

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.

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	CORALES		
FIRST NAME	NIKKI	N/A	
MIDDLE NAME	GO-SOCO		
3. DATE OF BIRTH (mm/dd/yyyy)	9/24/1991	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	TACLOBAN CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" 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	N/A PUROK PIÑA House/Block/Lot No. Street N/A SAN FERNANDO Subdivision/Village Barangay PALO LEYTE City/Municipality Province 6501
7. HEIGHT (m)	1.575	18. PERMANENT ADDRESS	N/A PUROK PIÑA House/Block/Lot No. Street N/A SAN FERNANDO Subdivision/Village Barangay PALO LEYTE City/Municipality Province 6501
8. WEIGHT (kg)	60		
9. BLOOD TYPE	O		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	121245990953		
12. PHILHEALTH NO.	130251397369		
13. SSS NO.	N/A	19. TELEPHONE NO.	3235266
14. TIN NO.	738-461-322	20. MOBILE NO.	09052605227
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	ngcorales@gmail.com

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	N/A	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	CORALES		N/A	N/A
FIRST NAME	EDGARDO	N/A	N/A	N/A
MIDDLE NAME	FABI		N/A	N/A
25. MOTHER'S MAIDEN NAME	LINA CARTALLA GO-SOCO		N/A	N/A
SURNAME	CORALES		N/A	N/A
FIRST NAME	LINA		N/A	N/A
MIDDLE NAME	GO-SOCO		(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)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	SAN FERNANDO ELEMENTARY SCHOOL	GENERAL ELEMENTARY	1998	2004	N/A	2004	VALEDICTORIAN
SECONDARY	LEYTE NATIONAL HIGH SCHOOL	ENGINEERING SCIENCE EDUCATION PROGRAM	2004	2008	N/A	2008	N/A
VOCATIONAL / TRADE COURSE	UNIC TRAINING CENTER	COMMERCIAL COOKING NCII	Jun-13	Nov-13	N/A	2013	N/A
COLLEGE	UNIVERSITY OF THE PHILIPPINES VISAYAS TACLOBAN COLLEGE	BS BIOLOGY	2008	2013	122 UNITS	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BS HOTEL, RESTAURANT AND TOURISM MANAGEMENT	2014	2018	graduated	2018	N/A
GRADUATE STUDIES	University of Cebu	MS Hotel and Restaurant Management	Nov-18	Mar-19	9 units	N/A	N/A
GRADUATE STUDIES	University of San Carlos	MM in Tourism Management	Aug-19	present	9 units	N/A	N/A

SIGNATURE		DATE	Aug. 23, 2019
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27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	<b>Cookery NC II</b>		June 16, 2019	Baybay City, Leyte	19083702013390	15-Jun-24
	<b>CIVIL SERVIC PROFFESIONAL ELIGIBILITY</b>	<b>81%</b>	<b>Oct-11</b>	<b>LEYTE NORMAL UNIVERSITY, TACLOBAN CITY</b>		

## V. WORK EXPERIENCE

[illegible]

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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		
HEALTH EMPOWERMENT AND ACTION IN LEYTE AND SAMAR (HEALS); PALO, LEYTE	2014	PRESENT	N/A	VOLUNTEER; MEDICAL, DENTAL, SURGICAL MISSIONS
SAMAHANG OPERASYONG SAGIP, PALO, LEYTE	2014	2015	N/A	VOLUNTEER; MEDICAL, DENTAL, SURGICAL & RELIEF MISSIONS
UNIVERSITY OF THE PHILIPPINES - SCHOOL OF HEALTH SCIENCES BS NURSING 34TH BATCH	21-May-14	21-May-14	8 HOURS	VOLUNTEER; OPERATION TULI

(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)

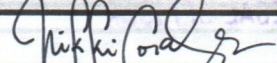
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	From	To			
Events Management Training Workshop	Mar 11, 2019	March 12, 2019	16 hours	Technical skills	International Skills Republic Academy
Tourism Promotions Training Workshop	Mar 10, 2019	Mar 10, 2019	8 hours	Technical skills	International Skills Republic Academy
Travel Services Training Workshop	Mar 9, 2019	Mar 9, 2019	8 hours	Technical skills	International Skills Republic Academy
DISASTER RESPONSE TRAINING	4/21/2018	4/21/2018	8 HOURS	N/A	ALPHA PHI OMEGA, SENIOR STUDENTS EVENT PLANNERS - ALPHA SAGE AND UNIVERSITY STUDENT SERVICES OFFICE
EFFECTIVE CUSTOMER SERVICE TRAINING	1/24/2018	1/24/2018	8 HOURS	N/A	Department of Tourism VIII
DISASTER RESPONSE TRAINING	4/29/2017	4/29/2017	8 HOURS	N/A	ALPHA PHI OMEGA - ZETA EPSILON CHAPTER
5TH PHILIPPINES TRANSFORMATIVE APPROACHES TO INNOVATIVE LEADERSHIP SUMMER CAMP	4/19/2017	4/23/2017	85 HOURS	N/A	YOUTHLEAD PHILIPPINES
2ND YOUTH BUSINESS CONFERENCE	4/3/2017	4/3/2017	8 HOURS	N/A	SUPREME MILLENNIAL LEADERS EVENT PRODUCTION, VISAYAS STATE UNIVERSITY
3RD INTERNATIONAL TOURISM AND HOSPITALITY STUDENTS' CONVENTION 2017	2/2/2017	2/3/2017	16 HOURS	N/A	LEAGUE OF TOURISM STUDENTS, UNIVERSITY OF BAGUIO
FOOD AND BEVERAGE SEMINAR WORKSHOP	11/6/2016	11/6/2016	8 HOURS	N/A	SENIOR STUDENTS EVENTS PLANNERS - BRAVO IGNITE
HIV AND ANTI-SEXUAL HARASSMENT FORUM	11/5/2016	11/5/2016	8 HOURS	N/A	ALPHA PHI OMEGA AND SOCIETY OF HOSPITALITY AND TOURISM STUDENTS
ANTI-ILLEGAL DRUGS SYMPOSIUM	11/4/2016	11/4/2016	8 HOURS	N/A	ALPHA PHI OMEGA, CHEMICAL SOCIETY AND UNIVERSITY STUDENT SERVICES OFFICE
FOOD COST CONTROL MADE EASY SEMINAR	10/24/2016	10/24/2016	8 HOURS	N/A	ASCENDENS ASIA, ASSOCIATION OF ADMINISTRATORS IN THE HOSPITALITY, HOTEL AND RESTAURANT MANAGEMENT EDUCATIONAL INSTITUTIONS OF THE PHILIPPINES
6TH REGIONAL BUSINESS SUMMIT	9/30/2016	9/30/2016	8 HOURS	N/A	PHILIPPINE COUNCIL OF DEANS AND EDUCATORS IN BUSINESS VIII

(Continue on separate sheet if necessary)

## VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	32. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
LEADERSHIP SKILLS	VISAYAS STATE UNIVERSITY BEST SERVICE ORGANIZATION AWARD 2017 (RECEIVED DURING MY TERM AS PRESIDENT OF ALPHA PHI OMEGA ZETA EPSILON CHAPTER)	ALPHA PHI OMEGA INTERNATIONAL COLLEGIATE SERVICE FRATERNITY AND SORORITY
COMMUNICATION SKILLS	MERIT OF LEADERSHIP - 5TH TRAIL CAMP	PHILIPPINE TRAILERS SOCIETY
COMPUUTER SKILLS		YOUTHLEAD PHILIPPINES
GASTRONOMY		LEAGUE OF TOURISM STUDENTS OF THE PHILIPPINES
TRAVELING		
ENVIRONMENTAL STEWARDSHIP		
EVENT MANAGEMENT		

(Continue on separate sheet if necessary)

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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to chief of bureau or office or to the person who has immediate supervision over you in the 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 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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

NAME	ADDRESS	TEL. NO.
DR. DILBERTO O. FERRAREN	VISCA, BAYBAY CITY	9266111455
CHRISTIE CYRENE T. TAU Y	BAYBAY CITY, LEYTE	9176005103
JANE M. ABAPO	BAYBAY CITY, LEYTE	9215743003

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.

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)	
<i>PLEASE INDICATE ID Number and Date of Issuance</i>	
Government Issued ID:	<b>BIR TIN</b>
ID/License/Passport No.:	<b>738-461-322</b>
Date/Place of Issuance:	<b>Ormoc City/ June 26, 2019</b>



**Right Thumbmark**

SUBSCRIBED AND SWORN to before me this 11 SEP 2019, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering 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

- Duration: January 14, 2019 – May 31, 2019
- Position: Part-time Instructor
- Name of Office/Unit: Department of Tourism and Hospitality Management
- Immediate Supervisor: Venice B. Ibañez
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Developed OBE syllabus and TOS for courses handled.
- Summary of Actual Duties
  - Responsible for the conduct of classes as scheduled, conduct examinations, maintained class records, and correct and return test papers on time; to submit grades and turn over class records to department head; to participate in other teaching activities required of them and to report to class on time and pass clearance after the end of the semester.

  
 NIKKI G. CORALES  
 (Signature over Printed Name  
 of Employee/Applicant)

Date: Aug. 23, 2019