CS Form No. 212	
Revised 2017	000
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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 2 SURNAME CALUNGSOD NAME EXTENSION (JR., SR) FIRST NAME PHOEBE LYNN MIDDLE NAME BOLFANGO 3. DATE OF BIRTH 5.4.76 16. CITIZENSHIP ✓ Filipino Dual Citizenship (mm/dd/yyyy) ✓ by birth by naturalization 4. PLACE OF BIRTH BAYBAY CITY, LEYTE If holder of dual citizenship, Pls. indicate country: √ Female 5 SEX ☐ Male W ✓ Single ☐ Married 17. RESIDENTIAL ADDRESS 13 6 CIVIL STATUS House/Block/Lot No Street ☐ Widowed Separated PANGASUGAN Other/s: Subdivision/Village Barangay BAYBAY LEYTE 7. HEIGHT (m) 5'4" City/Municipality Province 8. WEIGHT (kg) 80Kg 6521 18. PERMANENT ADDRESS BLOCK 5 LOT 17 KENSINGTON STATE 21 9. BLOOD TYPE "0" House/Block/Lot No Street NAVARRO LANCASTER NEW CITY 10. GSIS ID NO. Subdivision/Village Barangay GENERAL TRIAS CAVITE 11. PAG-IBIG ID NO. 1700-0024-5978 City/Municipality Province 12. PHILHEALTH NO. 12-050317581-4 ZIP CODE 4107 13. SSS NO. 06-17281791 19. TELEPHONE NO. (053) 653 9909 14 TIN NO. 204679770-000 09171228433 20. MOBILE NO. 15. AGENCY EMPLOYEE NO. V000134 21. E-MAIL ADDRESS (if any) phoebelynn.calungsod@vsu.edu.ph FAMILY BACKGROUND 22 SPOUSE'S SURNAME N/A 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) FIRST NAME N/A MIKONE JOSHUA CALUNGSOD 2.4.01 MIDDLE NAME N/A OCCUPATION N/A EMPLOYER/BUSINESS NAME N/A BUSINESS ADDRESS N/A TELEPHONE NO N/A 24. FATHER'S SURNAME CALUNGSOD NAME EXTENSION (JR., SR) FIRST NAME FELIPE SARSONAS MIDDLE NAME 25. MOTHER'S MAIDEN NAME PANCITO SURNAME **BOLFANGO** LOURDES FIRST NAME MIDDLE NAME PANCITO (Continue on separate sheet if necessary) SCHOLARSHIP HIGHEST LEVEL PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE YEAR LEVEL UNITS EARNED (Write in full) (Write in full) GRADUATED HONORS (if not graduated) From To BAYBAY NORTH CENTRAL ELEMENTARY 1981 1987 SCHOOL DULAG SPED CENTER 1987 1989 1996 5th Hon mention SECONDARY BAYBAY NATIONAL HIGH SCHOOL 1993 1989 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 VSII et if n SIGNATURE DATE JULY 9, 2019 CS FORM 212 (Revised 2017), Page 1 of 4

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE  RATING (If Applicable)		RATING	DATE OF EXAMINATION / CONFERMENT PLACE OF EXAMINATION / CONFERMENT			LICENSE (if applicable)			
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-Apr-08	Present	INSTRUCT	OR II	VSU		P19,940		Permanent	YES
1-Oct-06	31-Oct-07	GENERAL NURSING	UNIT NURSE	MEDICAL CENTER MANILA		P10,000		CONTRACTUAL	NO
1-Oct-03	31-Jul-06	DENTAL N	JRSE	DR. AL MOZHER	OZHER DENTAL POLYCLINIC			REGULAR	NO
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-Nov-99	1-Jan-01	STAFF NU	RSE	CEBU DOCTORS HOSPITAL		P8,000		REGULAR	NO
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34.	Are you related by consanguinity or affinity to the appointing or recommending authority, or to the	7-
	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 apppointed,	. ,
	a. within the third degree?	
	b. within the fourth degree (for Local Government Unit - Career Employees)?	YES V NO
	b. Within the fourth dogree (for Eoosi Government only Galaci Employoca):	If YES, give details:
		ii 120, give details.
35	a. Have you ever been found guilty of any administrative offense?	☐ YES ☑ NO
00.		If YES, give details:
		ii / Eo, givo dotalio.
	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 any law, decree, ordinance or regulation by	
30.	any court or tribunal?	☐ YES ☑ NO If YES, give details:
		ii 123, 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	☐ YES ☑ NO If YES, give details:
	(abolition) in the public or private sector?	Il 1E3, give details.
38	a. Have you ever been a candidate in a national or local election held within the last year (except	YES V NO
00.	Barangay election)?	If YES, give details:
	h. How you mainted from the approximant appries during the three (2) month paried before the last	
	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?	☐ YES ☑ NO If YES, give details:
20	Have you acquired the status of an immigrant or permanent resident of another country?	
39.	rrave you acquired the status of an infiningrant of permanent resident of another country?	YES NO
		If YES, give details (country):
40	Description (A) believes Broad Land (DA 0074), (IA) May Control (DA	
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:	
8.	Are you a member of any indigenous group?	D vrs D vo
		│ ☐ YES   ☑ NO If YES, please specify:
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:
		TES, please specify ID No.
41.	REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)	<u> </u>
Ī	NAME ADDRESS	TEL. NO.
-	ENGR. ELVIRA E. ONGY VISAYAS STATE UNIVERSITY	
H		- A
42.	I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, or	errect 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	
	misrepresentation made in this document and its attachments shall cause the filing of administral against me.	tive/criminal case/s
	Sovernment Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)	The state of the s
P	PLEASE INDICATE ID Number and Date of Issuance	
G	overnment issued ID: PRC LICENSE	
10	O/License/Passport No.: 0312932 Signature (Sign inside the bo	x)
D	ate/Place of Issuance: MANII A NOVEMBER 14, 2019	
L	Date Accomplished	Right Thumbmark
	SUBSCRIBED AND SWORN to before me this 1 DEC 2019 , affiant exhibitin	g his/her validly issued government ID as indicated above.
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	Mari	
	ATTW.RYSAMC. GUINOCOR	
	VSULEGAL PASON AGENISTERING Oath	

## **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
- Gomeo suctions
- 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

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

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- Pulse oximeter
- Humidifier
- Ventilators

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- I and D
- Suturing and casting

PHOEBE LANN B. JALUNGSOD
(Signature over Printed Name
of Employee/Applicant)

Date:			
Dale.			