

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	Gadin		
FIRST NAME	Ric-An Artemio	NAME EXTENSION (JR, SR) N/A	
MIDDLE NAME	Surio		
3. DATE OF BIRTH (mm/dd/yyyy)	09/11/1984	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	Catbalogan City, Samar	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input 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	Lot 12 Block 4 Phase 3 House/Block/Lot No. Street Camella Homes Subd. Brgy. Campetic Subdivision/Village Barangay Palo Leyte City/Municipality Province
7. HEIGHT (m)	2.6	ZIP CODE	6501
8. WEIGHT (kg)	68	18. PERMANENT ADDRESS	Lot 12 Block 4 Phase 3 House/Block/Lot No. Street Camella Homes Subd. Brgy. Campetic Subdivision/Village Barangay Palo Leyte City/Municipality Province
9. BLOOD TYPE	"A+"	ZIP CODE	6501
10. GSIS ID NO.	NA	19. TELEPHONE NO.	NA
11. PAG-IBIG ID NO.	170000946330	20. MOBILE NO.	+639154528379
12. PHILHEALTH NO.	130500756366	21. E-MAIL ADDRESS (if any)	rasgadin01@gmail.com
13. SSS NO.	06-2637093-6		
14. TIN NO.	940-847-391		
15. AGENCY EMPLOYEE NO.	NA		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NA	NAME EXTENSION (JR, SR)	NA	NA
MIDDLE NAME	NA		NA	NA
OCCUPATION	NA		NA	NA
EMPLOYER/BUSINESS NAME	NA		NA	NA
BUSINESS ADDRESS	NA		NA	NA
TELEPHONE NO.	NA		NA	NA
24. FATHER'S SURNAME	Gadin		NA	NA
FIRST NAME	Artemio	NAME EXTENSION (JR, SR)	NA	NA
MIDDLE NAME	Manatad		NA	NA
25. MOTHER'S MAIDEN NAME	Surio		NA	NA
SURNAME	Gadin		NA	NA
FIRST NAME	Teresita		NA	NA
MIDDLE NAME	dela Cruz		(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)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	Sacred Heart College	Elementary	1990	1996		1996	NA
SECONDARY	Leyte National High School	High School Diploma	1996	2001		2001	NA
VOCATIONAL / TRADE COURSE	St. Scholastica's College of Health Sciences	Associate in Health Science Education	2002	2004		2004	NA
COLLEGE	St. Scholastica's College of Health Sciences	Bachelor of Science in Nursing	2002	2006		2006	NA
GRADUATE STUDIES	The Philippine Women's University	Master of Arts in Nursing	2008	2012		2012	NA
GRADUATE STUDIES	Universidad Internacional Isabel I de Castilla	Master of Business Administration	2020	2021		2021	NA
GRADUATE STUDIES	Dr. Gloria D. Lacson Foundation Colleges, Inc.	Doctor of Philosophy in Educational Psychology	2018	2020		2020	NA
GRADUATE STUDIES	Don Mariano Marcos Memorial State University	Doctor of Philosophy in Development Administration	2015	Present	61	NA	NA

SIGNATURE		DATE	02-07-2021
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#### IV. CIVIL SERVICE ELIGIBILITY

[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.

[illegible]

(Continue on separate sheet if necessary)

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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		

(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			
	INTERNAL EXAMINATION & SUTURING OF PERINEAL LACERATIONS	08/27/2008	08/29/2008	24.0	Technical	Maternal and Child Nurses Association of the Philippines
	IV THERAPY FOR TRAINERS & PRECEPTORS	04/25/2008	04/25/2008	8.0	Technical	Association of Nursing Service Administrators of the Philippines, Inc.
	PROTECTING HUMAN RESEARCH PARTICIPANTS	11/06/2014	11/06/2014	8.0	Technical	National Institute of Health
	BASIC CERTIFICATE IN QUALITY and SAFETY	02/11/2017	02/12/2017	18.0	Technical	Institute of Healthcare Improvement, USA
	NIH STROKE SCALE A-V3 CERTIFICATION	09/06/2019	09/06/2019	8.0	Technical	National Institute of Health
	LEADERSHIP and MANAGEMENT	09/10/2020	09/10/2020	10.0	Managerial / Supervisory	Sigma Theta Tau International
	NURSE SCIENTIST COURSE	05/01/2020	05/05/2020	40.0	Managerial / Supervisory	National Institute of Nursing Research
	COACHING IN NURSING	10/09/2020	10/09/2020	1.3	Managerial / Supervisory	Sigma Theta Tau International
	BASIC LIFE SUPPORT	05/09/2022	05/09/2022	8.0	Technical	Saudi Heart Association
	BASIC CERTIFICATE IN QUALITY and SAFETY	01/02/2017	03/02/2017	18.0	Managerial / Supervisory	Institute of Healthcare Improvement, USA
	TOT ON THE GO TEACHING AND ASSESSMENT COURSE	10/24/2023	10/24/2023	8.0	Managerial / Supervisory	Saudi Commission for Health Specialties

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
		FELLOW, Royal Institute of Nurses, Singapore		Sigma Theta Tau International Honor Society of Nursing (Pi Iota Chapter)
		ASSOCIATE FELLOW, Colege of Health Service Management, Australia		Australasian Colege of Health Service Management
				Philippine College of Hospital Administrators, Philippines
				Association of Nursing Service Administrators of the Philippines, Philippines
				Beta Nu Delta Nursing Society (BND) Cebu City, Philippines
				Philippine Nurses Association, Tacloban City, Philippines

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02-02-2024
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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 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)?

☐ YES☒ NO

☐ YES☒ 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?

☐ YES☒ NO

☐ YES☒ 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?

☐ YES☒ 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?

☐ YES☒ NO

If YES, give details:

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?

☐ YES☒ NO

If YES, give details:

☐ YES☒ NO

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES☒ 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?

☐ YES☒ NO

If YES, please specify:

☐ YES☒ NO

If YES, please specify ID No:

☐ YES☒ NO

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Ma. Victoria S. Cagnan	Tacloban City	639173217352
Elizabeth Nochete	Catarman, N. Samar	639173023869
Ralph Alvin Caca	Tacloban City	639088823804


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: PRC

ID/License/Passport No.: 0397151

Date/Place of Issuance: 08/16/2006; Tacloban City



Signature (Sign inside the box)


02-07-2024

Date Accomplished

Risa L. Guinocor

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 08 FEB 2024, affiant exhibiting his/her validly issued government ID as indicated above.

  
ATTY. RISA L. GUINOCOR  
VSU Chief Legal Officer

Person Administering Oath

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## 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: December 29, 2017 to December 28, 2023
- Position: Clinical Instructor / Clinical Nurse Educator
- Name of Office/Unit: Nursing Education – Nursing Department
- Name of Agency/Organization and Location: Armed Forces Hospital Southern Region, Khamis Mushayt, Saudi Arabia
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Actively Participates in the standardization and delivery of nursing education activities to help drive and deliver required changes, in collaboration with other disciplines and stakeholders.
    - Responsible for leading and managing a team of Clinical Resource Nurses (CRN) in delegated units or work programs, ensuring consistent standards in format and content, evidence-based best practice, and in alignment of all educational programs with the needs of patients, the nursing profession, and services in the organization.
    - Collaborates with nursing leaders to ensure the delivery of education and education services matches the requirements of the clinical area(s) of responsibility and is aligned with the vision, mission, values, and goals of the department and the organization.

- Duration: February 8, 2015 to April 15, 2017
- Position: Nurse Educator / Chief Nurse (A)
- Name of Office/Unit: Nursing Service Department
- Name of Agency/Organization and Location: Muhayl National Hospital, Muhayil, Saudi Arabia
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Promotes and provides support to meet the Nursing Services Department philosophy and standards of care by assisting with the ongoing assessment, planning, implementation, and evaluation of orientation, in-service staff development, and continuing education programs for the nursing personnel as an educator, consultant, facilitator, change agent, leader, and researcher, while being instrumental in creating a professional nursing climate within MNH to meet the needs of the diverse units and global needs of the hospital.
  - Manages and directs the activities of the Nursing Services Department to carry out the objectives of the organization in providing quality health care to patients and participating in community and government health programs.
  - Responsible for all nursing care provided through planning, directing, organization, and control of all hospital and ambulatory nursing services activities and through consultation and review of nursing care provided outside of the Nursing Services Department.

- Duration: March 15, 2012 to January 15, 2015
- Position: **Chief Nurse**
- Name of Office/Unit: Nursing Service Department
- Name of Agency/Organization and Location: Catarman Doctors' Hospital, Northern Samar, Philippines



- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Manage and supervise the entire Nursing Service Department.
  - Maintain regulatory compliance approvals and accreditation.
  - Work with senior management to develop strategic plans.
  - Ensure patient-care, clinical, and staffing standards are met.
  - Develop patient-care programs, manage nursing budgets, and establish nursing policies and procedures.
  - Conduct performance improvement activities and maintain the competency of nursing service personnel through a staff development program.
  - Create an environment that fosters collaboration

- Duration: November 8, 2010 to July 31, 2012
- Position: Clinical Instructor
- Name of Office/Unit: College of Nursing
- Name of Agency/Organization and Location: St. Scholastica's College Tacloban, Tacloban City, Leyte, Philippines
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Generate an environment conducive to teaching and learning.
  - Should be an example of an efficient, competent, and compassionate professional nurse.
  - Responsible for the teaching of nursing procedures, theories, and concepts related to the nursing profession with a focus on knowledge, skills, and attitude.
  - Responsible for mentoring the student nurse as specified in the nursing curriculum with definitions and applications of nursing as a science, art, and profession.
  - Guide students in their practice with the emphasis on 11 key areas of responsibility and core competency in nursing.
  - Trains students with the current trends of nursing care with a focus on evidence-based nursing.
  - Supervise the students in their related learning experience in the clinical setting (hospital/community) and supervises them with compassion and creativity that is beneficial to the students

- Duration: June 1, 2007 to January 8, 2010
- Position: **Perioperative Nurse / Clinical Supervisor**
- Name of Office/Unit: (OR/PACU/ Special Areas) Nursing Service Department
- Name of Agency/Organization and Location: Our Lady of Porziuncola Hospital, Inc., Calbayog, Western Samar, Philippines
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Effectively function as the scrub or circulator during the surgical procedures for all types of elective and emergency cases performed, including abdominal, Urology, EENT, Aesthetic, Orthopedics, and OB/GYNE.
  - Utilizes appropriate interview skills to accurately identify existing and potential problems and formulate a nursing assessment. Ensure that necessary patient safety precautions are taken.
  - Provide care based on ethical concepts, respect for life, dignity, human worth, and the individuality of each human being.
  - Participates in and utilizes performance improvement to enhance patient care outcomes.
  - Coordinate, plan, and implement the newest approaches and practices to deliver efficient, cost-effective surgical care for the beneficiary population.



- Develops and initiates innovative and individualized teaching programs for the patients and staff requiring special approaches.
- Monitors and evaluates the quality of care with a focus on patient safety.
- Functions in a line management position as a liaison between staff members, the administrative department, and the medical department.
- Identifies and manages the Operating Room Suite to achieve an efficient and effective manner by supervising, coaching, empowering, motivating, and disciplining associates.
- Effectively functions to Provide patient care that is reflective of the client's condition in the Post Anesthesia Care Unit critical setting with coordination with surgeons and anesthesiologists.
- Responsible for hospital-wide patient care activities for a range of nursing departments.
- Responsible for administering all Personnel Policies and Procedures fairly and equitably.
- Creates and maintains a high-performance environment characteristic of positive leadership and strong team orientation.
- Assist in resolving complex patient and staff complaints and grievances.
- Organize, supervise, and direct the operation of urgent care.
- Supervise assigned personnel to ensure that nursing care services are being provided following regulations, policies, procedures, and good practice, and are effectively meeting the needs of clients.
- Assures the continuity and quality of patient care by following appropriate clinic/unit protocols and the supervision and evaluation of assigned personnel.
- Participates in orientation programs for new employees and ongoing in-service education/training for current employees to explain and describe the Nursing Services Department, its current and projected activities, and its policies, procedures, and practices.
- Ensure that a sufficient number of competent personnel are available for each shift to meet the nursing needs of clients.



Ric-Ay Antonio S. Gaslin  
 (Signature over Printed Name  
 of Employee/Applicant)

Date: 02-07-2024