CS Form No. 212 Revised 2017

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filling of administrative/criminal case/s against the person concerned.

FIRST NAME MIDDLE NAME 3. DATE OF BIRTH (mm/dd/yyyy) 4. PLACE OF BIRTH	Vanessa Vanessa											
MIDDLE NAME 3. DATE OF BIRTH (mm/dd/yyyy)	Various						NAME EXTENSION (JR., SR)					
3. DATE OF BIRTH (mm/dd/yyyy)							N/A					
		<u> </u>										
4. PLACE OF BIRTH	02/15/1989	16. CITIZENSHIP		✓ Filipino ☐ Dual Citizensh				lisatian				
	Baybay City Leyte	If holder of dual citize	enship,			by birth Pls. indicate	by natura country:	alization				
5. SEX	☐ Male ✓ Female	please indicate the o	letails.	Philippines	7							
6. CIVIL STATUS	Single Married	17. RESIDENTIAL ADDRESS	Jes 25	Trimppines	A CONTRACTOR OF THE		Sitio Bondon					
U. CIVIL STATUS	Widowed Separated	II. NEGIDENTIAL ADDINEGO	Н	ouse/Block/Lot N	lo.		Sitio Pandan Street					
	Other/s:		5	Subdivision/Villag	ie.		Bitanhuan Barangay					
7. HEIGHT (m)	1.63 YAKE AYA	LEWIS STATES THE TRAP		BAYBAY	artioneoe	LEYTE						
8. WEIGHT (kg)	63.00	ZIP CODE		City/Municipality	Carrie a Pilita	Province	Self					
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	bushi.		introller	Clerk 1 7PE & Co	Sitio Pandan	0.000.000				
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48 - 2 3/2/4/2019	N/A	zini neelese os		Subdivision/Villag				100000000000000000000000000000000000000				
11. PAG-IBIG ID NO.	170000318923			City/Municipality	LEYTE Province							
12. PHILHEALTH NO.	13-000106474-4	ZIP CODE	6521									
13. SSS NO.	sss no. 06-2782074-4		N/A									
14. TIN NO.	428-274-892	20. MOBILE NO.	0966-317-9097					1				
15. AGENCY EMPLOYEE NO.	NCY EMPLOYEE NO. VJO00605 / VOJ729 21. E-MAIL ADDRESS (if any)			vanz.nazal@vsu.edu.ph								
II. FAMILY BACKGROUND												
22. SPOUSE\'S SURNAME	NAZAL		23. NAME of 0	CHILDREN (Writ	te full name an	d list all)	DATE OF BIRT	TH (mm/dd/yyy				
FIRST NAME	GERALD	NAME EXTENSION (JR., SR)	Hailey Gevan W. Nazal				12/02/2011					
MIDDLE NAME	AVELLANA											
OCCUPATION	Project Supervisor											
EMPLOYER/BUSINESS NAME	Robig Builders and Development				The second second							
BUSINESS ADDRESS	Unit 2003, OMM Citra Building, San Miguel	Ave, Ort										
TELEPHONE NO.	25843538											
24. FATHER\'S SURNAME	WABINA											
FIRST NAME	ERNESTO	NAME EXTENSION (JR., SR)										
MIDDLE NAME	ODIAS											
25. MOTHER\'S MAIDEN NAME			and the second second		K 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1							
SURNAME	COSARES											
FIRST NAME	MARIA ESTRELLA											
MIDDLE NAME	ZAMORA			(0	Continue on sep	parate sheet if nece	essary)					
III. EDUCATIONAL BACKG	ROUND											
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGR (Write in full)	REE/COURSE	PERIOD OF	ATTENDANCE To	HIGHEST LEVEL/UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHI ACADEMIC HONORS RECEIVED				
ELEMENTARY	Bitanhuan Elementary School	Elementary Sch	1001	1995	2001	N/A	2001					
SECONDARY	Bitanhuan National High School	High School		2001	2005		2005	N/A				
VOCATIONAL/ TRADE COURSE	N/A											
COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	Associate in Computer Technology		2005	2007	A Property of the second	2007					
GRADUATE STUDIES	N/A											

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SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE (If Applicable)		EXAMINATION / CONFERMENT		INATION / CONFERMENT		NUMBER	Date of Validity		
Career Service Sub-Professional Eligibility 81.67		81.67	08/20/2023	Maasin City		Carlos San	N/A	N/A	
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INCLU (mr	SIVE DATES n/dd/yyyy)	POSITION TIT (Write in full/Do not al	LE CONTRACTOR	DEPARTMENT / AG	SENCY / OFFICE / COMPANY	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format"00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICI (Y/ N)
From 09/20/2020	PRESENT	Clerk / TPES Controller		Instruction and Evaluat	ion Office		INCREMENT	Job Order	Y
04/01/2011	09/20/2020	Encder / Clerk		Office of the Vice Pres	ident for Academic Affairs		All	Job Order	Υ
8/01/2007	03/01/2009	Data Encoder	(1015 SAN)	Accudata Systems, Inc	.	10,000.00	Detaile 1-	Contractual	N
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I. VOLŬNTARY WORK OR INVOLVEM				ARY ORGANI.	ZATION/S	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
). NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy) From To		NUMBER OF HOURS	POSITION / NATURE OF WORK	
PISSECT PROGRAMMENT NA MARKET PROGRAMMENT NA		N/A	N/A	SMAS N/A	V.B.O.B.H.CITMEVI	THE MENTAGOLES LINA A SAMPA SUPER SUPER
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I. LEARNING AND DEVELOPMENT (L	&D) INTERVENTIONS/TRAINING	G PROGRAM		D		
art from the most recent L&D/training program and in TITLE OF LEARNING AND DEVELOPMENT I (Write in	NTERVENTIONS/TRAINING PROGRAMS	INCLUSIVE ATTEN	E DATES OF IDANCE Id/yyyy)	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
Enhancing Digital Communication: VOIP Phone Ma	stery and Output Messenger Transition	11/20/2024	11/20/2024	anivier) remotaul i	Technical	Information & Communications Technology Management (ICTMC), Visayas State University
Generative Al Worksho	p Seminar	09/25/2024	09/26/2024	16	Technical	Instruction and Evaluation Office, Visayas State University
Attended the ISO 9001:2015 Awarene	ss/Re-awareness Webinar	09/09/2024	09/09/2024	4	Technical	QUALITY ASSURANCE CENTER
Seminar Workshop on Basic Records and	Archives Management (BRAM)	07/30/2024	07/31/2024	ਸ਼ਤੌਜ ਅਤੇ 20 16	Technical	HRMO-LDHRAO
Shaping Culture: Embracing Values for Pro	ductive Workplace Performance	05/15/2024	05/15/2024	8	Technical	HRMO-LDHRAO
Orientation of Guidelines and Procedures on Processes Services Office (02/23/2024	02/23/2024	8	Technical	HRMO Visayas State University
Faculty Onboarding 2nd Semes	iter A.Y. 2023-2024	01/15/2024	01/15/2024	8	Instruction	Instruction and Evaluation Office, Visayas State Univer
HRIS Software Onboarding		12/06/2023	12/06/2023	8	Technical	HUMAN RESOURCE MANAGEMENT OFFICE, VISAY
Unlocking Excellence: 5S Revolution for Clerks and Heads at the Visayas State University			11/29/2023	4	Technical	Office of the President, Visayas State University
University Curriculum and Instruction Review		10/02/2023	10/06/2023	32	Instruction	OVPAA
Microsoft Office 365 A3 End-User Training		08/18/2023	08/18/2023	5	Technical	Instruction and Evaluation Office, Visayas State Univer
Mental Health Wellnes	s Seminar	04/25/2023	04/25/2023	4	Technical	ODHRM Visayas State University
Learn and Re-leam: VSU Table of Specifications and Item Test Analysis		04/04/2023	04/04/2023	4	Instruction	Instruction and Evaluation Office, Visayas State Univer
Faculty Onboarding 2nd Semester A.Y. 2022-2023		02/17/2023	02/17/2023	8	Instruction	Instruction and Evaluation Office, Visayas State Univer
ISO 9001:2015 Awareness/Re-awa	reness Virtual Seminar	02/15/2023	02/15/2023	3	Technical	Office of the President, Visayas State University
andatory Orientation and Re-Orientation of Academic Adv for 2nd Semester AY	isers and Department Enrolment Focal Persons	02/10/2023	02/10/2023	4	Technical	Instruction and Evaluation Office, Visayas State Univer
Orientation/Re-orientation of Duties and Responsibilities Documents and Records Control Proced	s of dDRCs and AdDRCs, and Cascading of	09/07/2022	09/07/2022	4	Technical	Office of the Director for Quality Assurance, Visayas S University
		PLEASE SEE A	TTACHMENT A			
III. OTHER INFORMATION	(Continue on separa	te sheet if necessary)		
31. SPECIAL SKILLS and HOBBIES	32. NO		TINCTIONS / REC	OGNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION
Microsoft Office		N/A				(Write in full)
Adobe Acrobat					N/A	
Clerical Skills			/A		N/A	
Canva Video Editing			'A		N/A	
			'A		N/A	
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SIGNATURE	MAN.			DA	\TĖ	01/17/2025
	****					CS FORM 212 (Revised 2017), Pag

TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	ATTEN (mm/d	DATES OF DANCE d/yyyy)	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
Attended the ISO 9001:2015 Awareness/Re-awareness Seminar	08/30/2022	To 08/31/2022	4	Technical	Office of the President, Visayas State University
HANDS ONLY CARDIOPULMONARY RESUSCITATION	07/21/2022	07/22/2022	4	Technical	Department of Health Eastern Visayas Center for Hea
Women Inspiring Women	03/07/2022	03/07/2022	3	Technical	Gender Resource Center
Trends in Soft Matter Research and Its Application	02/04/2022	02/04/2022	8	Research	Department of Physics, Visayas State University
Webinar on "Women's Reproductive Health: Breast Cancer and Gynecological Cancers"	10/07/2021	10/07/2021	4	Technical	USHER, Visayas State University
SEAMO Innovative Teaching Festival	10/05/2021	10/05/2021	4	Instruction	Southeast Asian Ministers of Education Organization (SEAMEO)
Re-orientation of Employees Duties and Duties and Responsibilities and Good Customer Service	09/23/2021	09/23/2021	8	Managerial	ODHRM Visayas State University
Attended the ISO 9001:2015 Awareness/Re-awareness Webinar	09/13/2021	09/13/2021	3	Technical	Office of the Director for Quality Assurance, Visayas S University
TURNITIN Feedback Studio Instructor's Workflow Training	05/31/2021	05/31/2021	4	Technical	Instruction and Evaluation Office, Visayas State Unive
Rebuilding the Economy from the COVID-19 Pandemic: The Role of SUCs and HEIs	03/05/2021	03/05/2021	2	Managerial	College of Management and Economics Visayas Sta University
Attended the ISO 9001:2015 Awareness/Re-awareness Seminar	11/27/2020	11/27/2020	3	Technical	Office of the Director for Quality Assurance, Visayas S University
Document Tracking System	11/13/2020	11/13/2020	3	Technical	ODHRM Visayas State University
Orientation on Preparation of Documents for the Internal Audit	06/26/2017	06/26/2017	8	Technical	Quality Assurance Center, Visayas State University
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(6	Continue on separate	sheet if necessary)	1		

0,11	Are you related by consanguinity or affinity to the appoint the chief of bureau or office or to the person who has imr Office, Bureau or Department where you will be appoint	mediate supervision over you in the		
	a. within the third degree?	YES	NO	
	b. within the fourth degree (for Local Government Unit - 0	YES If YES, give details:	NO	
35.	a. Have you ever been found guilty of any administrative	TYES If YES, give details:	✓NO	
	b. Have you been criminally charged before any court?	TyES If YES, give details: Date Filed: Status of Case/s:		
36.	Have you ever been convicted of any crime or violation of regulation by any court or tribunal?	YES If YES, give details:	NO	
37.	Have you ever been separated from the service in any or retirement, dropped from the rolls, dismissal, termination phased out (abolition) in the public or private sector?	YES If YES, give details:	□no	
38.	a. Have you ever been a candidate in a national or local (except Barangay election)?	YES If YES, give detai	□NO ls:	
	b. Have you resigned from the government service during last election to promote/actively campaign for a national	YES If YES, give detai	☑NO ls:	
39.	Have you acquired the status of an immigrant or perman	YES If YES, give details	☑NO (country):	
b.	Are you a member of any indigenous group? Are you a person with disability? Are you a solo parent?	☐YES If YES, please speci ☐YES If YES, please speci ☐YES If YES, please speci	ify ID No	
41.	REFERENCES (Person not related by consanguinity or affinity to appli	icant /appointee)		
	NAME	ADDRESS	TEL. NO.	
	Nancy D. Abunda	VSU	09484143834	38
	Ma. Rachel Kim L. Aure	VSU	09338209486	
	Beatriz S. Belonias	VSU	09173113309	
42.	I declare under oath that I have personally accomplishe complete statement pursuant to the provisions of pertir Philippines. I authorize the agency head/authorized representation made in this docuadministrative/criminal case/s against me.	nent laws, rules and regulations of the esentative to verify/validate the contents	Republic of the stated herein. I	VANESSA W. NAZAL
eto	overnment Issued ID (i.e.Passport, GSIS, SSS, PRC, Drivert's License, b.) PLEASE INDICATE ID Number and Date of Issuance overnment Issued ID: Driver's Licensed			
ID	/License/Passport No.: H12-19-001289	Signature (Sign inside the	box)	
Da	ate/Place of Issuance: 2-27-2024 Baybay City	01/17/2025 Date Accomplished		Right Thumbmark
	SUBSCRIBED AND SWORN to before me this	1 JAN 2025 , affiant exh	nibiting his/her validly iss	sued government ID as indicated above.
		ATTY. KARENABERAIL S. MONTERO YSU Director, Legal Affairs and Services Person Administering Oat		

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: April 2011 September 2020
- · Position: Data Encoder
- Name of Office/Unit: Office of the Vice President for Academic Affairs
- Immediate Supervisor: Oscar B. Posas, Beatriz S. Belonias
- Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions (if any)
- Administer the teaching performance evaluation to students at the main campus and external campus
- Encodes both the numeric and the summarized written comments of students on faculty teaching performance
- Sort/compiles the evaluation results, and provides copies to academic unit heads.

Summary of Actual Duties

- Responsible for conducting & monitoring of teaching performance of the faculty in the university and external campus
- Duration: September 2020 Present
- Position: Clerk/adDRC
- Name of Office/Unit: Instruction and Evaluation Office
- Immediate Supervisor: Ma. Rachel Kim L. Aure
- Name of Agency/Organization and Location: Visayas State University

List of Accomplishments and Contributions (if any)

- Administer the teaching performance evaluation to students at the main campus and external campus
- Encodes both the numeric and the summarized written comments of students on faculty teaching performance both main campus & external campus
- > Sort/compiles the evaluation results, and provides copies to academic unit heads
- Records the incoming and outgoing documents in the office e.g. submission of Class Observation, Faculty Performance Evaluation by Supervisor (FPES)
- > Performs the functions of the alternateDocument and Records Controller (aDRC) IEO
- > Prepares payrolls under the Instruction & Evaluation Office, IMDO & Printing press
- Does other office tasks as assign by the person-in-charge or by the Director for Instruction and Evaluation.

Summary of Actual Duties

> Responsible for conducting & monitoring of teaching performance of the faculty in the main campus and external campus

VANESSAW. NAZAL
(Signature over Printed Name of Employee/Applicant)

Date: January 17, 2025