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 () a 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 2. SURNAME MONDAL NAME EXTENSION (JR., SR) FIRST NAME NELSIE MIDDLE NAME **FERNANDEZ** 3. DATE OF BIRTH 12/8/1975 16. CITIZENSHIP ✓ Filipino Dual Citizenship (mm/dd/yyyy) ✓ by birth by naturalization 4. PLACE OF BIRTH BAYBAY CITY, LEYTE If holder of dual citizenship, Pls. indicate country: please indicate the details Male ✓ Female 5. SEX V Single ✓ Married 17. RESIDENTIAL ADDRESS N/A PUROK 1 6 CIVIL STATUS Widowed Separated House/Block/Lot No. N/A PANGASUGAN Other/s: Subdivision/Village Barangay BAYBAY LEYTE 7. HEIGHT (m) 1.52 City/Municipality 8. WEIGHT (kg) 68 ZIP CODE 6521 18. PERMANENT ADDRESS N/A PUROK 1 9. BLOOD TYPE A+ House/Block/Lot No. Street N/A PANGASUGAN 10. GSIS ID NO. 20-055769-28 Subdivision/Village Barangay BAYBAY LEYTE 11. PAG-IBIG ID NO 1210-1530-3495 City/Municipality Province 12. PHILHEALTH NO 19-089756322-7 ZIP CODE 6521 13. SSS NO. 0111-3067672-7 19. TELEPHONE NO. N/A 14 TIN NO 225-909-766-000 20 MOBILE NO 0939-764-3709 N/A 0 VO 443 15. AGENCY EMPLOYEE NO 21. E-MAIL ADDRESS (if any) nelsie.mondal@vsu.edu.ph FAMILY BACKGROUN 22. SPOUSE'S SURNAME MONDAL 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) N/A FIRST NAME **HERNANDO** CARL JUSTIN F. MONDAL 12/18/2008 MIDDLE NAME LABAYAN OCCUPATION ASSOCIATE PROFESSOR II EMPLOYER/BUSINESS NAME VISAYAS STATE UNIVERSITY **BUSINESS ADDRESS** VISCA, BAYBAY CITY, LEYTE TELEPHONE NO. N/A 24. FATHER'S SURNAME **FERNANDEZ** NAME EXTENSION (JR., SR) N/A FIRST NAME ODON **GUCELA** MIDDLE NAME 25. MOTHER'S MAIDEN NAME SURNAME MODINA LILIA FIRST NAME MIDDLE NAME **POSAS** (Continue on separate sheet if necessary) SCHOLARSHIP/ HIGHEST LEVEL/ PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE YEAR ACADEMIC LEVEL UNITS EARNED (Write in full) GRADUATED (Write in full) HONORS (if not graduated) RECEIVED From To ELEMENTARY PANGASUGAN COMMUNITY SCHOOL ELEMENTARY GRADUATED 1983 1989 1989 VALEDICTORIAN EXPERIMENTAL RURAL HIGH SCHOOL SECONDARY SECONDARY 1989 1993 GRADUATED 1993 N/A VOCATIONAL / N/A N/A N/A N/A N/A N/A N/A TRADE COURSE VISAYAS STATE COLLEGE OF AGRICULTURE BACHELOR OF SCIENCE IN AGRICULTURE COLLEGE 1993 1998 GRADUATED 1998 N/A **GRADUATE STUDIES** N/A N/A N/A N/A N/A N/A N/A (Continue on separate sheet if necessary) lul SIGNATURE DATE March 12, 2025

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?7. CARE		. 1080 (BOARD/ BAR) UNDER AWS/ CES/ CSEE	RATING	DATE OF EXAMINATION /	PLACE OF EXAMINA	TION / CONFEI	RMENT	LICENSE (if a	pplicable) Date of
BARANGAY ELIGIBILITY / DRIVER'S LICENSE (If Applicable)			CONFERMENT	ATION / CONFERNIENT		NUMBER	Validity		
AREER SERVICE SUBPROFESSIONAL ELIGIBILITY 80.28%			4/15/2018	TACLOE	TACLOBAN CITY			N/A	
PAREER SERVICE PROFESSIONAL ELIGIBILITY 81.19%			3/17/2019	ORMO	N/A	N/A			
							3-28-27		
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B. INCL	USIVE DATES am/dd/yyyy)	POSITION TI	TLE	DEPARTMENT / AGEN	ICY / OFFICE / COMPANY	MONTHLY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP	STATUS OF	GOV'T SERVIC
From	То	(Write in full/Do not a	abbreviate)	(Write in full/E	o not abbreviate)	SALARY	(Format *00-0*)/ INCREMENT	APPOINTMENT	(Y/ N)
8/02/2021	Present	Administrative Aide IV		OFFICE OF THE VICE PR		16,334.00	N/A	PERMANENT	YES
3/18/2019	08/01/2021	Administrative Aide III		OFFICE OF THE VICE PR	ESIDENT FOR ACADEMIC	13,572.00	N/A	PERMANENT	YES
02 /11/2019	3/17/2019	CLERK	To get a	OFFICE OF THE VICE PR	ESIDENT FOR	9172.30	N/A	JOB ORDER	YES
01/01/2018	10/2/2019	CLERK		OFFICE OF THE REGISTE VISAYAS STATE UNIVERS	6600.00	N/A	JOB ORDER	YES	
02 /01/2013	12 /31/2017	CLERK		ALUMNI AND COMMUNIT VISAYAS STATE UNIVERS	SITY	6600.00	N/A	JOB ORDER	YES
11 /01/2010	12 /31/2010	CLERK		DEPARTMENT OF BIOLOGOUS VISAYAS STATE UNIVERS		6600.00	N/A	JOB ORDER	YES
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VI. VOLUNTARY WORK OR INVOLVEMENT	IN CIVIC / NON-GOVERNMENT	/ PEOPLE / V	OLUNTARY (ORGANIZATIO	N/S		
29. NAME & ADDRESS OF ORGANIZATION (Write in full)			INCLUSIVE DATES (mm/dd/yyyy) From To		POSITION / NATURE OF WORK		
N/A	N/A	N/A	N/A	Walings S	N/A		
	LIMBAY F L. T						
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	The said and a second						
VII. LEARNING AND DEVELOPMENT (L&D,		NAME OF TAXABLE PARTY OF TAXABLE PARTY.	I sheet if necessary TTENDED)			
Start from the most recent L&D/training program and inclu	de only the relevant L&D/training taken for		ears for Division C	hief/Executive/Man			
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		ATTEN (mm/d	DANCE d/yyyy)	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
JNLOCKING EXCELLENCE: THE 5S REVOLUTION FOR CLE	RKS AND HEADS AT VISAYAS STATE	From 11/29/2023	To 11/29/2023	8	Participant	VISAYAS STATE UNIVERSITY, BAYBAY CITY,	
UNIVERSITY LAYO NA, PERO LAYO PA: CONVERSATIONS ON CREATIN	G A GENDER-EQUAL AND SOCIALLY-	3/8/2023	3/8/2023	4	Participant	VSU GRC-WEBINAR via ZOOM	
INCLUSIVE UNIVERSITY FRONTLINE AND EXCELLENT CUSTOMER SERVICE		11/9/2022	11/11/2022	24	Participant	POAP, GREAT EASTERN HOTEL, QUEZON CITY	
ORIENTATION/RE-ORIENTATION OF DUTIES AND RESPONSIBILITIES OF			9/7/2022	8	Participant	VISAYAS STATE UNIVERSITY, BAYBAY CITY,	
dDRCs and AdDRCs ISO 9001:2015 AWARENESS /RE-AWARENESS SEMIN	IAR	9/7/2022 8/30/2022	8/30/2022	8	Participant	VISAYAS STATE UNIVERSITY, BAYBAY CITY,	
HANDS-ONLY CARDIOPULMONARY RESUSCITATION		7/21/2022	7/21/2022	8	Participant	DOH, HELD AT VISAYAS STATE UNIVERSITY,	
TYPHOON AWARENESS AND CALAMITY READINESS		6/29/2022	6/29/2022	4	Participant	VSU DMet-WEBINAR via ZOOM	
WOMEN'S MONTH: A WEBINAR ON MENOPAUSE AND PROBLEMS	WOMEN'S MONTH: A WEBINAR ON MENOPAUSE AND OTHER COMMON GYNECOLOGIC			4	Participant	VSU GAD-WEBINAR via ZOOM	
WOMEN INSPIRING WOMEN			3/7/2022	4	Participant	VSU GAD-WEBINAR via ZOOM	
SO 9001:2015 AWARENESS /RE-AWARENESS WEBINAR			9/13/2021	8	Participant	VSU-WEBINAR via ZOOM	
HEART2SPEAK LITE: A STRENGTHS-BASED APPROACH ON DEALING WITH CHALLENGES N LIFE AND AT WORK			9/21/2021	4	Participant	VSU USHER-WEBINAR via ZOOM	
REBUILDING THE ECONOMY FROM THE COVID-19 P HEIS	REBUILDING THE ECONOMY FROM THE COVID-19 PANDEMIC: THE ROLE OF SUCS AND			2.5	Participant	VSU-WEBINAR via ZOOM	
ISO 9001:2015 AWARENESS /RE-AWARENESS WEBI	NAR	11/27/2020	11/27/2020	8	Participant	VSU-WEBINAR via ZOOM	
DOCUMENT TRACKING SYSTEM	The second of th	11/13/2020	11/13/2020	3	Participant	VSU-WEBINAR via ZOOM	
ISO DOCUMENT CONTROL	A survey or some owners and security and the first	09/21/2020	09/21/2020	8	Participant	VSU-WEBINAR via ZOOM	
ENHANCING SUC'S PRODUCTIVITY THROUGH SMAR MANAGEMENT	T AND EFFICIENT RECORDS	10/16/2019	10/18/2019	24	Participant	PASUC, HOTEL REMBRANDT, QUEZON CITY	
ORIENTATION OF NEWLY-HIRED ADMIN PERSONNE		09/02/2019	09/02/2019	8	Participant	VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	
ORIENTATION WORKSHOP AMONG JOB ORDER CLE	RKS AND LABORATORY TECHNICIAN	01 / 15 / 2019	01/15/2019	8	Participant	VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	
GENDER SENSITIVITY TRAINING FOR THE ADMINIST	RATIVE AND SUPPORT STAFF	09 / 11 / 2018	09 / 11 / 2018	8	Participant	VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	
COMMUNITY GUIDING TRAINING		11 / 8 / 2017	11 / 14 / 2017	56	Participant	DEPARTMENT OF TOURISM, REGION VIII	
SALES AND CUSTOMER SERVICE WORKSHOP				8	Participant	BREEDERS AGRIVET SUPPLIES, INCORPORATED	
VIII. OTHER INFORMATION	(Con	unue on separate	sheet if necessary	,			
31. SPECIAL SKILLS and HOBBIES	32. NON-		NCTIONS / RECOG e in full)	GNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
COMPUTER SKILLS		NA			Administrative Personnels Association (AdPA		
TYPING SKILLS						1	
COMMUNICATION SKILLS							
				00. 2			
		'g 3 APR 2125					
	Con	itinue on separate	sheet if necessar	y)			
	Journhal			14.25	¥	03/12/2025	

Are you related by consanguinity or affinity to the appoint chief of bureau or office or to the person who has imme Bureau or Department where you will be apppointed, a. within the third degree?	☐ YES ☑ NO				
b. within the fourth degree (for Local Government Unit -	YES NO If YES, give details:				
35. a. Have you ever been found guilty of any administrative	☐ YES ☑ NO If YES, give details:				
b. Have you been criminally charged before any court?	☐ YES ☑ NO If YES, give details: Date Filed: Status of Case/s:				
36. Have you ever been convicted of any crime or violation any court or tribunal?	YES V NO If YES, give details:				
37. Have you ever been separated from the service in any dropped from the rolls, dismissal, termination, end of termination in the public or private sector?	,				
38. a. Have you ever been a candidate in a national or local Barangay election)?	a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?				
[2018] [2019] [2017] [2017] [2017] [2017] [2017] [2017] [2017] [2017] [2017] [2017] [2017] [2017] [2017] [2017]	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?				
39. Have you acquired the status of an immigrant or perma	☐ YES ☑ NO If YES, give details (country):				
 40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) 7277); and (c) Solo Parents Welfare Act of 2000 (RA 89 a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent? 	☐ YES				
41. REFERENCES (Person not related by consanguinity or affinity to ap	plicant /appointee)				
NAME	ADDRESS	TEL. NO.			
DR. ROTACIO S. GRAVOSO	VISCA, BAYBAY CITY, LEYTE	0927-633-3892			
DR. BEATRIZ S. BELONIAS MS. JENNIFER E. ANDO	VISCA, BAYBAY CITY, LEYTE VISCA, BAYBAY CITY, LEYTE	0917-311-3309 565-0600 Loc.			
42. I declare under oath that I have personally accompled complete statement pursuant to the provisions of perimperson of perimperson of perimperson of the provision of perimperson of pe	ished this Personal Data Sheet which is a pertinent laws, rules and regulations of the presentative to verify/validate the contents sta	Republic of the NELSE F. MON'	DAL		
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: PHILHEALTH ID	fmandel				
ID/License/Passport No.: 19-089756322-7	V		alicalia.		
Date/Place of Issuance: 8-16-2004/BAYBAY CITY, LEYTE	Signature (Sign inside the 03/12/2025 Date Accomplished	Right Thumbmark			
SUBSCRIBED AND SWORN to before me this	3 APR 2025 , affiant exhi	oiting his/her validly issued government ID as indicated abo	ove.		
	ATTY. KAREN ABEGAIL S. M Person Administering Oa				

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 AN DEVELOPMENT INTERVENTIONS/TRAINI PROGRAMS in full)	NG (mm/	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
	From	From To				
HRIS SOFTWARE ONBOARDING	12/6/2023	12/6/2023	8	Participant	VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	
ORIENTATION OF GUIDELINES AND PROCEDURES ON PROCESSES/SERVIC THE OFFICES UNDER ADMINISTRATIVE SERVICES OFFICE (ASO)	2/23/2024 ES OF	2/23/2024	8	Participant	CCE BUILDING, VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	
FINANCIAL TRANSACTIONS FORUM	3/20/2024	3/20/2024	8	Participant	CCE BUILDING, VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	
SHAPING CULTURE: EMBRACING VALUE PRODUCTIVE WORKPLACE PERFORMAI		5/15/2024	8	Participant	RDE HALL, VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	
ENHANCING DIGITAL COMMUNICATION: PHONE MASTERY AND OUTPUT MESSEI TRANSITION	N M M M	11/20/2024	4	Participant	VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE (via ZOOM)	
	, ,					

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: August 2, 2021 to Present

Position: Administrative Aide IV

• Name of Office/Unit: Office of the Vice-President for Academic Affairs

Immediate Supervisor: Dr. Beatriz S. Belonias

 Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - 1. Monitor submission and check/review all incoming Individual Faculty Workload of the main and component campus. Acknowledged receipt, dates and records at the IFW monitoring logbook. Countersign IFW for approval of the Vice President and releases the IFW duly acknowledged receipt by the next office/department concerned. Make a summary of all faculty workload of the main and component campus. Prepare a summary for two semesters of faculty workload of main campus to be used for PMT by category. Prepare a performance graph for two semesters of faculty workload of main campus for Management Review report.
 - 2. Monitor submission and check/review the Report of Actual Teaching Load of all departments in the main campus. Acknowledges receipt, dates and records at the monitoring logbook, countersign for approval of the Vice President. And releases with logbook duly acknowledged receipt by the next office/department concerned. Computation of subjects taught, FTE of all teaching staff of the main campus based on the actual teaching load submitted.

3. Updating of CHED Forms (E1 and E2) of the faculty for the normative financing and for data basing of faculty (E1-form: Profile of SUC's Faculty (Secondary); E2-form: Profile of SUC's Tertiary Faculty) –all teaching personnel main campus

4. Review of documents submitted for APB (Request for Hiring/Recommendation for Hiring) such as the projected workload and other supporting documents. Notify/coordinate with the department concerned for any problem/lacking documents with regards to their request/recommendation for hiring before forwarding to the APB Secretary for APB meeting.

5. Perform the functions of the Deputy Document and Records Controller (dDRC) of the office by maintaining, retrieving and controlling of the controlled documents, coordinate and inform relevant personnel on any changes and ensuring the implementation of control of records. Facilitate/help in serving of snacks on meetings set by the OVPAA

and answer phone calls whenever the in-charged is not around.

- 6. Perform other tasks/functions of the office that the immediate supervisor will assign as the need arises.
- Duration: March 18, 2019 to August 1, 2021
- Position: Administrative Aide III
- Name of Office/Unit: Office of the Vice-President for Academic Affairs
- Immediate Supervisor: Dr. Beatriz S. Belonias
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - 1. Review of the Individual Faculty Workload of all teaching staff (Main and External campuses), and make summary, communication on the observations/comments of the reviewed workload for action of the unit heads.
 - Updating of CHED Forms (E1 and E2) of the faculty for the normative financing and for data basing of faculty (E1-form: Profile of SUC's Faculty (Secondary); E2-form: Profile of SUC's Tertiary Faculty) and updating of subjects taught by faculty (main campus only).
 - Reviews documents submitted for APB such as the projected workload and other supporting documents & notify requesting department if there documents are lacking for compliance.
 - 4. Perform the functions of the Deputy Document and Records Controller (dDRC) of the office by maintaining, retrieving and controlling of the controlled documents, assigning of document control numbers and other coding controls, coordinate and inform relevant personnel on any changes and ensuring the implementation of control of records. Filing of relevant records. Answer phone calls.
 - 5. Coordinates and assist the evaluation facilitators in the conduct of the Teaching Performance Evaluation by Students and consolidates the results of the rating summary of the Teaching Performance Evaluation by student.
 - 6. Computation of FTE of all teaching staff based on the actual teaching load.
 - 7. Performs other functions that the immediate supervisor will assign as the need arises.
- Duration: Feb. 11, 2019 to March 17, 2019
- Position: Clerk
- Name of Office/Unit: Office of the Vice-President for Instruction
- Immediate Supervisor: Dr. Beatriz S. Belonias
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - 1. Review of the Individual Faculty Workload of all teaching staff (Main and External campuses), and make summary, communication on the observations/comments of the reviewed workload for action of the unit heads.
 - 2. Updating of CHED Forms (E1 and E2) of the faculty for the normative financing and for data basing of faculty (E1-form: Profile of SUC's Faculty (Secondary); E2-form: Profile of SUC's Tertiary Faculty) and updating of subjects taught by faculty (main campus only).
 - 3. Coordinates and assist the evaluation facilitators in the conduct of the Teaching Performance Evaluation by Students and consolidates the results of the rating summary of the Teaching Performance Evaluation by student.
 - 4. Computation of FTE of all teaching staff based on the actual teaching load.
 - 5. Performs other functions that the immediate supervisor will assign as the need arises.
- Duration: Jan. 2018 to Feb. 10, 2019
- Position: Clerk
- Name of Office/Unit: Office of the Registrar
- Immediate Supervisor: Engr. Eliezer L. Velasco
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Identify/classify student records of assigned courses based on enrollment list every start of the term and transfer records of students not currently enrolled to the inactive files.
 - 2. Issued clearance to students applying for transfer, OJT and employment.
 - Issuance of completion of grade form to students.
 - 4. Received, recorded and posted report of completion grade in the cumulus, student's permanent records, grade sheet and Form 19.
 - Issued application for readmission to those students approved by USSO and to students with Leave Of Absence (LOA) filed in the student's permanent record.
 - 6. Issuance of enrollment form for readmission.
 - 7. Send-out notice of INC reminders to all faculties concerning their students with INC's.
 - 8. Filed approved readmission, change of adviser, shifting, F137-A, NSO/PSA (BC), TOR, return slip and other pertinent papers in the student permanent record.

- 9. Checking of graduating students' record, personal data and grade as requested by the evaluators.
- 10. Assist in handling the registration and graduation activities and the preparation of materials.
- 11. Issuance of grades to student who needs or asks a copy.
- 12. Performed other tasks/duties as assigned by the Registrar.
- Duration: Feb. 2013 to Dec. 2017
- Position: Clerk
- · Name of Office/Unit: Alumni and Community Relations Office
- Immediate Supervisor: Prof. Elsie E. Salamat
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - 1. Attends to office clients, answers telephone calls, etc.
 - 2. Receives, sorts, files, records documents.
 - 3. Encoding and printing of communications.
 - 4. In charge of alumni membership concerns, record Alumni ID applications. Encodes alumni profile at the Alumni data base.
 - 5. Maintains alumni web niche, uploads alumni-related information and facilitates on-line alumni requests and inquiries.
 - 6. Alumni meetings, prepares, encodes, prints and sends notices for alumni meetings.
 - 7. Records proceedings of meetings, writes minutes of meetings and prepares meeting venue and snacks.
 - 8. Writes articles for the Alumni Notes.
 - 9. Tour Guiding Services- Assists in providing tour guiding services.
 - 10. Community Outreach Service- Assists in facilitating outreach services.
 - 11. Assists in generating funds for VSUAAI "Tabang Mo, Kaugmaon ko scholarship program intended for poor but deserving students, through the conduct of Anniversary Fun Run and Art Exhibit.
 - 12. Maintain cleanliness of the office and equipment's.
 - 13. Performed other tasks/duties as assigned by the superior.

• Duration: Nov. 2010 to Dec. 2010

Position: Clerk

• Name of Office/Unit: Department of Biological Sciences

• Immediate Supervisor: Dr. Beatriz S. Belonias

 Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
- · Summary of Actual Duties
 - 1. Maintains the cleanliness of the office and equipment.
 - 2. Encoding and printing of instruction materials.
 - 3. Perform other tasks given by superior.

NELSIE F. MONDAL

(Signature over Printed Name of Employee/Applicant)

Date: 3/25/2025