

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	QUIMBO		
FIRST NAME	HANNAH MAE	NAME EXTENSION (JR., SR) NA	
MIDDLE NAME	EVANGELIO		
3. DATE OF BIRTH (mm/dd/yyyy)	10/6/1990	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	KORONADAL CITY, SOUTH COTABATO	If holder of dual citizenship, please indicate the details.	Philippines
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	House/Block/Lot No. Street Lopfa Brgy. Kilim Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.52m	ZIP CODE	6521
8. WEIGHT (kg)	78 kg		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	09 Belocura Street House/Block/Lot No. Street Purok Centro II Barangay Morales Subdivision/Village Barangay Koronadal City South Cotabato City/Municipality Province
10. GSIS ID NO.	2004558992	ZIP CODE	9506
11. PAG-IBIG ID NO.	1210-2410-4900		
12. PHILHEALTH NO.	12-051052621-5	19. TELEPHONE NO.	NONE
13. SSS NO.	None	20. MOBILE NO.	09557526481
14. TIN NO.	309-796-157	21. E-MAIL ADDRESS (if any)	hannahmae.quimbo@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V000845		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	QUIMBO	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)	
FIRST NAME	LEONIL	NAME EXTENSION (JR., SR) N/A	LEONESSA MAE E. QUIMBO	6/4/2016
MIDDLE NAME	AMPILANON		LEONE PAUL E. QUIMBO	12/14/2021
OCCUPATION	Self - employed			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	EVANGELIO			
FIRST NAME	ROLANDO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	ARTIZON			
25. MOTHER'S MAIDEN NAME				
SURNAME	LADIANGHIBONG			
FIRST NAME	CLARITA			
MIDDLE NAME	PANES			

(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	Koronadal Central Elementary School II	Primary Education	1997	2003	GRADUATED	2003	3rd honorable mentioned
SECONDARY	Koronadal National Comprehensive High School	secondary Education	2003	2007	GRADUATED	2007	None
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 Hotel, Restaurant and Tourism Management (BSHRTM)	2007	2011	GRADUATED	2011	Cum Laude
GRADUATE STUDIES	Universty of Cebu- Main Campus	Master of Business Administration major in Hotel, Restaurant Management (MBA-HRM)	2013	2014	GRADUATED	2014	None

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/6/2027
-----------	---	------	-----------

[illegible]

(Continue on separate sheet if necessary)

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

INCLUSIVE DATES				SALARY/ JOB/PAY		
-----------------	--	--	--	-----------------	--	--

[illegible]

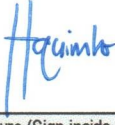
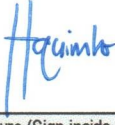
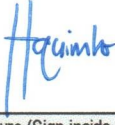






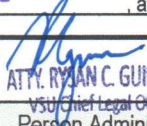
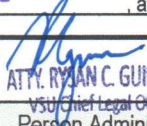
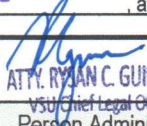
(Continue on separate sheet if necessary)

SIGNATURE	H. Quint
-----------	----------

DATE _____

10/6/2022

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			
	NA	NA	NA	NA	NA	
(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			
	FACULTY IMMERSION on Advance Front Office Operation	12/7/2021	6/8/2021	300 hours	Supervisory	Astoria Culinary and Hospitality Institute
	TURNITIN Instructor's Workflow Training	5/31/2021	5/31/2021	8	Technical	Visayas State University
	FRONT OFFICE OPERATIONS UNDER THE NEW NORMAL	3/25/2021	3/25/2021	8	Technical	Department of Tourism VIII
	ECHO-WEBINAR on the TIEC-CHED Flexible Learning Foundation Virtual Conferences	3/15/2021	3/16/2021	16	Technical	Department of Tourism VIII
	MANAGING SUSTAINABLE TOURISM	11/3/2021	11/3/2021	8	Technical	Department of Tourism Region VIII
	ScienceDirect Articles and Journals: Choosing the Right One for Your Research	1/29/2021	1/29/2021	4 hours	Technical	Visayas State University
	"Handmade: Tourism Product Development for Inclusivity"	12/16/2020	12/16/2020	4 hours	Technical	Philippine Tourism Education
	INFECTION PREVENTION AND CONTROL: CLEANING, DISINFECTION AND HYGIENE IN TOURISM HOSPITALITY FACILITIES	8/7/2020	9/7/2020	16 hours	Technical	Department of Tourism Region VIII
	Events Management NC III Assessment	12/19/19	12/19/19	8 hours	Technical	TESDA-Region VII
	Travel Services NC II Assessment	12/18/19	12/18/19	8 hours	Technical	TESDA-Region VII
	Tourism Promotions NC II	12/17/19	12/17/19	8 hours	Technical	TESDA-Region VII
	Training-Workshop on Events Management	3/11/19	3/13/19	24 hours	Technical	International Skills Republic Academy Inc.
	Training-Workshop on Tourism Promotions	3/10/19	3/10/19	8 hours	Technical	International Skills Republic Academy Inc.
	Training-Workshop on Travel and Tour Operations	3/9/2019	3/9/2019	8 hours	Technical	International Skills Republic Academy Inc.
	Seminar-Workshop on News/Feature Writing ad Basic Photography	11/13/2018	11/14/2018	16 hours	Technical	Visayas State University - Alumni and Community Relations Office
	Extension Proposal Writing	07/18/2018	07/20/2018	24 hours	Technical	Visayas State University - Office of the Vice President for Research and Extension
	Lecture on Customer Service (Handling Guest Complaints and Quality Service)	11/3/2018	11/3/2018	2 hours	Technical	World of Adventure Trave and Tours
	Lecture on Hotel Operation and Demo on Basic F&B Service	11/3/2018	11/3/2018	2 hours	Technical	Jpark Resort and Waterpark ,Cebu
	Effective Customer Service Training	1/24/2018	1/24/2018	8 hours	Technical	Department of Tourism VIII
(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)	
	Basic Skills in MS Word, MS Excel,MS Publisher , MS PPT		Department- Based Guidance Facilitator (2015-2019)		Eastern Visayas Tourism Association	
	Travel , Reading books, listening to music		Adviser of VSU course related organization : Society of Hospitality and Tourism students (2021-present)			
			Adviser of VSU Religious organization in the campus - The Redeemed Campus Ministry (2016-May 2019)			
(Continue on separate sheet if necessary)						
SIGNATURE		Hagimh		DATE	10/6/2022	

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to chief of bureau or office or to the person who has immediate supervision over you in the 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>I formally resigned from my first job because I was accepted in the University where I applied as an instructor.</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 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)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Rev. Pastor Jasher Gasataya</td><td>Koronadal City, South Cotabato</td><td>9173050963</td></tr><tr><td>Nancy V. Dumaguing</td><td>Visca, Baybay City, Leyte</td><td>9268014558</td></tr><tr><td>Chelyn G. Estillore</td><td>Gabas, Baybay city, Leyte</td><td>9771565235</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Rev. Pastor Jasher Gasataya	Koronadal City, South Cotabato	9173050963	Nancy V. Dumaguing	Visca, Baybay City, Leyte	9268014558	Chelyn G. Estillore	Gabas, Baybay city, Leyte	9771565235
NAME	ADDRESS	TEL. NO.											
Rev. Pastor Jasher Gasataya	Koronadal City, South Cotabato	9173050963											
Nancy V. Dumaguing	Visca, Baybay City, Leyte	9268014558											
Chelyn G. Estillore	Gabas, Baybay city, Leyte	9771565235											
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.													
<table><tr><td>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: VSU Employee ID</td></tr><tr><td>ID/License/Passport No.: V000845</td></tr><tr><td>Date/Place of Issuance: January 2, 2010</td></tr></table>	Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: VSU Employee ID	ID/License/Passport No.: V000845	Date/Place of Issuance: January 2, 2010	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>10/6/2022</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	10/6/2022	Date Accomplished				
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance													
Government Issued ID: VSU Employee ID													
ID/License/Passport No.: V000845													
Date/Place of Issuance: January 2, 2010													
													
Signature (Sign inside the box)													
10/6/2022													
Date Accomplished													
<table><tr><td></td></tr><tr><td>PHOTO</td></tr><tr><td></td></tr><tr><td>Right Thumbmark</td></tr></table>			PHOTO		Right Thumbmark								
													
PHOTO													
													
Right Thumbmark													
SUBSCRIBED AND SWORN to before me this <u>13 OCT 2022</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td>ATTY. RYAN C. GUINOCOR</td></tr><tr><td>VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYAN C. GUINOCOR	VSU Chief Legal Officer	Person Administering Oath								
													
ATTY. RYAN C. GUINOCOR													
VSU Chief Legal Officer													
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 15, 2022 – present
- Position: Instructor III
- Name of Office/Unit: Department of Tourism and Hospitality Management
- Immediate Supervisor: Venice B. Ibañez
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

Summary of Actual Duties

1. Teaches assigned subjects and performs other teaching related functions, among others, the following:
 - a. Prepares and revised teaching materials/guides and submit to department head
 - b. Prepares and gives examinations (mid/final/long/quizzes)
 - c. Checks test papers and returns to students one week after examination
 - d. Submits grade sheets within prescribed period to the Registrar through the department
 - e. Makes himself available for consultation by his/her students during scheduled consultation hours
2. Performs research and/or extension functions, among others the following:
 - a. Prepares research/extension proposals
 - b. Implements duly approved research/extension projects within time frame
 - c. Prepares and prepares reports within the prescribed period
 - d. Presents research/extension outputs during conferences/fora of legitimate professional organizations
 - e. Submits output for possible publication/patenting
3. Performs administrative functions (if applicable)
4. Performs other functions, among others:
 - a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions
 - b. Perform functions related to academic advising.
 - c. Perform functions as the Industry Practice Report Adviser. Provide comments, feedbacks and inputs for the improvement of advisees' internship report.
 - d. Performs functions as Thesis adviser to BSTM students.
 - e. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President

- Duration: July 1, 2019 – September 14, 2022
- Position: Instructor II
- Name of Office/Unit: Department of Tourism and Hospitality Management
- Immediate Supervisor: Venice B. Ibañez
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

Summary of Actual Duties

1. Teaches assigned subjects and performs other teaching related functions, among others, the following:
 - a. Prepares and revised teaching materials/guides and submit to department head
 - b. Prepares and gives examinations (mid/final/long/quizzes)
 - c. Checks test papers and returns to students one week after examination
 - d. Submits grade sheets within prescribed period to the Registrar through the department
 - e. Makes himself available for consultation by his/her students during scheduled consultation hours
2. Perform functions as research and/or extension functions, among others the following:
 - a. Conducts collegiate discussion for possible research and extension project.
 - b. Draft extension proposal.
3. Performs administrative functions (if applicable)
4. Performs other functions, among others:
 - f. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions
 - g. Perform functions related to academic advising.
 - h. Perform functions as the Industry Practice Report Adviser. Provide comments, feedbacks and inputs for the improvement of advisees' internship report.
 - i. Performs functions as Thesis adviser to BSTM students.
 - j. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President

- Duration: July 1,2014 – May 31,2016
- Position: Instructor I
- Name of Office/Unit: Department of Tourism and Hospitality Management
- Immediate Supervisor: Dr. Nancy V. Dumaguing
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- Summary of Actual Duties

1. Teaches assigned subjects and performs other teaching related functions, among others, the following:
 - a. Prepares and revised teaching materials/guides and submit to department head
 - b. Prepares and gives examinations (mid/final/long/quizzes)
 - c. Checks test papers and returns to students one week after examination
 - d. Submits grade sheets within prescribed period to the Registrar through the department
 - e. Makes himself available for consultation by his/her students during scheduled consultation hours

2. Performs other functions, among others:

- a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions
- b. Perform functions related to academic advising.
- c. Perform functions as the Industry Practice Report Adviser. Provide comments, feedbacks and inputs for the improvement of advisees' internship report.
- d. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President

- Duration: November 15,2012– May 31,2014
- Position: Part-Time Instructor
- Name of Office/Unit: Department of Tourism and Hospitality Management
- Immediate Supervisor: Dr. Eunice I. Beray
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

Summary of Actual Duties

1. Teaches assigned subjects and performs other teaching related functions, among others, the following:

- a. Prepares and revised teaching materials/guides and submit to department head
- b. Prepares and gives examinations (mid/final/long/quizzes)
- c. Checks test papers and returns to students one week after examination
- d. Submits grade sheets within prescribed period to the Registrar through the department
- e. Turns over class records to department heads within two weeks after final examination
- f. Makes himself available for consultation by his/her students during scheduled consultation hours
- g. Performs other functions assigned by the department head

- Duration: November 15,2012– May 31,2014
- Position: Customer Service Representative
- Name of Office/Unit: Customer Service Department
- Immediate Supervisor: Mr. Earl Dimayuga
- Name of Agency/Organization and Location: Xlibris Philippines Inc., 6th Floor TGU Tower, IT Park, Lahug, Cebu City

Summary of Actual Duties

1. Facilitated customer's concerns and inquiries received through telephone calls and electronic mail.
2. Designated as the Senior Representative and was assigned to assist the junior representatives in providing quality service to the customers.
3. Checked the quality of email responses sent to the clients and perform other responsibilities tasked by the company.


HANNAH MAE E. QUIMBO

(Signature over Printed Name
of Employee/Applicant)

Date: 10 / 6 / 2022