

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 () ; 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	FERNANDEZ		
FIRST NAME	LINDON	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	MODINA		
3. DATE OF BIRTH (mm/dd/yyyy)	02/27/92	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth. <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BRGY. PANGASUGAN BAYBAY CITY LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.73 M	ZIP CODE	
8. WEIGHT (kg)	74 KG		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	House/Block/Lot No. Street PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	06521
11. PAG-IBIG ID NO.	1212-0406-5098	19. TELEPHONE NO.	N/A
12. PHILHEALTH NO.	13-025205571-2	20. MOBILE NO.	0939-764-8185
13. SSS NO.	06-3363070-8	21. E-MAIL ADDRESS (if any)	lindon.fernandez@vsu.edu.ph
14. TIN NO.	452-660-903		
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	JULIANA BRAIN FERNANDEZ	09/05/2020
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	FERNANDEZ			
FIRST NAME	ODON	NAME EXTENSION (JR., SR)		
MIDDLE NAME	GUCELA			
25. MOTHER'S MAIDEN NAME				
SURNAME	FERNANDEZ			
FIRST NAME	LILIA			
MIDDLE NAME	MODINA			

(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	PANGASUGAN ELEMENTARY SCHOOL	N/A	1998	2004	N/A	2004	N/A
SECONDARY	BUNGA NATIONAL HIGHSCHOOL	N/A	2004	2008	N/A	2008	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN HOTEL, RESTAURANT AND TOURISM MANAGEMENT	2008	2012	N/A	2012	N/A
GRADUATE STUDIES	COLLEGE OF MAASIN	MASTER IN PUBLIC ADMINISTRATION	2023	2025	9 UNITS	N/A	N/A


(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE 		DATE _____	
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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		
	N/A				

(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			
	ISO 9001:2015 AWARENESS/RE-AWARENESS SEMINAR	29/08/2023	29/08/2023	8 hours	Clerical	VISAYAS STATE UNIVERSITY
	WORKING TOWARDS PERSONAL EFFECTIVENESS	22/08/2023	25/08/2023	32 hours	Clerical/ Supervisory	EUROTEL BORACAY STATION 2, BORACAY ISLAND, MALAY AKLAN
	ISO 9001:2015 AWARENESS/RE-AWARENESS SEMINAR	30/08/2022	31/08/2022	16 hours	Clerical	VISAYAS STATE UNIVERSITY
	HANDS-ONLY CARDIOPULMONARY RESUSCITATION	21/07/2022	22/07/2022	16 hours	Technical	VISAYAS STATE UNIVERSITY
	DISASTER RISK REDUCTION AND MANAGEMENT (DRRM) TRAINING	04/06/2022	04/06/2022	8 hours	Technical	VISAYAS STATE UNIVERSITY / LGU-BAYBAY
	ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR	13/09/2021	13/09/2022	8 hours	Clerical	VISAYAS STATE UNIVERSITY
	VSUCC BASIC COOPERATIVE COURSE SEMINAR	15/06/2019	15/06/2019	8 hours	n/a	VISAYAS STATE UNIVERSITY / NATIONAL CONFEDERATION OF COOPERATIVES (NATCCO)
	ORIENTATION WORKSHOP AMONG JO CLERKS & LABORATORY TECHNICIANS	15/01/2019	15/01/2019	8 hours	Clerical	VISAYAS STATE UNIVERSITY
	CERTIFICATE OF RECOGNITION (Building Heroes through Sports)	28/09/2018	28/09/2018	4 hours	Clerical	VISAYAS STATE UNIVERSITY
	BASIC TRAINING (Personal Survival Techniques, Fire Prevention and Fire Fighting, Elementary First Aid, and Personal Safety and Social Responsibility)	21/06/2016	29/06/2016	67.25 hours	Technical	UNIVERSITY OF CEBU, Maritime Education and Training Center Alumnos, Mambaling, Cebu City
	ORIENTATION SEMINAR FOR FOOD HANDLERS	22/10/2012	22/10/2012	8 hours	Technical	CITY HEALTH OFFICE, TACLOBAN CITY
	CONCEPTUALIZING AND SHOWCASING AN EVENT THAT UPHOLDS THE HOSPITALITY AND TOURISM INDUSTRY	29/09/2011	29/09/2011	8 hours	Technical	VISAYAS STATE UNIVERSITY
	ORIENTATION SEMINAR ON INDUSTRY PRACTICE (HRTM 200)	19/02/2011	19/02/2011	8 hours	Technical	VISAYAS STATE UNIVERSITY
	FIRE AWARENESS AND CONTROL SEMINAR	13/03/2010	13/03/2010	8 hours	Technical	VISAYAS STATE UNIVERSITY / BUREAU OF FIRE PROTECTION (BFP)
	BASIC FINE DINING AND TABLE ETIQUETTE	14/12/2010	14/12/2010	4 hours	Technical	MARRIOTT HOTEL, Cardinal Rosales Avenue, Cebu City
	LECTURE AND DEMONSTRATION ON FOREIGN DISHES	14/12/2010	14/12/2010	4 hours	Technical	MARRIOTT HOTEL, Cardinal Rosales Avenue, Cebu City
	LECTURE ON PERSONALITY DEVELOPMENT AND COMMUNICATION SKILLS	14/12/2010	14/12/2010	4 hours	Technical	WORLD OF ADVENTURES TRAVEL AND TOURS at Cebu Crown Regency Residences, Guadalupe,
	PRACTICUM TRAINING OF FOOD AND BEVERAGES OPERATIONS	27/12/2010	29/12/2010	30 hours	Technical	CAPTAINS GRILL, Baybay City, Leyte
	HOUSEKEEPING SERVICES / ROOM ATTENDANT COURSE	25/09/2010	27/09/2010	36 hours	Technical	BAYVIEW INN, Batuan Ormoc City
	HOUSEKEEPING SERVICES / ROOM ATTENDANT COURSE	28/09/2010	30/09/2010	36 hours	Technical	BAYVIEW INN, Batuan Ormoc City

(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)
	BIKING		N/A		VSU SHOTS VSU Student Organization
	TRAVEL WITH BIKE (roadtrip)				
	BASKETBALL				
	COOKING				
	DRIVING BOTH 2 & 4 WHEELS				
	NETFLIX				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 5, 2023
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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? No

b. within the fourth degree (for Local Government Unit - Career Employees)? No

If YES, give details:

35. a. Have you ever been found guilty of any administrative offense? No

b. Have you been criminally charged before any court? No

If YES, give details:

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? 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? 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)? No

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? No

If YES, give details:

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country? 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? No

b. Are you a person with disability? No

c. Are you a solo parent? No

If YES, please specify:


If YES, please specify ID No:

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
LUZ O. MORENO	VISAYAS STATE UNIVERSITY	1033 / 1058
FRANCISCO G. GABUNADA	VISAYAS STATE UNIVERSITY	0917-532-2196
ALICIA M. FLORES	VISAYAS STATE UNIVERSITY	0917-634-1430

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.



LINDON M. FERNANDEZ

PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **Driver's License**

ID/License/Passport No.: **H12-15-001786**

Date/Place of Issuance: **BAYBAY CITY, 2/27/2023**

Signature (Sign inside the box)

12/05/23

Date Accomplished

Right Thumbmark

14 DEC 2023

SUBSCRIBED AND SWORN to before me this 5th day of December 2023, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN L. GUINOCOR
VSU Chief Legal Officer

Person Administering Oath

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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: June 1, 2023 – present
- Position: Administrative Aide III
- Name of Office/Unit: Department of Plant Breeding and Genetics
- Immediate Supervisor: Luz O. Moreno
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Rearrange document filing for easier access for both faculty and staff
- Summary of Actual Duties
 - Takes charge of communications and other documents for signature of the department head and faculty members. Process and prepares financial documents (e.g., reimbursement, liquidations, cash advance, honorarium, travel expenses, fund transfer, payment of gasoline, annual procurement, vouchers/payment of salaries of faculty and staff, purchase request, RIS, etc.) and administrative/personnel-related documents (e.g., application for leave, DTR printing, faculty workload, teaching load, IPCR, OPCR, etc.). Acts as the department document and records controller (DDRC). Takes charge in the proper documentation (compile, copy, sort and file records) and filing of all documents and records Controls all forms (updated ISO) and the department's copy of the documented procedures manual of the university. Receive and distribute communications (e.g., Memos) and documents (e.g., TPES) to faculty. Takes charge of all equipment and other properties and supplies in the administrative office. Photocopies scan and print important documents (e.g., grade sheets, handouts, exams, study guides, etc.) Assists faculty members in the preparation/encoding of course syllabi and laboratory manuals. Assists and facilitates requests/inquiries of students and other clientele of the department. Keeps a duplicate copy for filing (hard copy and scanned e-file) of all records of faculty (e.g., certificates, attendance to conferences, trainings, membership in organizations, awards, etc.) Maintains cleanliness and orderliness of the administrative office and reception area.

- Duration: January 1, 2023 – June 30, 2023
- Position: Data Entry Machine Operator II
- Name of Office/Unit: Management Information System
- Immediate Supervisor: Norman Villas
- 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, organize, and encode PAR & ICS data for migration to the database. Clean, organize, migrate existing archive data. Gather MIS data from VSU offices. Organizing files, collecting, and managing data to be entered into the database. Perform messengerial services in the absence of the person assigned. Performs other function as assigned by the superiors.


LINDON M. FERNANDEZ
(Signature over Printed Name
of Employee/Applicant)

Date: 12/05/23