

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	Nazal		
FIRST NAME	Vanessa	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Wabina		
3. DATE OF BIRTH (mm/dd/yyyy)	02/15/1989	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: Philippines
4. PLACE OF BIRTH	Baybay City Leyte	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	Sitio Pandan House/Block/Lot No. Street Bitanhuan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.63	ZIP CODE	6521
8. WEIGHT (kg)	63.00	18. PERMANENT ADDRESS	Sitio Pandan House/Block/Lot No. Street Bitanhuan 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.	170000318923	20. MOBILE NO.	0966-317-9097
12. PHILHEALTH NO.	13-000106474-4	21. E-MAIL ADDRESS (if any)	vanz.nazal@vsu.edu.ph
13. SSS NO.	06-2782074-4		
14. TIN NO.	428-274-892		
15. AGENCY EMPLOYEE NO.	VJO00605 / VOJ129		

II. FAMILY BACKGROUND			
22. SPOUSE'S SURNAME	NAZAL	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	GERALD	NAME EXTENSION (JR., SR)	Hailey Gevan W. Nazal
MIDDLE NAME	AVELLANA		12/02/2011
OCCUPATION	Project Supervisor		
EMPLOYER/BUSINESS NAME	Robig Builders and Development		
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			
SURNAME	COSARES		
FIRST NAME	MARIA ESTRELLA		
MIDDLE NAME	ZAMORA		

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	Bitanhuan Elementary School	Elementary School	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		2007	
GRADUATE STUDIES	N/A						

SIGNATURE		DATE
01/17/2025		

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/17/2025
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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	N/A	N/A	N/A	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			
	Enhancing Digital Communication: VOIP Phone Mastery and Output Messenger Transition	11/20/2024	11/20/2024	3	Technical	Information & Communications Technology Management Center (ICTMC), Visayas State University
	Generative AI Workshop Seminar	09/25/2024	09/26/2024	16	Technical	Instruction and Evaluation Office, Visayas State University
	Attended the ISO 9001:2015 Awareness/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	16	Technical	HRMO-LDHRAO
	Shaping Culture: Embracing Values for Productive Workplace Performance	05/15/2024	05/15/2024	8	Technical	HRMO-LDHRAO
	Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)	02/23/2024	02/23/2024	8	Technical	HRMO Visayas State University
	Faculty Onboarding 2nd Semester A.Y. 2023-2024	01/15/2024	01/15/2024	8	Instruction	Instruction and Evaluation Office, Visayas State University
	HRIS Software Onboarding	12/06/2023	12/06/2023	8	Technical	HUMAN RESOURCE MANAGEMENT OFFICE, VISAYAS STATE UNIVERSITY
	Unlocking Excellence: 5S Revolution for Clerks and Heads at the Visayas State University	11/29/2023	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 University
	Mental Health Wellness Seminar	04/25/2023	04/25/2023	4	Technical	ODHRM Visayas State University
	Learn and Re-learn: VSU Table of Specifications and Item Test Analysis	04/04/2023	04/04/2023	4	Instruction	Instruction and Evaluation Office, Visayas State University
	Faculty Onboarding 2nd Semester A.Y. 2022-2023	02/17/2023	02/17/2023	8	Instruction	Instruction and Evaluation Office, Visayas State University
	ISO 9001:2015 Awareness/Re-awareness Virtual Seminar	02/15/2023	02/15/2023	3	Technical	Office of the President, Visayas State University
	Mandatory Orientation and Re-Orientation of Academic Advisers and Department Enrolment Focal Persons for 2nd Semester AY 2022-2023	02/10/2023	02/10/2023	4	Technical	Instruction and Evaluation Office, Visayas State University
	Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines	09/07/2022	09/07/2022	4	Technical	Office of the Director for Quality Assurance, Visayas State University

PLEASE SEE ATTACHMENT A

(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)
	Microsoft Office		N/A		N/A
	Adobe Acrobat		N/A		N/A
	Clerical Skills		N/A		N/A
	Canva		N/A		N/A
	Video Editing		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/17/2025
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Attachment A.1

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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: 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 alternate Document 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


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

Date: January 17, 2025