

## 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	OGALESKO		
FIRST NAME	RHEA JENNY		NAME EXTENSION (JR., SR)
MIDDLE NAME	ABUCOT		
3. DATE OF BIRTH (mm/dd/yyyy)	12/4/1994	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	BAYBAY, 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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
7. HEIGHT (m)	1.62	ZIP CODE	6521
8. WEIGHT (kg)	63		
9. BLOOD TYPE	AB		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	N/A	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
12. PHILHEALTH NO.	13-025313097-1	ZIP CODE	6400
13. SSS NO.	N/A		
14. TIN NO.	480-883-954	19. TELEPHONE NO.	N/A
15. AGENCY EMPLOYEE NO.	N/A	20. MOBILE NO.	+639675538507
		21. E-MAIL ADDRESS (if any)	riogalesco@gmail.com

## II. FAMILY BACKGROUND

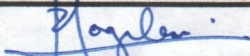
22. SPOUSE'S SURNAME	N/A	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	N/A	
MIDDLE NAME	N/A		
OCCUPATION	N/A		
EMPLOYER/BUSINESS NAME	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	OGALESKO		
FIRST NAME	ANTONIO	SR	
MIDDLE NAME	VALEN		
25. MOTHER'S MAIDEN NAME			
SURNAME	ABUCOT		
FIRST NAME	REMEDIOS		
MIDDLE NAME	MAPA		

(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	GABAS CENTRAL ELEMENTARY SCHOOL	BASIC EDUCATION	2001	2007		2007	1st Hon. Mention
SECONDARY	VISAYAS STATE UNIVERSITY-LABORATORY HIGH SCHOOL	SECONDARY EDUCATION	2007	2011		2011	with Honors
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	BS in DEVELOPMENT COMMUNICATION	2011	2015		2015	Cum Laude
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MS in DEVELOPMENT COMMUNICATION	2015	2018		2018	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/14/2020
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[illegible]

#### V. WORK EXPERIENCE

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

[illegible]

SIGNATURE	<i>H. Ayler</i>	DATE	12/14/2020
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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				

(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)

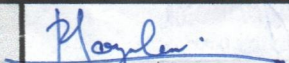
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	National Youth Conference on Climate Change Adaptation & Mitigation, Disaster Risk Reduction & Resilience	11/20/2019	11/23/2019	24	Professional	Visayas State University, Regional Climate Change Research and Development Center
	Seminar-workshop on Research Publication in Scopus, Web of Science, Journal Incentive Program and ASEAN Citation Indexed Journals	9/26/2019	9/28/2019	24	Professional	Professional Organization of Researchers and Educators of the Philippines, Inc. (POREP)
	Echo Seminar-Workshop on the 1st Association of education Researchers and Trainers (ASSERT) National Convention on Outcome-Based Education	2/6/2018	2/7/2018	12	Professional	Visayas State University - Office of the Graduate School
	Writing and Publishing in High Impact Journal	1/11/2017	1/12/2017	16	Professional	Visayas State University - College of Nursing
	Orientation on preparation of Documents for Internal Audit	7/26/2017	7/26/2017	4	Professional	Visayas State University
	Visayas State University Strategic Planning-Briefing	6/23/2017	6/23/2017	4	Technical	Visayas State University
	Pinoy Media Congress -Media and Information Literacy	2/16/2017	2/17/2017	12	Advance communication	Philippine Association of Communication Educators Foundation, Inc., Visayas State University
	3rd Development Communication Praxis Conference	11/25/2016	11/26/2016	12	Advance communication	Visayas State University, Northwest Samar State University, University of Eastern Samar
	Reorientation of Department/Office Secretaries	11/15/2016	11/15/2016	4	Professional	Visayas State University, Office of Development and Human Resource
	Gender Sensitivity Training on Human Rights, CEDAW and VAWC	03/09/2016	03/09/2016	8	Professional	Department of Agriculture
	The Orientation on the Magna Carta for Women	03/08/2016	03/08/2016	6	Professional	Department of Agriculture
	Technical Forum on Coping with Challenges of the ASEAN Economic Community (AEC) and Climate Change	11/27/2015	11/27/2015	6	Technical	Department of Agriculture
	Pre-employment Orientation Seminar	04/17/2015	04/17/2015	4	Self development	Visayas State University, Department of Labor and Employment
	PH+SocialGood Summit:Tacloban #2030NOW	09/20/2014	09/20/2014	8	Advance communication	Rappler, Freidrich Norman Foundation, World Vision
	Regional Tertiary Schools Press Conference: Rebuilding Eastern Visayas through Campus Journalism	08/06/2013	08/08/2014	24	Advance communication	Amaranth, Visayas State University, RTSPAA, PACE, Rappler
	Academe Orientation of Pantawid Pamilyang Pilipino Program (4Ps)	10/10/2013	10/10/2013	7	Professional	Department of Social Welfare and Development, Visayas State University
	MoveLeyte: Social Media for Environmental Awareness and Disaster Preparedness	01/05/2013	01/05/2013	6	Advance communication	Rappler, Visayas State University

(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)
	Advanced Computer Skills		N/A		Member/Administrative Personnel Association
	Communication Skills				Member/Graduate Student Council
	Video Editing				Associate Editor/ Amaranth
	Photo Editing				Member/ Development Communicators' Society
	Data encoding and Processing Skills				Secretary/Magnum Opus Photography Club
					Facilitator/ Civic Welfare Training Service

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	12/14/2020



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)?	<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: _____ Resignation due to unavoidable reason.
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 items: 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)		
NAME	ADDRESS	CEL. NO.
Dr. Editha G. Cagasan	VSU, Visca, Baybay City, Leyte	9157561489
Dr. Christina Gabrillo	VSU, Visca, Baybay City, Leyte	9060519067
Ms. Jedess Miladel N. Salomon	VSU, Visca, Baybay City, Leyte	9121568513

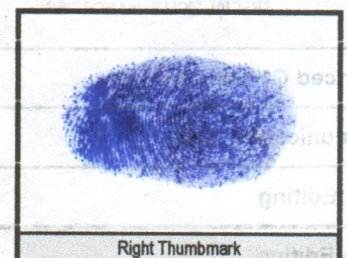
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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.



PHOTO

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
ID/License/Passport No.: 13-025313097-1
Date/Place of Issuance: Baybay City, Leyte

Signature (Sign inside the box)
12/14/2020
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 17 FEB 2021, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSZARD 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.

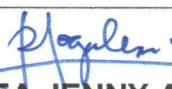
2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word *Present*, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: Aug. 2016 to Present
- Position: Education Research Assistant
- Name of Office/Unit: Office of the Graduate School (OGS)
- Immediate Supervisor: Dr. Anabella B. Tulin
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte, 6521-A
- List of Accomplishments and Contributions (if any)
  1. Produced nine (9) issues of GradNewsLine Newsletter.
  2. Facilitated the publication of the Science and Humanities (S&H) Journal Volumes 11 (2017), 12 (2018) and 13 (2019) issues.
  3. Produced IEC materials for OGS' use e.g. Tarpaulins, Brochures, Programs and etc.
  4. Laid-out and produced the Style Manual for Graduate Manuscripts.
  5. Laid-out and produced 2020 Revised Graduate School Code Booklet.
  6. Laid-out certificates for graduate students e.g. Certificate of Recognition and Certificate of Candidacy.
  7. Reviewed and corrected the format and style of more than 100 graduate students' manuscripts.
  8. Assisted during enrolment of graduate students every semester.
  9. Acted as facilitator during the VSU Faculty Evaluation annually.
  10. Acted as social media manager in OGS' Facebook page.
  11. Acted as public relations personnel in OGS' email and social media page.
  12. Acted as Editorial Assistant of the S&H Journal.
  13. Performed other duties and responsibilities as assigned by the immediate supervisor.
- Summary of Actual Duties
  1. In-charge of all the production of the office's publications (GradNewsLine, Science and Humanities Journal, Formatting and Style of Graduate Manuscripts Guidebook for Graduate Students and etc.) and other IEC materials for office's use.
  2. Document meetings, events and other activities related to the OGS.
  3. Review and correct the format and style of graduate manuscripts.
  4. Facilitate concerns/queries in the office email and Facebook page
  5. Act as Editorial Assistant of the Science and Humanities Journal
  6. Act as social media manager of OGS



- Duration: Nov. 2015 to July 2016
- Position: Administrative Assistant
- Name of Office/Unit: Bottom-Up Budgeting (BUB) Office
- Immediate Supervisor: Mr. Romeo G. Delmo
- Name of Agency/Organization and Location: , Department of Agriculture – Regional Field Office 8 (DA-RFO8), Kanhuraw Hill, 6500 Tacloban City, Philippines
- List of Accomplishments and Contributions (if any)
  1. Produced a Success Story Video of the beneficiaries of the projects under the BUB Program.
  2. Completed all the necessary documents for disbursement of the projects under the BUB Program in one municipality.
- Summary of Actual Duties
  1. Facilitate and assist LGUs in processing their documents necessary for the disbursement of their approved projects.
  2. Document meetings, event, awarding ceremonies and others related to the BUB Program.

- Duration: May 2015 to Oct. 2015
- Position: Science Research Assistant
- Name of Office/Unit: Office of the Vice President for Research and Extension (OVPRE)
- Immediate Supervisor: Dr. Othello B. Capuno
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte, 6521-A
- List of Accomplishments and Contributions (if any)
  1. Produced OVPRE and National Coconut Research Center (NCRC) Video Stories
  2. Produced Video Clips for the Most Outstanding Farmers of Region 8
  3. Laid-out and produced tarpaulins, brochures and other IEC materials for office's use.
- Summary of Actual Duties
  1. Act as a multimedia specialist producing all the IEC materials needed by the office
  2. Facilitate/Assist during the activities for the annual VSU Anniversary Celebration
  3. Document events, seminars and trainings conducted by the office

  
**RHEA JENNY A. OGALESCO**  
(Signature over Printed Name  
of Employee/Applicant)

Date: 12/19/2020