

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	TOLIBAS		
FIRST NAME	MICHELLE	NAME EXTENSION (JR., SR) <i>NA</i>	
MIDDLE NAME	CALDA		
3. DATE OF BIRTH (mm/dd/yyyy)	04/02/1977	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Cagamutan, Gamay N. Samar	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	DUPLEX E-2 House/Block/Lot No. Street VISAYAS STATE UNIVERSITY VISCA Subdivision/Village Barangay BAYBAY CITY, LEYTE City/Municipality Province
7. HEIGHT (m)	1.50 M	ZIP CODE	6521-A
8. WEIGHT (kg)	52 kg		
9. BLOOD TYPE	"A"	18. PERMANENT ADDRESS	SAN ROQUE ST., House/Block/Lot No. Street CAGAMUTAN DEL SUR Subdivision/Village Barangay GAMAY, N. SAMAR City/Municipality Province 6422
10. GSIS ID NO.	77040200404 / B7742MAC028	ZIP CODE	
11. PAG-IBIG ID NO.	121048052134		
12. PHILHEALTH NO.	13-000044834-7	19. TELEPHONE NO.	(053) 563-9591
13. SSS NO.	3347441523	20. MOBILE NO.	09369393634
14. TIN NO.	913-183-670	21. E-MAIL ADDRESS (if any)	michzcald@yaho.com
15. AGENCY EMPLOYEE NO.	V00793		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	TOLIBAS		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	RUEL ELESITO	NAME EXTENSION (JR., SR) <i>NA</i>	KLINT ZCHYSTER DWAYNE C. TOLIBAS	01/19/2007
MIDDLE NAME	CUMPIO		QWYN QNCHY LHYNN C. TOLIBAS	10/14/2011
OCCUPATION	OVERSEAS FILIPINO WORKER			
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	CALDA			
FIRST NAME	FLORENCIO SR	NAME EXTENSION (JR., SR) <i>NA</i>		
MIDDLE NAME	BALENA			
25. MOTHER'S MAIDEN NAME				
SURNAME	ACAL			
FIRST NAME	CONCEPCION			
MIDDLE NAME	NECESITO			

(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	CAGAMUTAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	1983	1989	Graduated	1989	3rd honors
SECONDARY	GALA VOCATIONCAL SCHOOL	HIGH SCHOOL	1989	1993	Graduated	1993	8th honors
COLLEGE	COLEGIO DE SAN LORENZO RUIZ DE MANILA, INC.	BACHELOR OF SCIENCE IN NURSING	1993	1997	Graduated	1997	NA
GRADUATE STUDIES	UNIVERSITY OF EASTERN PHILIPPINES	MASTER OF ARTS IN NURSING	2006	2010	Graduated	2010	BEST THESIS & BEST THESIS PRESENTER
GRADUATE STUDIES	CEBU NORMAL UNIVERSITY	DOCTOR OF SCIENCE IN NURSING	2012	2014	CAR		
GRADUATE STUDIES	ST. PAUL UNIVERSITY PHILIPPINES	Ph. D in NURSING SCIENCE	2016	PRESENT	ONGOING		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Nov. 15, 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
PHILIPPINE NURSES LICENSURE EXAMINATION (PNLE)	79.80%	Nov. 29-30, 1998	MANILA, PHILIPPINES	0326477	04/02/2020
MIDWIFERY LICENSURE EXAMINATION	86.70%	Nov. 15-16, 2008	TACLOBAN CITY, PHILIPPINES	0147033	04/02/2020

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

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SIGNATURE		DATE	Nov. 15, 2019
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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		
	KABALIKAT CIVICOM	01/27/2017	PRESENT		MEMBER

(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			
	4th International Health Congress	12/06/2018	12/08/2018	24		St. Paul University Philippines, Tuguegarao, Cagayan
	Basic Course on Developing Skills for Qualitative Data Analysis and Report Write-Up	07/30/2018	08/02/2018	24		University of the Philippines - College of Public Health
	Advanced Nursing Practicum	03/19/2018	03/30/2018	80		Naresuan University-College of Nurisng , Phitsanulok, Thailand
	Donor Recruitment Officer Training for Agency Partners, State Universities and Colleges	11/15/2017	11/16/2017	16		Department of Health - Region 8, Tacloban City
	Workshop on Writing and Publishing in High Impact Journals	01/11/2017	01/12/2017	16		Visayas State University, College of Nursing
	10th Post-Graduate Course: Maternal and Child Health	05/12/2017		8		University of Manila, College of Medicine
	3rd International Health Congress	12/02/2016	12/03/2016	16		St. Paul University Philippines, Tuguegarao, Cagayan
	Philippine Nurses Association 31st Regional Convention	06/15/2015	0616/2015	16		Philippine Nurses Association, Nothern Samar Chapter
	Seminar-workshop on Outcome-Based Education (OBE) Approach in Designing Curriculum	05/07/2015	05/09/2015	24		Association of Deans of Philippine Colleges of Nursing, Inc. Region III
	Seminar-Workshop on the Implementation of Outcome-Based Education (OBE)	05/04/2015	05/05/2015	16		Visayas State University, Visca, Baybay City, Leyte
	Training-workshop on Writing and Reviewing Research Papers for Peer-Reviewed Publications	11/17/2014	11/21/2014	40		Visayas State University, Visca, Baybay City, Leyte
	Pain Management in Cancer	09/20/2014		8		Association of Nursing Service Administrators in the Philippines, Leyte & Samar Chapter
	Workshop on "Writing for Publication"	05/17/2014	05/18/2014	16		Philippine Nurses Association - National Chapter & Philippine Nursing Research Society, Inc.
	Writing Scientific Paper and Publishing in International Refereed Journal	05/14/2014		4		Visayas State University, Visca, Baybay City, Leyte
	Preparing for Training and Facilitating	04/11/2014	04/12/2014	16		Visayas State University, Visca, Baybay City, Leyte
	Workshop on Designing Research in Nursing and Education	03/10/2014		8		Visayas State University, visca, Baybay City, Leyte
	Workshop on Instructional Materials Development for the Visayas State University	02/25/2014	02/26/2014	16		Visayas State University, Visca, Baybay City, Leyte
	6th Taiwan-Philippines International Academic Communication Conference	02/08/2014		8		Alethea University, Cebu Normal University & San Carlos University
	6th National Nursing Research Conference	11/29/2013	11/30/2013	16		Philippine Nursing Research Society, Inc.
	Understanding Mixed Method Research	11/28/2013		4		Philippine Nursing Research Society, Inc.
	Understanding Phenomenology	11/28/2013		4		Philippine Nursing Research Society, Inc.
	Seminar on the Senior High School Program	10/11/2013		8		Visayas State University, Visca, Baybay City, Leyte
	7th Founding Anniversary, 7th Convention and Suturing of Perineal Lacerations Update	09/27/2013		8		Maternal and Child Nursing Association of the Philippines, Leyte Chapter
	Training on Preparing Fundable Extension Project Proposals	08/28/2013	08/30/2013	24		Visayas State University, Visca, Baybay City, Leyte
	Promoting Healthy Mind, Body and Spirit	08/08/2013	08/09/2013	16		Gerontology Nurses Association of the Philippines
	Research Methodology and Computer Application in Data Analysis	05/06/2013	05/11/2013	48		Cebu Normal University, College of Nursing

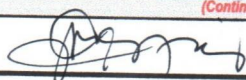
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# VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	NA		NR		Philippine Nurses Association (PNA) - Member
					Renal Nurses Assciation of the Philippines
					Urologic Nursing Association of the Philippines, Inc.
					Society of Cardiovascular Nurse Practitioners of the Philippines, Inc.
					Philippine Society of Emergency Care Nurses, Inc.
					Nurse Educators and Practitioners Association
					Philippine Nurses Environmental Organization

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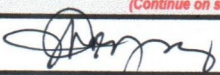
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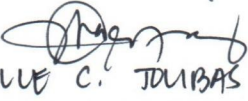

DATE

Nov. 15, 2019



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			
	KABALIKAT CIVICOM	01/27/2017	PRESENT		MEMBER	
(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			
AS LECTURER/SPEAKER:						
	Guest Speaker during the Commencement Exercises of Cagamutan National High School	04/04/2019		8		Cagamutan National High School, Cagamutan, Gamay, N. Samar
	Community Extension in a Nutshell	03/03/2019		8		KABALIKAT Civicom Association, Inc., Northern Samar Coordinating Council
	Continuing Education Program with the topic: Focus Charting	07/06/2017		4		Clinica Gatchalian Hospital, Ormoc City, Leyte
	Continuing Education Program with the topic: Antenatal Care for a Positive pregnancy Experience	07/06/2017		4		Clinica Gatchalian Hospital, Ormoc City, Leyte
	Training on Elderly Care with the topic: Kinatibuk-ang Pagpangga sa Katigulangan: Responsibilidad sa Tanan	10/17/2015		4		BSN level IV students with Brgy. Council, Brgy. Gabas, Baybay City, Leyte
	Seminar on Elderly Care with the topic: "Physical Changes of Elderly"	08/13/2015		4		BSN level IV students with Brgy. Council, Brgy. Gabas, Baybay City, Leyte
	Continuing Education Program for Nurses on the Topic: "Nursing Management During Labor and Delivery"	10/09/2015		4		Clinica Gatchalian Hospital, Ormoc City, Leyte
	Seminar on Elderly with the topic "Promoting Mental Health in Elderly"	11/14/2014		4		BSN level IV students with Brgy. Council, Brgy. Guadalupe, Baybay City, Leyte
	Seminar on Elderly with the topic "Caring for Elderly"	02/22/2014		4		BSN level IV students with Brgy. Council, Brgy. Guadalupe, Baybay City, Leyte
	Continuing Education Program for Nurses on the Topic: "Infection Control"	07/06/2013		4		Ormoc District Hospital, Ormoc City, Leyte
	Guest Speaker during the Commencement Exercises of Cagamutan Central Elementary School	03/29/2012				Cagamutan Central Elementary School, Cagamutan, Gamay, N. Samar
	Training of Trainers for Health Implementors in RHU on the topic "Communication"	05/22/2000	05/26/2000	4		Rural Health Units, Gamay-Lapinig, Northern Samar
RESEARCH PAPER PRESENTED:						
	Blended Learning in Nursing Education: Instructor's Perception and Utilization	12/06/2018	12/08/2018			St. Paul University Philippines, Tuguegarao City, Cagayan
	Coping Strategies of Women Aftermath Interpersonal Loss: An Integrative Literature Review	12/06/2018	12/08/2018			St. Paul University Philippines, Tuguegarao City, Cagayan
	"Nurses are Leaving for a Living: The Turnover of Nurses in Northern Samar" during the 6th Taiwan-Philippine International Academic Communication Conference	02/08/2014				Alethea University, Taiwan; Cebu Normal University & University of San Carlos
	"Job Stress Preceptship Skills and Work Behavior of Clinical Instructors of Northern Samar" during the 6th National Nursing Research Conference	11/29/2013	11/30/2013			Philippine Nursing Research Society, Inc.
	"Modeling the Stress Profile and Strategies of Academic and Administrative Staff in HEIs of Eastern Visayas"	02/07/2012				CHED-ZRC Region 8, Visayas State University & Leyte Normal University
(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)	
	Teaching		NA		Philippine Nurses Association (PNA) - Member	
	IV THERAPIST/ IV Cannulation				Renal Nurses Association of the Philippines	
	Dancing & Watching TV/Movies				Urologic Nursing Association of the Philippines, Inc.	
	Attending Normal Deliveries				Society of Cardiovascular Nurse Practitioners of the Philippines, Inc.	
	Typing				Philippine Nurses Environmental Organization	
	Computer Literate				Philippine Society of Emergency Care Nurses, Inc.	
					Nurse Educators and Practitioners Association	
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	Nov. 15, 2019	



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? 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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: <u>Resigned and worked abroad</u>	
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 items: 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: _____	
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
RAZA CRECIA L. MENSES, RN, MAN	Visayas State Univeristy - College of Nuring, Visca, Baybay Leyte	563-7226
JANET ALEXIS A. DE LOS SANTOS, RN, MAN	Visayas State Univeristy - College of Nuring, Visca, Baybay Leyte	563-7226
JESUSA MAGNO, RN, MAN	Visayas State Univeristy - College of Nuring, Visca, Baybay Leyte	563-7226
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.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: <u>PRC LIC.</u> ID/License/Passport No.: <u>0326477</u> Date/Place of Issuance: <u>Jan. 24, 1999 - PRC - Manila</u>	<div> MICHELLE C. TOURBAS Signature (Sign inside the box) <u>NOV. 15, 2019</u> Date Accomplished</div> <div> Right Thumbmark</div>	
SUBSCRIBED AND SWORN to before me this <u>20 NOV 2019</u> , affiant exhibiting his/her validly issued government ID as indicated above.		
<div>ATTY. RYSA C. GUINOCOR VSU LEGAL OFFICER Person Administering Oath</div>		



## WORK EXPERIENCE SHEET

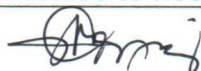
**Instructions:** 1. Include only the work experiences relevant to the position being applied for.

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 1, 2017 - Present
- Position: Assistant Professor III
- Name of Office/Unit: College of Nursing
- Immediate Supervisor: Jesusa M. Magno
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - On study leave
  - Summary of Actual Duties:
    - On Study leave

- Duration: January 1, 2015 – December 31, 2016
- Position: Instructor III
- Name of Office/Unit: College of Nursing
- Immediate Supervisor: Janet Alexis A. De Los Santos
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - Produced Professional Nurses
  - Summary of Actual Duties
    - Delivery of lecture of nursing concepts assigned to me and supervision of the clinical rotation of the BSN students, conducting extension activities to nearby barangays

- Duration: June 15, 2010 – December 31, 2014
- Position: Instructor I
- Name of Office/Unit: College of Nursing
- Immediate Supervisor: Erlita Pinero/Elni Mari Mendoza/Janet Alexis A. De Los Santos
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - Produced Professional Nurses
  - Summary of Actual Duties:
    - Delivery of lecture of nursing concepts assigned to me and supervision of the clinical rotation of the BSN students, conducting extension activities to nearby barangay

  
 MICHAEL C. TORRES

(Signature over Printed Name  
of Employee/Applicant)

Date: Nov. 18, 2019