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 concerned.

I. PERSONAL INFORMATI	es ( and use separate sheet if necessary. Indicate ON	N/A if not applicable. DO NOT A	BBREVIATE.		1. CS ID No	).	(Do not fill up	. For CSC use on	
2. SURNAME	FERNANDEZ								
FIRST NAME	RHEA ANGELIE		NAME EXTENSION (JR., SR) N/A						
MIDDLE NAME	MODINA								
3. DATE OF BIRTH	OCDC/4004								
(mm/dd/yyyy)			6. CTTZENSHIP			☐ Dual Citizenshi ☐ by birth	by natura	alization	
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citize	If holder of dual citizenship,			Pls. indicate country:			
5. SEX	Male Female	please indicate the d	e defails.					_	
6 CIVIL STATUS	✓ Single Married	17. RESIDENTIAL ADDRESS							
	Widowed Separated Other/s:	And the second second second	House/Block/Lot No.			Street PANGASUGAN			
7. HEIGHT (m)	165	Referencing a matter		Subdivision/Village BAYBAY			Barangay LEYTE		
8. WEIGHT (kg)	75			City/Municipality			6521		
y <u>gangn an</u>		ZIP CODE  18. PERMANENT ADDRESS					(18) 1 (18)		
9. BLOOD TYPE	At	ARMAINEN ADDRESS	House/Block/Lot No.		Street				
10. GSIS ID NO.	N/A	AFBUUEV	3	Subdivision/Villa	ge	PANGASUGAN Barangay			
11. PAG-IBIG ID NO.	121145021531	Offerials STATION	BAYBAY City/Municipality		v	LEYTE Province			
12. PHILHEALTH NO.	13-050171359-8	ZIP CODE		6521		Trovince			
13. SSS NO.	N/A	19. TELEPHONE NO.		N/A					
14. TIN NO.	481-044-567	20. MOBILE NO.		09675048088					
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)		rheaangelie.fernandez@vs				u adu ph	
II. FAMILY BACKGROUND		())		mode	angono.re	manaczą vs	u.cuu.pm		
22. SPOUSE'S SURNAME	N/A		23 NAME of C	HILDREN (Wri	te full name an	d list all)	DATE OF BIF	RTH (mm/dd/yyyy)	
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A				N/A		
MIDDLE NAME	N/A		WA						
OCCUPATION	N/A				NA				
EMPLOYER/BUSINESS NAME	N/A				N/A				
BUSINESS ADDRESS	N/A				N/A				
TELEPHONE NO.	N/A				N/A				
24. FATHER'S SURNAME	FERNANDEZ			where talk seems	N/A				
FIRST NAME	NARCISO	NAME EXTENSION (JR., SR) N/A			N/A				
MIDDLE NAME	GUCELA		N/A					<u></u>	
25. MOTHER'S MAIDEN NAME					N/A				
SURNAME	MODINA				N/A				
FIRST NAME	TERESITA					Ī			
MIDDLE NAME	POSAS		(Continue on s			parate sheet if neces	ssary)		
III. EDUCATIONAL BACKG	ROUND								
26. NAME OF SCHOOL (Write in full)		BASIC EDUCATION/DEGREE/COURSE (Write in full)		e de la companya de l	ATTENDANCE	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED	
ELEMENTARY	PANGASUGAN ELEMENTARY SCHOOL	PRIMARY EDUCATION		From 06/01/2001	To 03/31/2007	GRADWATED	2007	N/A	
SECONDARY	BUNGA NATIONAL HIGH SCHOOL	HIGH SCHOOL		06/01/2007	03/31/2011	GRADUATED	2011	N/A	
VOCATIONAL / TRADE COURSE	N/A	N/A				N/A			
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AC	BACHELOR OF SCIENCE IN AGRIBUSINESS		04/22/2015	GRAPUATED	2015	N/A	
GRADUATE STUDIES	N/A STAC	N/A		Eyrot		The second second	2048.11	SIGNA	
SIGNATURE		Continue on separate sheet if neces	ssary)			h .	1-		
SHANDIINE	- A*	p		I DA	TF	10-1-	-19		

IV. CIVIL	SERVICE ELIG	IBILITY						ê		4
THE R. O. LEWIS CO., LANSING, SANSAGE,	REER SERVICE/ RA 1	1080 (BOA	RD/ BAR) UNDER	PATING	DATE OF				LICENSE (if a	pplicable)
Е	SPECIAL LAI BARANGAY ELIGIBILI			RATING (If Applicable)  EXAMINATION / CONFERMENT  CONFERMENT		RMENT	NUMBER	Date of Validity		
Civ	ril Service Eligibi	ility Prof	essional	80.7	04/15/2018	LNU, TACI	OBAN CITY			24/ 11/24
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V. WORK	EXPERIENCE			(Co	ntinue on separate sheet	if necessary)				
(Include pr	ivate employme	nt. Stari	from your recer	nt work) Descriptio	on of duties should b	e indicated in the attach	ed Work Ex	BOOK AND RESIDENCE AND RESIDENCE	e <i>t.</i>	
	LUSIVE DATES mm/dd/yyyy)	All and the second	POSITION T (Write in full/Do not			ENCY / OFFICE / COMPANY	MONTHLY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP	STATUS OF	GOV'T SERVICE
From	То		(AALITE III IUMDO HOL	abbi eviale)	(AALICE III IUII	I/Do not abbreviate)	SALARY	(Format *00-0*)/ INCREMENT	APPOINTMENT	(Y/N)
01/03/2019	09/30/2019		CLER	(	VSU	LIBRARY	9,659.36	1	JOB ORDER	Y
04/01/2017	12/31/2018		CLER	(	VSU	LIBRARY	6,600.00		JOB ORDER	Υ
01/05/2016	03/31/2017		CLER	(	VSU	LIBRARY	6,160.00		JOB ORDER	Υ
08/10/2015	09/10/2015		ENUMERA	TOR	PHILIPPINE STA	TISTICS AUTHORITY	11,000.00		JOB ORDER	Υ
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SIGN	IATURE			Ampi	ntinue on separate sheet	if necessary)  DATE		10-1-10	۸	
				AT	7-1-1-1-1	- W - W - W			S FORM 212 (Revised 20	)17), Page 2 of 4

VI. VCLUNTARY WORK SK INVOLVEMEN	IT IN CIVIC / I GOVERNMENT	/PEOPLE/	/OLUNTARY	ORGANIZATI			
9. NAME & ADDRESS OF ORGANIZATION (Write in full)		inclusive DATES (mm/dd/yyyy) From To		NUMBER OF HOURS	POSITION / NATURE OF WORK		
N/A	or- (3 - 2 - 1)		4 (0.000	is nE reonal	ati merim		
	Series and Committee of the Committee of						
	The state of the s						
	(Co	ntinue on separal	e sheet if necessa	ny)		de Care e de la care e la care de	
/II. LEARNING AND DEVELOPMENT (L&							
Start from the most recent L&D/training program and include only the relevant L&D/training taken for to the start of the s		INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD { Managerial/ Supervisory/	CONDUCTED/ SPONSORED BY (Write in full)	
		From	То		Technical/etc)	Paner of the hook time	
TARBOOKS Orientation and Hand-on Training		04/23/2019	04/23/2019	8.0		DOST	
SO 9001:2015 Quality Management System: Proce raining	ss Documentation & Risk Assessment	01/16/2019	01/17/2019	12.0		vsu	
Prientation Workshop Among JO Clerks and Lab T	Tech	01/15/2019	01/15/2019	8.0	Mark Tal	VSU	
Gender Sensitivity Training for the Administrative and Support Staff			09/11/2018	8.0		vsu	
RFID Library Systems Start-Up Training		05/03/2018	05/03/2018	4.0		VSU LIBRARY	
Prientation of Clerks on Basic Customer Service and Personnel Document or Requirement	nd Department Based HRMPs on	09/11/2017	09/11/2017	4.0	t e tagen	vsu	
Prientation on Basic Customer Service and Work	Values	09/05/2017	09/05/2017	8.0		DR. LOURDES B. CANO	
IIV in the Workplace Seminar	~ `	12/09/2016	12/06/2016	8.0	Ma	VSU INFIRMARY	
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VIII. OTHER INFORMATION		onunue on separa	ee sheet a necesse	-17			
31. SPECIAL SKILLS and HOBBIES	32.		TINCTIONS / RECO	OGNITION	2(1)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
	(भ्याख ता ग्राम)				(Write in Juli)		
TYPING	N/A					NIA	
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SIGNATURE	Amp	• separa	te sheet if necess		ATE	10-1-19	
		SHIMA	RYSANC	VITA		CS FORM 212 (Revised 2017), Page 3	

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34.	Are you related by consanguinity or affinity to the chief of bureau or office or to the person who has Bureau or Department where you will be apppoin	s immediate supervision over you in the Office,					
	a. within the third degree?		YES NO				
	b. within the fourth degree (for Local Government	t Unit - Career Employees)?	YES V NO				
			If YES, give details:				
35.	a. Have you ever been found guilty of any admini	istrative offense?	YES V NO				
			If YES, give details:				
			ii i Eo, givo dotalis.				
		Г	YES / NO				
	b. Have you been criminally charged before any o	court?					
			If YES, give details:				
			Date Filed:				
			Status of Case/s:				
36.		plation of any law, decree, ordinance or regulation by					
	any court or tribunal?		If YES, give details:				
		20 7727530 899,4253	7 YES				
37.	Have you ever been separated from the service in	ப n any of the following modes: resignation, retirement					
		d of term, finished contract or phased out (abolition)	If YES, give details:				
	in the public or private sector?		YES				
38.	a. Have you ever been a candidate in a national o	or local election held within the last year (except					
	Barangay election)?	na marianto caracina la	YESF YES, give While O				
			11 1 2 5, 91 0 2 2 11 0 .				
	election to promote/actively campaign for a nation	ce during the three (3)-month period before the last	Andrews : Eliko				
	Q10 2 X 1 45 2 8 3	tal statistics entered	YESI YES, give Jail MO				
39.	Have you acquired the status of an immigrant or p	permanent resident of another country?					
			If YES, give details (country):				
40.		71); (b) Magna Carta for Disabled Persons (RA 727	YES INO				
	and (c) Solo Parents Welfare Act of 2000 (RA 897	72), please answer the following items:					
a.	Are you a member of any indigenous group?		YES NO				
			If YES, please specify:				
b.	Are you a person with disability?		YES V NO				
c	Azz (20) a zala z 20010		If YES, please specify ID No:				
c.	Are you a solo parent?		KVEC alasa and it ID No.				
_			If YES, please specify ID No:				
41.	REFERENCES (Person not related by consanguinity or affinit	ty to applicant /appointee)					
	NAME	ADDRESS	TEL. NO.				
	HON DEVIED C MACAN						
	HON. DEXTER S. MAGAN	PANGASUGAN BAYBAY, LEYTE					
	ANDRELI D. PARDALES	VSU LIBRARY, VISCA BAYBAY, LEYTE					
-	MARIA AGNES HERMANO	VSU LIBRARY, VISCA BAYBAY, LEYTE					
42.	I declare under oath that I have personally account	complished this Personal Data Sheet which is a	true, correct and				
	complete statement pursuant to the provisions	s of pertinent laws, rules and regulations of the	Republic of the RHEA ANGELIE M. FERNANDEZ				
	agree that any misrepresentation made in	ed representative to verify/validate the contents stat this document and its attachments shall cause	ed nerein.				
	administrative/criminal case/s against me.	this document and its attachments shall caus	se the filling of PHOTO				
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PL	LEASE INDICATE ID Number and Date of Issuance	100					
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		ATTY. RYSAM C. GUINOCOR					
		VSU LEGAL Person Administering Oa	th				

## **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: January 4,2016-Present
- 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, 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: 0-1-19

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