

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	de los Reyes		
FIRST NAME	Nneka Mailee		NAME EXTENSION (JR., SR)
MIDDLE NAME	Capeña		
3. DATE OF BIRTH (mm/dd/yyyy)	05/28/1995	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	San Carlos City, Negros Occidental	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	788 N/A House/Block/Lot No. Street N/A Marcos Subdivision/Village Barangay Baybay Leyte City/Municipality Province
7. HEIGHT (m)	1.6m	ZIP CODE	6521
8. WEIGHT (kg)	49 kg	18. PERMANENT ADDRESS	788 N/A House/Block/Lot No. Street N/A Marcos Subdivision/Village Barangay Baybay Leyte City/Municipality Province
9. BLOOD TYPE	B	ZIP CODE	6521
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	121243702460	20. MOBILE NO.	+639610568154
12. PHILHEALTH NO.	13-050205973-5	21. E-MAIL ADDRESS (if any)	dvmnneka@gmail.com
13. SSS NO.	07-3906046-3		
14. TIN NO.	616-962-562-00000		
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)	N/A	
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	de los Reyes			
FIRST NAME	Eliseo	Jr.		
MIDDLE NAME	Honorio			
25. MOTHER'S MAIDEN NAME				
SURNAME	Capeña			
FIRST NAME	Bernadita			
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	VISCA Foundation Elementary School	Primary Education	10/6/2002	03/26/2008	N/A	2008	With Honors
SECONDARY	Visayas State University Laboratory High School	Highschool	8/6/2008	03/27/2012	N/A	2012	With Honors
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Visayas State University	Doctor of Veterinary Medicine	7/6/2012	06/15/2018	N/A	2018	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 26, 2023
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[illegible]

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

[illegible]

SIGNATURE		DATE	January 26, 2023
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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			
	New Learnings on Veterinary Public Health Concerns	7/12/2022	7/12/2021	8.0	Technical	Philippine Veterinary Medical Association
	First Animal Welfare Training @ VSU	11/23/2022	11/23/22	8.0	Supervisory	College of Veterinary Medicine - Visayas State University
	Innovate, Integrate, Motive - One Health Approach towards AMR Mitigation in Asia	10/31/2022	10/31/2022	8.0	Technical	Philippine Veterinary Medical Association
	Seminar-workshop Series on Assessment of Environmental Pollution Associated with Poultry and Livestock Production, Series One: Chemical Pollution	10/26/2022	10/26/2022	4.0	Technical	College of Veterinary Medicine - Visayas State University
	1st Eastern Visayas Companion Animal Conference	10/24/2022	10/24/2022	8.0	Technical	Philippine College of Canine Practitioners
	Pet Wellness Day and Rabies Education Campaign	09/28/2022	09/28/2022	8.0	Supervisory	Local Government Unit of Baybay
	"PVMA Celebrates World Antimicrobial Awareness Week" Our Actions...Our future	11/23/2021	11/23/2021	8.0	Technical	Philippine Veterinary Medical Association
	Stewards of the Future: Mitigating Antimicrobial Resistance in Animal Sector in the Philippines Part II	11/18/2021	11/18/2021	8.0	Technical	Philippine Veterinary Medical Association
	Stewards of the Future: Mitigating Antimicrobial Resistance in Animal Sector in the Philippines Part I	10/27/2021	10/27/2021	8.0	Technical	Philippine Veterinary Medical Association
	WSAVA Vaccination guidelines for dogs and cats	05/25/2021	05/25/2021	3.0	Technical	World Small Animal Veterinary Association
	19th PVMA-CV Annual and 1st Visayas-wide scientific convention: Bringing continuing education for the professional veterinary practice in the region	11/29/2018	11/30/2018	16.0	Technical	Philippine Veterinary Medical Association - Central Visayas Chapter

(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)
	Computer literate		N/A		Philippine Veterinary Medical Association
	Good communication skills				
	Reading & Writing				
	Laboratory and practical veterinary skills				
	Organizing, Multi-tasking				
	Listening to music and singing				
	Physical exercise, cooking, baking				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 26, 2023
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41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
Renato A. Daganta, Jr.	Guadalupe, Baybay City, Leyte	9058396312
Cortez Rieve L. Aballe	Argao, Cebu City	9275304998
Ma. Delia A. Pagente	Guadalupe, Baybay City, Leyte	9651339424

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.



PHOTO

SUBSCRIBED AND SWORN to before me this JAN 27 2018, affiant exhibiting his/her validly issued government ID as indicated above.

DOC. NO. GL
BOOK NO. 37
PAGE NO. 2018
SERIES OF 2018

Atty. Myra L. Aure
Public Attorney III
[Pursuant to R.A. No. 9406]
Person Administering Oath

WORK EXPERIENCE SHEET

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

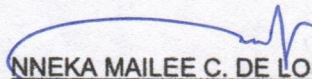
2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: September 12, 2022 – January 25, 2023
- Position: Part-time Instructor 1
- Name of Office/Unit: College of Veterinary Medicine
- Immediate Supervisor: Dr. Santiago T. Peña Jr.
- Name of Agency/Organization and Location: College of Veterinary Medicine, Visayas State University, Visca Baybay City Leyte

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Facilitated face-to-face classes
 - Attended to student queries even outside class schedule.
 - Guided/assisted the students on how to effectively learn and conduct the laboratory exercises and tasks given to them.
 - Facilitated practical exams
 - Apply/conduct applicable modes of assessment of the learnings gained by his/her students from his/her classes.

- Duration: February 4, 2019 – February 15, 2020
- Position: Veterinarian
- Name of Office/Unit: Cats n Dogs Veterinary Clinic
- Immediate Supervisor: Dr. Michelle O. Baylon
- Name of Agency/Organization and Location: Cats n Dogs Veterinary Clinic, Dumaguete City, Negros Oriental

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible for conducting physical examination on both outpatient and inpatients, routine check-up, conducting necessary laboratory tests for diagnosis, administering supportive and drug therapy on patients, and assisted on surgeries and home services.


 NNEKA MAILEE C. DE LOS REYES
 (Signature over Printed Name
 of Employee/Applicant)

Date: May 2, 2023