

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	GAPASIN		
FIRST NAME	CIEDELLE HONEY LOU		NAME EXTENSION (JR., SR) NA
MIDDLE NAME	DIMALIG		
3. DATE OF BIRTH (mm/dd/yyyy)	05/10/1983	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	CEBU 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	No.32
7. HEIGHT (m)	1.57	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	55 kls		MIRAMBEL HOMES GABAS
9. BLOOD TYPE	O+		Subdivision/Village Barangay
10. GSIS ID NO.	2004999224		BAYBAY CITY LEYTE
11. PAG-IBIG ID NO.	121011542965		City/Municipality Province
12. PHILHEALTH NO.	130501004465	ZIP CODE	6541
13. SSS NO.	06-2950310-8	18. PERMANENT ADDRESS	BLOCK 4 LOT 7 FLUVIA ST.
14. TIN NO.	263045423	ZIP CODE	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.			CAMELLA HOMES TAMBULILID
			Subdivision/Village Barangay
			ORMOC CITY LEYTE
			City/Municipality Province
		19. TELEPHONE NO.	053-888-1889
		20. MOBILE NO.	0966-7926984
		21. E-MAIL ADDRESS (if any)	ciedelle.gapasin@vsu.edu.ph


II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	GAPASIN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	BRYAN	NAME EXTENSION (JR., SR) NA	NA	NA
MIDDLE NAME	RANCHES			
OCCUPATION	INSTRUCTOR			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	BRGY. PANGASUGAN, VSU , BAYBAY CITY, LEYTE			
TELEPHONE NO.	9055513040			
24. FATHER'S SURNAME	DIMALIG			
FIRST NAME	FELIX	NAME EXTENSION (JR., SR) JR.		
MIDDLE NAME	BANTILAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	SUMALJAG			
FIRST NAME	MARILOU			
MIDDLE NAME	ALONZO		(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	SAINT PETER'S COLLEGE	BASIC EDUCATION	06/05/1989	03/24/1995	completed	1995	WITH HONORS
SECONDARY	SAINT PETER'S COLLEGE	SECONDARY EDUCATION	06/05/1995	03/25/1999	completed	1999	WITH HIGH HONOR
COLLEGE	SILLIMAN UNIVERSITY	BACHELOR OF SCIENCE IN NURSING ; BS EDUCATION	06/19/2002	03/26/2006	completed with education units	2006	
GRADUATE STUDIES	SOUTHWESTERN UNIVERSITY	MA IN NURSING	11/17/2008	10/20/2009	completed	2009	
GRADUATE STUDIES	SOUTHWESTERN UNIVERSITY	DOCTOR OF EDUCATION	06/13/2011	10/27/2013	completed	2013	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	DECEMBER 15, 2020	CS FORM 212 (Revised 2017), Page 1 of 4
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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		
	GAWAD KALINGA FOUNDATION INC./ Ormoc City	11/26/2012	PRESENT	N/A	PROVINCIAL MANAGEMENT TEAM - HEALTH
	MINISTRY OF LECTORS/ STS. PETER AND PAUL PARISH	10/27/2011	PRESENT	N/A	FORMER COORDINATOR/ MEMBER
	PHILIPPINE NURSES ASSOCIATION NORTHWESTERN LEYTE CHAPTER/ ORMOC CITY	10/22/2011	PRESENT	N/A	CHAPTER SECRETARY
	FLORENCE NIGHTINGALE GLOBAL HEALTH	3/15/2018	3/16/2018	18 HOURS	VOLUNTEER NURSE - MEDICAL- SURGICAL MISSION
	HEALTH EMPOWERMENT IN LEYTE AND SAMAR(HEALS) INC. AND COUNCIL FOR HEALTH AND DEVELOPMENT INC.	5/16/2015	5/18/2015	27 HOURS	VOLUNTEER NURSE MEDICAL SURGICAL MISSION

(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			
	THE 12TH TRADITIONAL AND ALTERNATIVE HEALTH CARE CONGRESS	11/26/20	11/27/20	16	Technical	Philippine Institute of Traditional and Alternative Health Care
	NURSING WORLD TO HEALTH: PHILIPPINE NURSES ASSOCIATION CONVENTION	10/20/20	10/22/20	24	Technical	PHILIPPINE NURSES ASSOCIATION
	PEER REVIEWER TRAINING	10/1/2020	10/3/2020	16	Technical	Yawman Research and Training
	WORKSHOP ON QUALITATIVE ANALYSIS SOFTWARE: GENERATING THEMES	9/28/20	9/28/20	8	Technical	AFFIRM Center for Research and Professional Learning
	WORKSHOP ON QUALITATIVE ANALYSIS SOFTWARE: BASICS OF CODING	9/25/20	9/25/20	8	Technical	AFFIRM Center for Research and Professional Learning
	SECOND NATIONAL NURSING RESEARCH WEBINAR	9/25/20	9/25/20	4	Technical	BETA NU DELTA NURSING SOCIETY
	2020 School Research Congress :Panellist	3/10/20	3/10/20	8	Technical	Ormoc City Senior High School
	Workshop on the Implementation of School Dental Health Program	2/19/20	2/19/20	8	Supervisory	DEPED Ormoc City Division
	Division Research Festival	12/13/19	12/13/19	8	Managerial	DEPED Ormoc City Division
	International Training Workshop on Qualitative Research	11/27/19	11/29/19	40	Technical	Asian Qualitative Research Association
	District Based Training Workshop on Conducting Action Research for Master Teachers	10/22/19	10/24/19	40	Managerial	DEPED Ormoc City Division
	Basic Mental Health and Psychological First Aid in the School and Work Place	4/8/2019	4/8/2019	8	Technical	SMARTERONE PHILIPPINES
	Research Forum: Strengthening Skills Through Research	3/27/2019	3/27/2019	9	TECHNICAL	Saint Peter's College
	Council Management Training and Emergency First Aid Training	9/27/2018	9/29/2018	24	MANAGERIAL	Philippine Red Cross- Ormoc Chapter
	2019 District-Based Action Research Seminar Workshop	9/3/2019	9/5/2019	40.0	Managerial	DEPED ORMOC CITY DIVISION
	Division Quantitative Research Workshop	8/19/2020	8/21/2019	40	Managerial	DEPED ORMOC CITY DIVISION
	First Division Student Research Congress	3/18/2019	3/18/2019	8	Supervisory	DEPED ORMOC CITY DIVISION
	Training on Oral interviews, Writing Transcript and Data Analysis in Qualitative Research	3/11/2019	2/13/2019	40.0	Technical	DEPED ORMOC CITY DIVISION
	Care of Patient with Arterial Catheter	8/11/2018	8/11/2018	8.0	Technical	Association of Nursing Service Administrators of the Philippines, Inc.
	House of Delegates Training Workshop on Parliamentary Procedures	4/30/2018	4/30/2018	8.0	Technical	Philippine Nurses Association, Inc.
	Mentoring Process: A Craft Every Leader Should Know	11/30/2018	11/30/2018	8.0	Technical	Philippine Nurses Association, Inc.
	Pain as 5th Vital Sign: Pain Assessment and Pain Management	11/30/2018	11/30/2018	8.0	Technical	Philippine Nurses Association, Inc.
	Eastern Visayas Nurses: A Voice to Lead,Health is a Human Right	11/9/2018	11/10/2018	16.0	Supervisory	Philippine Nurses Association, Inc.
	Medical Dental Mission	5/15/2018	5/16/2018	16.0	Technical	Florence Nightingale Global Health; St. Scholastica's Hospital; HEALS Inc.
	Continuing Professional Development:Framework for Quality Assurance Program for Filipino Nurses	1/13/2018	1/13/2018	8.0	Technical	Philippine Nurses Association, Inc.
	Nurses at the Forefront: Transforming Healthcare for the Filipinos and the World	1/13/2018	1/13/2018	8.0	Technical	Philippine Nurses Association, Inc.
	Health Care Services NCII	8/10/2016	10/18/2016	27.0	Technical	TESDA
	Massage Therapy NC II	10/22/2015	11/20/2015	27.0	Technical	TESDA

(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)
	First Aid		Lectorate Ministry Resource Speaker		Philippine Nurses Association
	Research Writing		Philippine Nurses Association Northwestern Leyte Chapter Secretary		Philippine Public School Teachers Association
	Community Organizing		Gawad Kalinga Provincial Management Health Coordinator		Lectorate Ministry of Saints Peter and Paul Parish of Ormoc
	Speakership		Research Facilitator/ Resource Speaker		Bukas Loob sa Diyos Ormoc DIP Covenanted Community
	Herbal Preparation		Community and School Health Care Resource Speaker		Asian Qualitative Research Association
	Therapeutic Massage		Basic Education Research Fund Grantee		Operating Room Nurses Association of the Philippines (for renewal)
			Gawad Kalinga Resource Speaker on Values Formation		Mother and Child Nurses Association of the Philippines (for renewal)
			Career Guidance Advocate		
			Medical - Surgical Mission Volunteer		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	DECEMBER 15, 2020	CS FORM 212 (Revised 2017), Page 3 of 4
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<p>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,</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 style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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 items:</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>ASHDEL DE LOYOLA ARTES</td> <td>RIZAL EXT. ORMOC CITY, LEYTE</td> <td>0927-2861612</td> </tr> <tr> <td>SR. EDITA ESLOPOR, OSB</td> <td>PAMBUJAN, NORTHERN SAMAR</td> <td>0939-9083013</td> </tr> <tr> <td>EMMA LISSA RAMIREZ</td> <td>ORMOC CITY, LEYTE</td> <td>0917-6275251</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	ASHDEL DE LOYOLA ARTES	RIZAL EXT. ORMOC CITY, LEYTE	0927-2861612	SR. EDITA ESLOPOR, OSB	PAMBUJAN, NORTHERN SAMAR	0939-9083013	EMMA LISSA RAMIREZ	ORMOC CITY, LEYTE	0917-6275251		
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SR. EDITA ESLOPOR, OSB	PAMBUJAN, NORTHERN SAMAR	0939-9083013													
EMMA LISSA RAMIREZ	ORMOC CITY, LEYTE	0917-6275251													
<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>															
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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: Apr 2020 – Present
- Position: Nursing Clinical Instructor
- Name of Office/Unit: College of Nursing
- Immediate Supervisor: Dr. Joel Rey Acob
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties

Level I Adviser

Handles Community Health Nursing I and Community Health Nursing II.

Assigned in the Related Learning Experience (Community Health Nursing, Medical Surgical Nursing, Maternal and Child Health).

Research Adviser

- Duration: October 2019- March 2020
- Position: Nursing Clinical Instructor (Part Time)
- Name of Office/Unit: College of Nursing
- Immediate Supervisor: Emma lissa Ramirez
- Name of Agency/Organization and Location: Western Leyte College, Ormoc City
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Handles Nursing Research of Fourth Year Students.
 - Assigned Related Learning Experience of the Second Year students in their Pediatric and Obstetrics Rotation at OSPA-FMC
- Duration: August 5,2019 – March 2020
- Position: College Instructor (Part Time)
- Name of Office/Unit: College of Engineering
- Immediate Supervisor: Engr. Jake Adriano
- Name of Agency/Organization and Location: Eastern Visayas State University, Ormoc City
- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

Handles the Social Sciences subjects of the First Year and Second Year Civil Engineering students.

- Duration: May 2017 – March 2020
- Position: Senior High School Teacher
- Name of Office/Unit: Senior High School
- Immediate Supervisor: Annabelle A. Palacio
- Name of Agency/Organization and Location: Department of Education, Ormoc City
- List of Accomplishments and Contributions (if any)

BERF (Basic Education Research Fund) scholar
Organized the Ipil Red Cross Youth
Pioneered the Work Immersion Activities
Initiated Health Education related to the School Health Programs
Spearheaded a Dental Mission Activity

- Summary of Actual Duties

Red Cross Youth Adviser
Clinic – in – Charge
Senior High School Teacher

- Duration: February 2015 – October 2015
- Position: Rehabilitation and Health Program Implementor for Haiyan(Yolanda) Victims
- Name of Office/Unit: Saint Benedict Socio Pastoral Center
- Immediate Supervisor: Sr. Edita Eslopor, OSB
- Name of Agency/Organization and Location: Saint Peter's College, Ormoc City
- List of Accomplishments and Contributions (if any)

Trained 45 Community Health Workers from the different areas of Leyte
Developed a Training Module for Community Health Workers

- Summary of Actual Duties

Educated members of the People's Organization (mothers, farmers and fisher folks) on the value of health and essential health care.
Conducted trainings on demonstration of herbal preparation and explained its indications.
Assisted the Community Organizer in conducting program awareness through community meetings in targeted pilot areas.

Coordinated with the leaders of the different barangays on the activities that will be implemented in their areas such as feeding program for the malnourished and underweight children and health orientation for the mothers.

- Duration: June 2014 – January 2015
- Position: Assistant School Nurse
- Name of Office/Unit: St. Scholastica of Marikina
- Immediate Supervisor: Sr. Pauline Travinio
- Name of Agency/Organization and Location: Missionary of Benedictine Sisters of Tutzing
- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

Performed appropriate assessment, planning, intervention, evaluation, management, and referral activities for students

Provided incidental health-related education to students, faculty and staff.

Provide nursing care and physical screening to students assess students and implement first aid measures for students as needed

Assume responsibility for appropriate assessment, planning, intervention, evaluation, management, and referral activities for students.

Prepare and maintain student clinic records and prepare required reports.

Administer daily and PRN (as needed) medications and nursing care procedures prescribed by the student's physician.

Initiate emergency procedures for students and staff as needed.

Complete the preliminary nursing assessments and assist the physician with the child study physical examinations for students in the child study process

Maintain clinic equipment and assesses the need for consumable supplies on an annual basis

Perform related work as required.

- Duration: December 2013 – March 2014
- Position: College Instructor
- Name of Office/Unit: College of Business Administration
- Immediate Supervisor: Dr. Georgina Casas
- Name of Agency/Organization and Location: Saint Peter's College
- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

Handled lectures on the Management subjects of the first year and second year Business Administration and Accountancy students.

Developed syllabus and course outline on the concepts assigned.

- Duration: February 2009 – November 2013
- Position: Clinical Instructor
- Name of Office/Unit: College of Nursing
- Immediate Supervisor: Dr. Robel Sardan
- Name of Agency/Organization and Location: San Lorenzo Ruiz College
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Assigned in the affiliating hospitals, home for the aged, mental- rehabilitation center, health centers and lying- in clinic, and trained in the special area (Operating Room – Delivery Room), and General Ward.
 - Demonstrated skills in teaching and supervising the nursing students in their clinical exposure to the affiliating hospitals with specific responsibilities given as protocol of the affiliating hospitals and institutions.
 - Converse with the Level Coordinator or Dean as necessary to resolve issues or concerns in clinical areas.
 - Collaborate effectively as part of the faculty team demonstrating positive interpersonal relations, Communicate with other faculty members to meet student needs, participating in faculty meetings and nursing program committees, and responding to requests from management.
 - Prepared and lectured assigned theory concepts from level I to level IV nursing students.
 - Facilitated and demonstrated the Related Learning Experience procedures of the first year, sophomore, third year and fourth year nursing students in the classroom - laboratory setting. Initiated case presentation after a clinical exposure.
 - Record Adviser
- Duration: April 1, 2008 – May 31, 2008; August 1, September 30, 2008
- Position: Nursing Clinical Instructor
- Name of Office/Unit: College of Nursing
- Immediate Supervisor: Dr. Edgardo E. Tulin
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Assigned in the affiliating hospital, and trained in the special area (Operating Room – Delivery Room), and Surgical Ward.
 - Demonstrated skills in teaching and supervising the nursing students in their clinical exposure to the affiliating hospital with specific responsibilities given as protocol of the hospital.
 - Executed lectures to the sophomore nursing students.
 - Created and administered test questions for quizzes and final examination.

- Duration: October 16, 2007 to October 31, 2008
- Position: Nurse Volunteer/ Trainee
- Name of Office/Unit: Clinical Areas
- Immediate Supervisor: Josefina Moriles
- Name of Agency/Organization and Location: Ormoc District Hospital
- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

Performed the roles of a charge nurse and medication nurse.

Assessed and monitored client's status and referred to area supervisor or staff nurse on duty.

Rendered direct care to the clients assigned.

Administered intravenous and oral medications.

Performed routine nursing care.

Assisted in intravenous / cannula insertion (adult, pedia).


Performed Health teaching and Discharge instructions.

Designed plan of care with the health care team, the client and family members.

Carry out doctor's orders and do the charting using the SOAPIE.

Updated the Kardex for the endorsement, when assigned in the ward.

Prepared for being flexible when being pulled out to other areas when staff nurse on duty is absent.


CIEDELLE HONEYDOU GAPASIN
(Signature over Printed Name
of Employee/Applicant)

Date: DECEMBER 18, 2020