	a. within the third degree?					
	b. within the fourth degree (for Local Government Unit - Ca	areer Employees)?		YES	☑ NO	
					If YES, give details:	
	a. Have you ever been found guilty of any administrative o	ffence?		YES	☑ NO	
35.	a. Have you ever been found guilty of any administrative of	liciise :				
					If YES, give details:	
				YES	☑ NO	
	b. Have you been criminally charged before any court?				KVEO I I I I I	
					If YES, give details:	
					Date Filed:	
				YES	Status of Case/s:	
36	Have you ever been convicted of any crime or violation of	any law, decree, ordinance or re			(V) N()	
50.	by any court or tribunal?		J		If VEC aive detaile:	
					If YES, give details:	
				YES	- NO	
37.	Have you ever been separated from the service in any of	he following modes: resignation	1			
	retirement, dropped from the rolls, dismissal, termination,				If YES, give details:	
	out (abolition) in the public or private sector?			YES		
38.	a. Have you ever been a candidate in a national or local e	lection held within the last year (except			
JO.	Barangay election)?			YES	If YES, give Atall 9.	
			Ū		IT YES, give eatairs.	
	b. Have you resigned from the government service during		re the la	st		
	election to promote/actively campaign for a national or loc	al candidate?		YES	If YES, give Details:	
20	Have you acquired the status of an immigrant or permane	nt resident of another country?				
39.	Trave you acquired the status of all limingrant of permane	nt rootdont of difformor country (district to the street to the street	
					If YES, give details (country):	
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) M	agna Carta for Disabled Person	s (RA	YES	☑ NO	
	7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972	2), please answer the following it	tems:			
a.	Are you a member of any indigenous group?			YES	☑ NO	
	, , , , , , , , , , , , , , , , , , , ,			If	YES, please specify:	
b.	Are you a person with disability?			YES		
				If	YES, please specify ID No:	
C.	Are you a solo parent?				120, prodect opening 12 110.	121
	The year a colo parent.			H	YES, please specify ID No:	
	, , , , , , , , , , , , , , , , , , , 			1.	TEO, produce opecity 15 (16).	
41.	REFERENCES (Person not related by consanguinity or affinity to applica	nt /appointee)			and the second discountry of the second	
	NAME	ADDRESS			TEL. NO.	
		ABDIECO		+	100.	
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	MARIA AGNES HERMANO	VOLUMBRADY VECCA DAVE	VIEVE	-		
		VSU LIBRARY, VISCA BAYBA				
42.	I declare under oath that I have personally accomplished					1 MA MA
	complete statement pursuant to the provisions of perting					
	Philippines. I authorize the agency head/authorized re					
	I agree that any misrepresentation made in this do	ocument and its attachments	shall c	ause	the filing of	РНОТО
	administrative/criminal case/s against me.					
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1577	overnment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)	to the second se				
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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 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