

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	FERNANDEZ		
FIRST NAME	RICKY DANN		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	MODINA		
3. DATE OF BIRTH (mm/dd/yyyy)	01/26/1992	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	PANGASUGAN, BAYBAY, 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 LEYTE City/Municipality Province
7. HEIGHT (m)	1.68 m	ZIP CODE	6521
8. WEIGHT (kg)	65 kg		
9. BLOOD TYPE	O		
10. GSIS ID NO.	02131-474802-8		
11. PAG-IBIG ID NO.	121209636154		
12. PHILHEALTH NO.	13-025442107-4	ZIP CODE	6521
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	333-298-546	20. MOBILE NO.	09983372625
15. AGENCY EMPLOYEE NO.	V01236	21. E-MAIL ADDRESS (if any)	danrickie2692@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	NAME EXTENSION (JR., SR)	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	FERNANDEZ		N/A	N/A
FIRST NAME	NARCISO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	GUCELA		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	MODINA		N/A	N/A
FIRST NAME	TERESITA		N/A	N/A
MIDDLE NAME	POSAS		(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	1ST HON MENTION
SECONDARY	BUNGA NATIONAL HIGH SCHOOL	N/A	2005	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 AGRIBUSINESS	2008	2017	N/A	N/A	N/A
GRADUATE STUDIES	COLLEGE OF MAASIN	MASTER IN PUBLIC ADMINISTRATION	2023	PRESENT	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/14/23
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[illegible]

V. WORK EXPERIENCE	
1. Name of Employer	
2. Position Held	
3. Dates of Employment	
4. Description of Duties and Responsibilities	
5. Name of Supervisor	
6. Date of Reference	
7. Contact Information	
8. Comments	

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

[illegible]

SIGNATURE		DATE	2/14/23
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[illegible]

(Continue on separate sheet if necessary)

## VII. LEARNING AND DEVELOPMENT (L&amp;D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

(Continue on separate sheet if necessary)

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	REF	DATE	2/14/23
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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: September 24, 2018 – present
- Position: Administrative Aide I
- Name of Office/Unit: VSU-ACCOUNTING OFFICE
- Immediate Supervisor: Nick Freddy R. Bello
- Name of Agency/Organization and Location: VISAYAS STATE UNIVERSITY
  
- List of Accomplishments and Contributions (if any)
  
- Summary of Actual Duties
  - Posting of Cash Advance and Liquidation of Travel and Petty Cash.
  - Posting of Partial Payments, Warranty of Supplies and Materials and Construction of Building and Establishments.
  - Pre Audit of Supplies and Materials, Travel and Payrolls

- Duration: July 4, 2017 – December 31, 2017
- Position: Administrative Aide I
- Name of Office/Unit: VSU-COA
- Immediate Supervisor: June Lilia R. Kirong
- Name of Agency/Organization and Location: VISAYAS STATE UNIVERSITY
  
- List of Accomplishments and Contributions (if any)
  
- Summary of Actual Duties
  - Responsible in receiving documents from Visayas State University and other external campuses, sorting of all the documents received accordingly by funds, month and year, encode all the documents received and do other task assigned by the auditors.

RICKY DAWN M. FERNANDEZ

(Signature over Printed Name  
of Employee/Applicant)

Date: 12/19/2023