

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 () ☐ 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	MONDAL		
FIRST NAME	NELSIE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	FERNANDEZ		
3. DATE OF BIRTH (mm/dd/yyyy)	12/8/1975	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	N/A PUROK 1
7. HEIGHT (m)	1.52	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	68		N/A PANGASUGAN
9. BLOOD TYPE	A+		Subdivision/Village Barangay
10. GSIS ID NO.	20-055769-28		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	18. PERMANENT ADDRESS	N/A PUROK 1
14. TIN NO.	225-909-766-000	ZIP CODE	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	VO 443 N/A as		N/A PANGASUGAN
			Subdivision/Village Barangay
			BAYBAY LEYTE
			City/Municipality Province
		ZIP CODE	6521
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	0939-764-3709
		21. E-MAIL ADDRESS (if any)	nelsie.mondal@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MONDAL		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	HERNANDO	NAME EXTENSION (JR., SR) N/A	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			
FIRST NAME	ODON	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	GUCELA			
25. MOTHER'S MAIDEN NAME				
SURNAME	MODINA			
FIRST NAME	LILIA			
MIDDLE NAME	POSAS			

(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	PANGASUGAN COMMUNITY SCHOOL	ELEMENTARY	1983	1989	GRADUATED	1989	VALEDICTORIAN
SECONDARY	EXPERIMENTAL RURAL HIGH SCHOOL	SECONDARY	1989	1993	GRADUATED	1993	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE COLLEGE OF AGRICULTURE	BACHELOR OF SCIENCE IN AGRICULTURE	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)

SIGNATURE		DATE	March 12, 2025
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IV. CIVIL SERVICE ELIGIBILITY						
27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	CAREER SERVICE SUBPROFESSIONAL ELIGIBILITY	80.28%	4/15/2018	TACLOBAN CITY	N/A	N/A
	CAREER SERVICE PROFESSIONAL ELIGIBILITY	81.19%	3/17/2019	ORMOC CITY	N/A	N/A

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	March 12, 2025
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[illegible]

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)

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
COMPUTER SKILLS	N/A	Administrative Personnels Association (AdPA)
TYPING SKILLS		
COMMUNICATION SKILLS		

SIGNATURE	<i>[Signature]</i>	DATE	03/12/2025
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the 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)?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)														
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>DR. ROTACIO S. GRAVOSO</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>0927-633-3892</td></tr><tr><td>DR. BEATRIZ S. BELONIAS</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>0917-311-3309</td></tr><tr><td>MS. JENNIFER E. ANDO</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>565-0600 Loc. 1060</td></tr></table>			NAME	ADDRESS	TEL. NO.	DR. ROTACIO S. GRAVOSO	VISCA, BAYBAY CITY, LEYTE	0927-633-3892	DR. BEATRIZ S. BELONIAS	VISCA, BAYBAY CITY, LEYTE	0917-311-3309	MS. JENNIFER E. ANDO	VISCA, BAYBAY CITY, LEYTE	565-0600 Loc. 1060
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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.														
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: PHILHEALTH ID</div> <div>ID/License/Passport No.: 19-089756322-7</div> <div>Date/Place of Issuance: 8-16-2004/BAYBAY CITY, LEYTE</div>	<div></div> <div>Signature (Sign inside the box)</div> <div>03/12/2025</div> <div>Date Accomplished</div>	<div></div> <div>NELSIE F. MONDAL</div> <div>PHOTO</div> <div></div> <div>Right Thumbmark</div>												
SUBSCRIBED AND SWORN to before me this 03 APR 2025, affiant exhibiting his/her validly issued government ID as indicated above.														
<div>ATTY. KAREN ABEGAIL S. MONTERON</div> <div>Person Administering Oath</div>														

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 OVPA

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.
 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. 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
 1. 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.
 3. 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.
 5. 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