## **PERSONAL DATA SHEET**

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filling 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. 1. CS ID No. (Do not fill up. For CSC use only Print legibly. Tick appropriate boxes ( and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. PERSONAL INFORMATIO FERNANDEZ 2 SURNAME NAME EXTENSION (JR., SR) RHEA ANGELIE FIRST NAME MODINA MIDDLE NAME 3. DATE OF BIRTH 16. CITIZENSHIP 06/26/1994 **▼** Filipino Dual Citizenship (mm/dd/yyyy) by birth by naturalization Pls. indicate country: BAYBAY CITY, LEYTE If holder of dual citizenship, 4 PLACE OF BIRTH please indicate the details ☐ Male ✓ Female 5. SEX Married 17. RESIDENTIAL ADDRESS ✓ Single 6 CIVIL STATUS House/Block/Lot No. Street ☐ Widowed ☐ Separated PANGASUGAN Other/s: Subdivision/Village Barangay BAYBAY LEYTE 165 7. HEIGHT (m) Province ZIP CODE 6521 75 8. WEIGHT (kg) 18. PERMANENT ADDRESS 9. BLOOD TYPE A+ House/Block/Lot No. Street PANGASUGAN N/A 10. GSIS ID NO Subdivision/Village Barangay LEYTE BAYBAY 11. PAG-IBIG ID NO. 121145021531 City/Municipality Province 6521 13-050171359-8 ZIP CODE 12. PHILHEALTH NO. NA 19 TELEPHONE NO 13. SSS NO. NA 0967-504-8088 14. TIN NO. 481-044-567 20. MOBILE NO. rheaangelie.fernandez@vsu.edu.ph 15. AGENCY EMPLOYEE NO. N/A 21, E-MAIL ADDRESS (if any) FAMILY BACKGROUND N/A 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) 22 SPOUSE'S SURNAME NAME EXTENSION (JR., SR) N/A FIRST NAME N/A N/A 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 **FERNANDEZ** N/A 24 FATHER'S SURNAME NAME EXTENSION (JR., SR) N/A **NARCISO** FIRST NAME N/A **GUCELA** MIDDLE NAME N/A **POSAS** 25 MOTHER'S MAIDEN NAME N/A **FERNANDEZ** SURNAME N/A TERESITA FIRST NAME (Continue on separate sheet if necessary) MODINA **EDUCATIONAL BACKGROUND** SCHOLARSHIP HIGHEST LEVEL PERIOD OF ATTENDANCE ACADEMIC BASIC EDUCATION/DEGREE/COURSE YEAR NAME OF SCHOOL UNITS EARNED LEVEL GRADUATED HONORS (Write in full) (Write in full) (if not graduated) RECEIVED From To GRADUATE 2007 N/A PANGASUGAN ELEMENTARY SCHOOL PRIMARY EDUCATION 1/6/2001 03/31/2007 ELEMENTARY N/A **BUNGA NATIONAL HIGH SCHOOL** SECONDARY EDUCATION 1/6/2007 03/31/2011 GRADUATE 2011 SECONDARY VOCATIONAL / N/A N/A N/A N/A N/A N/A N/A TRADE COURSE **BACHELOR OF SCIENCE IN AGRIBUSINESS** GRADUATE 2015 N/A VISAYAS STATE UNIVERSITY 1/6/2011 04/22/2015 COLLEGE N/A N/A N/A N/A N/A N/A N/A **GRADUATE STUDIES** 5-12-20 423 DATE SIGNATURE

7. CAR	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER RATING		DATE OF				LICENSE (if applicable)		
SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE		(If Applicable)	EXAMINATION / CONFERMENT	PLACE OF EXAMINA	ATION / CONFER	RMENT	NUMBER	Date o	
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From	mm/dd/yyyy)	POSITION TO (Write in full/Do not		DEPARTMENT / AGE (Write in full/	NCY / OFFICE / COMPANY Do not abbreviate)	MONTHLY SALARY	GRADE (if applicable)& STEP (Format *00-0*)/	STATUS OF APPOINTMENT	GOV' SERVIO (Y/ N
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4/2017	12/31/2018	CLERK			LIBRARY	6,600.00	A	JOB ORDER	Y
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II. VOLUNTARY WORK OR INVOLVEMENT	IN CIVIC / NON-GOVERNMENT	/PEOPLE/V	OLUNTARY	ORGANIZATION	'S		
29. NAME & ADDRESS OF C (Write in fu			SIVE DATES /dd/yyyy)	NUMBER OF HOURS	POSITION / NATURE OF WORK		
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II. LEARNING AND DEVELOPMENT (L&D tart from the most recent L&D/training program and inclu				ef/Executive/Manageria	al positions)		
30. TITLE OF LEARNING AND DEVELOPMENT INT	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
	ter Same Say and Comment	From	То			17 mm	
ARBOOKS Orientation and Hand-on Training		04/23/2019	04/23/2019	8.0		DOST	
O 9001:2015 Quality Management System: Processi aining	s Documentation & Risk Assessment	01/16/2019	01/17/2019	12.0		VSU	
rientation Workshop Among JO Clerks and Lab Te	01/15/2019	01/15/2019	8.0	ic trie atolic	vsu - see alle see alle see alle see		
ender Sensitivity Training for the Administrative a	nd Support Staff	11/9/2018	11/9/2018	8.0		vsu	
FID Library Systems Start-Up Training	231 Ls.	3/5/2018	3/5/2018	4.0		VSU LIBRARY	
rientation of Clerks on Basic Customer Service and ersonnel Document or Requirement	d Department Based HRMPs on	11/9/2017	11/9/2017	4.0		vsu	
Personnel Document or Requirement Orientation on Basic Customer Service and Work Values			5/9/2017	8.0	der ten an	DR. LOURDES B. CANO	
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31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION  (Write in full)  MEMBERSHIP IN ASSOCIATION/ORGANI  (Write in full)						
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34.	Are you related by consanguinity or affinity to the appointin chief of bureau or office or to the person who has immedia Bureau or Department where you will be apppointed, a. within the third degree?		☐ YES ☑	NO		
b. within the fourth degree (for Local Government Unit - Career Employees)?			☐ YES ☑  If YES, give details:			
35.	a. Have you ever been found guilty of any administrative of	☐ YES ☑ NO If YES, give details:				
erate	b. Have you been criminally charged before any court?	☐ YES ☑ NO  If YES, give details:  Date Filed: Status of Case/s:				
36.	Have you ever been convicted of any crime or violation of a any court or tribunal?	☐ YES ☑ NO If YES, give details:				
37.	Have you ever been separated from the service in any of the dropped from the rolls, dismissal, termination, end of term, in the public or private sector?	☐ YES ☑ NO If YES, give details:				
38.	a. Have you ever been a candidate in a national or local ele Barangay election)?	☐ YES ☑ NO If YES, give details:				
19	b. Have you resigned from the government service during election to promote/actively campaign for a national or local	☐ YES ☑ NO If YES, give details:				
39.	Have you acquired the status of an immigrant or permaner	☐ YES ☑ NO If YES, give details (country):				
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Ma					
a.	and (c) Solo Parents Welfare Act of 2000 (RA 8972), please Are you a member of any indigenous group?	se answer the following items:		The second secon		
	The you a member of any mulgenous group:	YES If YES, please specify:	☑ NO			
b.	Are you a person with disability?		☐ YES ☑ NO If YES, please specify ID No:			
C.	Are you a solo parent?	☐ YES ☑ NO If YES, please specify ID No:				
41.	REFERENCES (Person not related by consanguinity or affinity to applicate	ant /appointee)				
	NAME	ADDRESS	TEL. NO.			
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	MARIA AGNES HERMANO	VSU LIBRARY, VISCA BAYBAY CITY, LEYTE				
42.	I declare under oath that I have personally accomplish complete statement pursuant to the provisions of pertiperation of pert	inent laws, rules and regulations of the sentative to verify/validate the contents state	Republic of the ed herein.	РНОТО		
P	iovernment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)  LEASE INDICATE ID Number and Date of Issuance  overnment Issued ID: TIN					
10	)/License/Passport No.: 481-044-567					
Di	ate/Place of Issuance: 12-7-2016	ox)				
L		Date Accomplished	Parallel Control Contr	Right Thumbmark		
	SUBSCRIBED AND SWORN to before me this	JUL 2020 , affiant exhibit	ting his/her validly issued gov	ernment ID as indicated above.		
	27.0	ATTY RYSAND GUINDOOR VSULEGAL DE L'ORD				
		Person Administering Oat				

## **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. Editha G. Cagasan
- 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; 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: 5-12-20