

CS Form No. 212
Revised 2017

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PERSONAL DATA SHEET

WARNING: Any misinterpretation 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

CALUNGSOD

FIRST NAME

PHOEBE LYNN

MIDDLE NAME

BOLFANGO

3 DATE OF BIRTH (mm/dd/yyyy)

5.4.76

4 PLACE OF BIRTH

BAYBAY CITY, LEYTE

5 SEX

☐ Male ☒ Female

6 CIVIL STATUS

☒ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:

7 HEIGHT (m)

5'4"

8 WEIGHT (kg)

80Kg

9 BLOOD TYPE

"O"

10 GSIS ID NO.

11 PAG-IBIG ID NO.

1700-0024-5978

12 PHILHEALTH NO.

12-050317581-4

13 SSS NO.

06-17281791

14 TIN NO.

204679770-000

15 AGENCY EMPLOYEE NO.

V000134

16 CITIZENSHIP

☒ Filipino ☐ Dual Citizenship ☒ by birth ☐ by naturalization

If holder of dual citizenship, please indicate the details.

Pls. indicate country:

17 RESIDENTIAL ADDRESS

13
House/Block/Lot No. Street
PANGASUGAN
Subdivision/Village Barangay
BAYBAY LEYTE
City/Municipality Province
ZIP CODE 6521

18 PERMANENT ADDRESS

BLOCK 5 LOT 17 KENSINGTON STATE 21
House/Block/Lot No. Street
LANCASTER NEW CITY NAVARRO
Subdivision/Village Barangay
GENERAL TRIAS CAVITE
City/Municipality Province
ZIP CODE 4107

19 TELEPHONE NO.

(053) 653 9909

20 MOBILE NO.

09171228433

21 E-MAIL ADDRESS (if any)

phoebelynn.calungsod@vsu.edu.ph

II. FAMILY BACKGROUND

22 SPOUSE'S SURNAME

N/A

FIRST NAME

N/A

MIDDLE NAME

N/A

OCCUPATION

N/A

EMPLOYER/BUSINESS NAME

N/A

BUSINESS ADDRESS

N/A

TELEPHONE NO.

N/A

23 NAME of CHILDREN (Write full name and list all)

MIKONE JOSHUA CALUNGSOD

DATE OF BIRTH (mm/dd/yyyy)

2.4.01

24 FATHER'S SURNAME

CALUNGSOD

FIRST NAME

FELIPE

MIDDLE NAME

SARSONAS

25 MOTHER'S MAIDEN NAME

PANCITO

SURNAME

BOLFANGO

FIRST NAME

LOURDES

MIDDLE NAME

PANCITO

(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

ELEMENTARY

BAYBAY NORTH CENTRAL SCHOOL

1981 1987

DULAG SPED CENTER

1987 1989

1996

5th Hon mention

SECONDARY

BAYBAY NATIONAL HIGH SCHOOL

1989 1993

1999

Valedictorian

VOCATIONAL / TRADE COURSE

COLLEGE

UNIVERSITY OF CEBU

1993 1997

1997

GRADUATE STUDIES

SOUTHWESTERN UNIVERSITY

2009 2010

2010

UNIVERSITY OF THE PHILIPPINES

2013 ONGOING

VSU

(Continue on separate sheet if necessary)

SIGNATURE

DATE


JULY 9, 2019

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[illegible]

V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

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Peewee

JULY 9, 2019

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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(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

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	CS FORM 212 (Revised 2017), Page 3 of 4
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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 If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input checked="" type="checkbox"/> YES <input 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.
ENGR. ELVIRA E. ONGY	VISAYAS STATE UNIVERSITY	

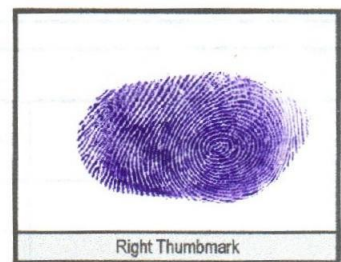
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head / authorized representative to verify/validate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



PHOEBE B. GALUNGSOY

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID:	PRC LICENSE
ID/License/Passport No.:	0312932
Date/Place of Issuance:	MANILA

Signature (Sign inside the box)
NOVEMBER 14, 2019
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 10 DEC 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSA M. C. GUINOCOR
VSU LEGAL OFFICER

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

Sample: If applying to Supervising Administrative Officer

- Duration: April 2008 – present
 - Position: Nurse Clinical Instructor
 - Name of Office/Unit: Finance and Administrative Service
 - Immediate Supervisor: Jesusa M. Magno
 - Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
-
- Summary of Actual Duties

As an **EDUCATOR** responsible for:

1. Orienting student nurses or staff nurse orientees about the philosophies and objectives of the institution.
2. Orienting student nurses and or staff nurse orientees in the different set-up and other departments.
3. Teaching and demonstrating all the basic principles of care to patients with medical and surgical conditions.
4. Implementing rules, protocols, policies and procedures while assigned by the institution.
5. Evaluating output of the students, and or staff nurse orientees.
6. Responsible in the teaching of nursing procedures, theories and concepts related to the nursing profession with focus on knowledge, skills and attitude;
7. Responsible in mentoring the student nurse as specified in the nursing curriculum with definitions and application of nursing as a science, art and profession;
8. Guides students in their practice with the emphasis on 11 key areas of responsibility and core competency in nursing;
9. Trains students with the current trends of nursing care with focus in evidence based nursing;
10. Supervise the students in their related learning experience in the clinical setting (hospital/community) and supervises them with compassion and creativity that is beneficial to the students; and
11. Should be an example of an efficient, competent and compassionate professional nurse.

As a Coordinator:

RLE Coordinator

1. Responsible for making the duty schedule of the students in coordination with their respective Level Chairperson;
2. Makes the Master Rotation Plan of the students duty in the hospital and community RLE to know if all students are exposed equally in clinical area;
3. Monitors the clinical instructors supervision of the students in the Clinical area;
4. Makes the payment of the affiliation fee per hospital affiliated with the VSU-CN and coordinates with the VSU accounting office with regards to processing of the RLE fee; and
5. Represents the College of Nursing in affiliated hospital to negotiate schedule of duty (regular duty, on call

duty or extension duty) for the VSU- College of Nursing with the Office of Chief Nurse.

Academic Coordinator

1. Responsible in monitoring the subject/teaching loads of the clinical instructors in the classroom;
2. Monitors the attendance of the CI's conducting the lectures; and
3. Act as the College Counselor of the students and follow-up the grades, academic standing and performance of the students in coordination of the Level Chairpersons.

Level Chairperson

1. Makes the planning of the class schedules per year level;
2. Assigns topic to clinical Instructors assigned under that level;
3. Acts as advisers to the students per year level and coordinates the students' performance and concerns to the proper offices for proper channeling of information;
4. Coordinates the RLE duty schedule to the RLE coordinator;
5. Make or improve the syllabus and modules per year level; and
6. Responsible in finishing the topic of the year level and its assignments.

- Duration: 2006-2007
- Position: General Nursing Unit Staff Nurse
- Name of Office/Unit: Nursing Service Department
- Immediate Supervisor:
- Name of Agency/Organization and Location: Medical Center Manila, 850 United Nations Avenue, Cor Taft Ave, Ermita, Manila, Metro Manila
- - Summary of Actual Duties

As a **STAFF NURSE** for medical-surgical, OB-GYNE, Pediatric Areas, I have handled the following cases and equipments in my clinical experience:

Giving total nursing care to every patients assigned:

- V/S taking and bedside care
- Giving medications
- Regulating IVFs
- Blood transfusions
- NGT and Gastrostomy feeding

Assist in minor surgical procedure performed in the unit such as:

- Cutdown
- CVP insertion
- Intubations
- Lumbar tap
- Peritoneal dialysis
- Chest tube insertions
- Pelvic examination
- Debridement and suturing
- Paracentesis
- Thoracentesis

Care of the patients preoperatively and postoperatively.

Care of patients who has the following medical and surgical problems:

- NEUROLOGICAL (CVA, seizures, etc.)
- RESPIRATORY (PTB, COPD, pneumonia, emphysema, etc)
- HEART/ CARDIO (MI, CHF, unstable angina, patients having an arrest
- RENAL (UTI, ARF, CRF, etc.)
- GIT (abdominal colic, gastritis, ulcers, etc.)
- GALLBLADDER (cholecystitis, cholelithiasis, etc.)
- VEHICULAR ACCIDENTS (multiple trauma, stab wounds, fractures, cast, amputations)
- CANCER PATIENTS (who had undergone radiation therapy and chemotherapy)

Equipment handles such as:

- Cardiac monitor / defibrillator
- Infusion pumps
- Nebulizer
- Suction machines
- Gomco suction
- ECG machines
- Pulse oximeter
- Humidifier
- Ventilators

-
- Duration: Year 2003-2006
 - Position: Dental Nurse
 - Name of Office/Unit: Dental Department
 - Immediate Supervisor: Dr. Abdullah Al'Mozher

Name of Agency/Organization and Location: **Dr. Abdullah Al' Mozher Dental Polyclinic, Kingdom of Saudi Arabia**

• Summary of Actual Duties

1. Assisting the dentist for procedures such as:
2. Root canal treatments
3. Restorative fillings
4. Ceramic crown / acrylics
5. Caring for patients with oral hygiene problems.

-
- Duration: Year 2001-2003
 - Position: Emergency Room Nurse and Charge Nurse
 - Name of Office/Unit: Nursing Service Department
 - Immediate Supervisor: Dr. Potenciano Larrazabal III
 - Name of Agency/Organization and Location: North General Hospital, Talamban, Cebu City

• Summary of Actual Duties

As a **CODE NURSE AND EMERGENCY ROOM NURSE** responding to emergency measures and minor emergency operations:

- CPR

- IVF, FBC, NGT insertions
- Giving stat / emergency drugs
- Ambulance calls
- Precipitate labor and delivery
- Eclamptic patients
- Member of the code team responding to code calls
- Assists in minor operations such as:
- Breast lump excision
- I and D
- Suturing and casting

As an **EMERGENCY ROOM CHARGE NURSE** responsible for:

1. All staff members (staff nurses, midwife, orderlies, cleaners)
2. Emergency room stocks (tools, instruments, equipments, machines, etc.)
3. Reports and paper works (evaluations, inventories, etc.)
4. Receiving ambulance calls and appointments

- Duration: Year 1999-2001
- Position: Staff Nurse (Pedia, Medical, OB-GYNE)/Emergency Room Nurse and ICU Nurse
- Name of Office/Unit: Nursing Service Department
- Immediate Supervisor: Dr. Potenciano Larrazabal Jr.
- Name of Agency/Organization and Location: Cebu Doctors Hospital, Osmeña Blvd, Cebu City
- Summary of Actual Duties

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- Giving medications
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- Blood transfusions

NGT and Gastrostomy feeding

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- ECG machines
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- Humidifier
- Ventilators

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- IVF, FBC, NGT insertions
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- Ambulance calls
- Precipitate labor and delivery
- Eclamptic patients
- Member of the code team responding to code calls
- Assists in minor operations such as:
- Breast lump excision
- I and D
- Suturing and casting


PHOEBE LYNN B. GALUNGSOD
 (Signature over Printed Name
 of Employee/Applicant)

Date: _____