

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	Gapasin		
FIRST NAME	Ciedelle Honey Lou	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Dimalig		
3. DATE OF BIRTH (mm/dd/yyyy)	05/10/1983	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	Ormoc City	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	APARTMENT 74 KILBOURNE STREET House/Block/Lot No. Street VISAYAS STATE UNIVERSITY, BRGY. PANGASUGAN Subdivision/Village Barangay City/Municipality Province
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:	18. PERMANENT ADDRESS	Block 4 Lot 7 Fluvia St. House/Block/Lot No. Street New Camella Homes Tambullid Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.58	ZIP CODE	6541
8. WEIGHT (kg)	53.00	19. TELEPHONE NO.	(053) 888-1889
9. BLOOD TYPE	O	20. MOBILE NO.	946-526-4972
10. GSIS ID NO.	N/A	21. E-MAIL ADDRESS (if any)	ciedelle.gapasin@vsu.edu.ph
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A		
13. SSS NO.	N/A		
14. TIN NO.	N/A		
15. AGENCY EMPLOYEE NO.	V01186		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Gapasin		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Bryan	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	Ranches			
OCCUPATION	Instructor			
EMPLOYER/BUSINESS NAME	Visayas State University			
BUSINESS ADDRESS	Brgy. Pangasugan, VSU, Baybay City, Leyte			
TELEPHONE NO.	09055513040			
24. FATHER'S SURNAME	Dimalig			
FIRST NAME	Felix	NAME EXTENSION (JR., SR) Jr.		
MIDDLE NAME	Bantilan			
25. MOTHER'S MAIDEN NAME	Alonzo			
SURNAME	Dimalig			
FIRST NAME	Marilou			
MIDDLE NAME				

(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	Saint Peter's College	Elementary	1989	1995	Completed	1995	N/A
SECONDARY	Saint Peter's College	High School	1995	1999	Completed with	1999	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Silliman University	Bachelor of Science in Nursing	2002	2006	completed	2006	N/A
GRADUATE STUDIES	Southwestern University	Master of Arts in Nursing (Major in Medical Surgical Nursing)	2008	2009		2009	N/A

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/02/2024
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Attachment A

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			
GRADUATE STUDIES	Southwestern University	Doctor of Education	2011	2013	Completed	2013	
(Continue on separate sheet if necessary)							
SIGNATURE	CMJ		DATE		05/02/2024		

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
	Nurse Licensure Exam		N/A	Cebu City	0460500	N/A
	Licensure Exam for Teachers		N/A	Cebu City	1201023	N/A
	CAREER SERVICE PROFESSIONAL EXAMINATION		N/A	Tacloban City, Leyte	N/A	N/A

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/02/2024
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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			
	Gawad Kalinga Community Development Inc. Brgy. Tambuliid, Ormoc City, Leyte	11/26/2012	PRESENT	241	Provincial Management Team- Health	
	Saint Benedict Socio-Pastoral Center Cataag St., Ormoc City, Leyte	11/06/2012	12/31/2014	242	Lecturer	
	Saint Peter and Paul Lectors Ministry Cataag St., Ormoc City, Leyte	10/08/2007	03/31/2019	242	Lector	
	Philippine Red Cross San Pablo St., Ormoc City, Leyte	10/01/2007	12/19/2008	76	ERT/ Lecturer	
(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			
	Public Health Nurses Championing Social Determinants of Health Towards Achieving Health Equity	04/25/2024	04/26/2024	16	Managerial	NAPHNI, UP Manila College of Nursing
	Feminist Participatory Action Research Training	02/12/2024	02/13/2024	16	Research	Filipino Nurses United
	Skills for Mental Health Trainers	01/28/2024	01/28/2024	3	Managerial	AHA Psychological Services
	Psychological First Aid Master Class	01/21/2024	01/21/2024	3	Managerial	AHA Psychological Services
	Inclusive Pathways: Tailoring Education to Special Needs and Disabilities	01/19/2024	01/21/2024	12	Managerial	Greater Good Achievers Training and Development Services
	Psychological First Aid Entry Level	01/14/2024	01/14/2024	3	Managerial	AHA Psychological Services
	Mental Health First Aid for People with Suicidal and Self-Harming Tendencies	01/07/2024	01/07/2024	3	Managerial	AHA Psychological Services
	Basic Occupational Safety and Health Training Course	10/16/2023	10/27/2023	80	Technical	UP MANILA
	Enhancing the Research Competencies of Public Health Nurses	09/16/2023	09/16/2023	5	Technical	NATIONAL ASSOCIATION OF PUBLIC HEALTH NURSES, UNIVERSITY OF THE PHILIPPINES MANILA COLLEGE OF NURSING
	4th Biennial International Conference on Nursing Education, Practice and Research: Force For Global Health	07/06/2023	07/07/2023	16	Technical	Nurse Educators and Practitioners Guild
	Basic Health Promotion Course	05/15/2023	05/26/2023	80	Managerial	University of the Philippines Manila
	THE 12TH TRADITIONAL AND ALTERNATIVE HEALTH CARE CONGRESS	11/26/2022	11/27/2022	16	Instruction	Philippine Institute of Traditional and Alternative Health Care
	Plagiarism in Academic Research	05/15/2022	05/25/2022	44	Technical	Lalatendu Bidyadhara Kumar Bank
	Emerging Pathways in Nursing Science	05/06/2022	05/06/2022	4	Technical	Saint Louis University School of Advanced Studies
	Paraphrasing, Summarizing, Quoting Effectively	05/04/2022	05/04/2022	4	Technical	Far Eastern University
	Ethics and Cultural Competence	04/01/2022	04/01/2022	5	Instruction	West Visayas State University
	Transcending Inequity: Discoveries, Inventions and Innovations in Challenging Times	03/02/2022	03/02/2022	5	Technical	National Institute of Health, UP Dilliman
PLEASE SEE ATTACHMENT B						
(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)		
	Community Organizing	Promising Ongoing Research (Professional Category)		National Association of Public Health Nurses		
	First Aid	Outstanding in the Teaching Performance Evaluation		Nurse Educators Practitioners Guild, Inc.		
	Therapeutic Massage			Filipino Nurses United		
	Health Services			Philippine Nurses Association		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	05/02/2024	

Attachment B.1

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE

DATE _____

05/02/2024

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)?

☐ 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

☐ 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

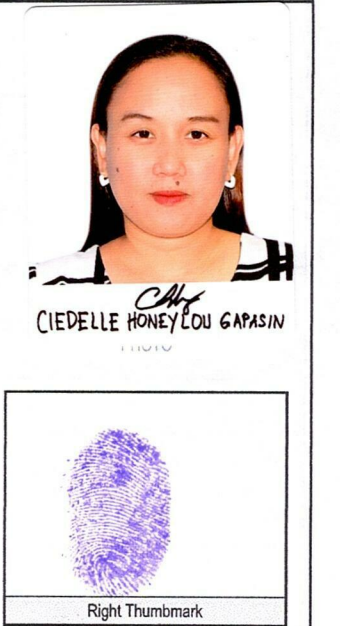
☐ NO

If YES, please specify ID No

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

NAME	ADDRESS	TEL. NO.
Ashdel D. Artes	Rizal Ext. Ormoc City, Leyte	09272861612
Sr. Edita E. Osb	Pambujan, Northern Samar	09399083013

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: N/A PRC

ID/License/Passport No.: N/A 0460500

Date/Place of Issuance: N/A 12/11/2007 CEBU CITY

Signature (Sign inside the box)

05/02/2024

Date Accomplished

SUBSCRIBED AND SWORN to before me this 06 MAY 2024, affiant exhibiting his/her validly issued government ID as indicated above.

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: Apr 2023 – Present
- Position: Nursing Clinical Instructor
- Name of Office/Unit: College of Nursing
- Immediate Supervisor: Michelle Calda
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)

Joined trainings related to research, extension and instruction

Summary of Actual Duties

- Level 4 Adviser
- Handles Community Health Nursing I, Community Health Nursing II, Transcultural Nursing, Health Education, Health Assessment, Outcomes – Based Appraisal I and Outcomes-Based Appraisal II.
- Assigned in the Related Learning Experience (Community Health Nursing, Medical Surgical Nursing, Maternal and Child Health).
- Research Adviser
- Project COPE CHD Extension Leader

- Duration: Apr 2022 – April 2023
- Position: Nursing Clinical Instructor
- Name of Office/Unit: College of Nursing
- Immediate Supervisor: Jesusa M. Magno, Michelle Calda
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)

Promising Ongoing Research (Professional Category) 4th Biennial International Conference on Nursing Education Research and Practice

Increased number of attendees/trainees of the COPE CHD Project(CAIHC, CRAYON and STORYA-HE

Increased number of attendees/ trainees of COSE in the DBM Project.

Poster Presentation of the COPE CHD in the 35th Joint VICARP- RRDEN Regional Symposium

Summary of Actual Duties

- Level 3 Adviser
 - Handles Community Health Nursing I, Community Health Nursing II, Transcultural Nursing, Health Education, Health Assessment, Outcomes – Based Appraisal I and Outcomes-Based Appraisal II.
 - Assigned in the Related Learning Experience (Community Health Nursing, Medical Surgical Nursing, Maternal and Child Health).
 - Research Adviser
 - Project COPE CHD Extension Leader
 - Red Cross Youth Adviser
 - College of Nursing Supreme Student Council Adviser
-
- Duration: Apr 2020 – April 2022
 - Position: Nursing Clinical Instructor
 - Name of Office/Unit: College of Nursing
 - Immediate Supervisor: Dr. Joel Rey Acob
 - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
-
- List of Accomplishments and Contributions (if any)
-
- Summary of Actual Duties

Level 2 Adviser

Handles Community Health Nursing I, Community Health Nursing II, Transcultural Nursing, Health Education, Health Assessment, Outcomes – Based Appraisal I and Outcomes-Based Appraisal II.

Affiliate of Institute of Human Kinetics, Handles the IHK subjects (Phed 130: Emergency Preparedness and Safety Management and PheD 133: Personal, Community and Environmental Health).

Assigned in the Related Learning Experience (Community Health Nursing, Medical Surgical Nursing, Maternal and Child Health).

Research Adviser

Project COPE CHD Extension Leader

- Duration: October 2019- March 2020
- Position: Nursing Clinical Instructor (Part Time)
- Name of Office/Unit: College of Nursing
- Immediate Supervisor: Emma lissa Ramirez
- Name of Agency/Organization and Location: Western Leyte College, Ormoc City
- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
Handles Nursing Research of Fourth Year Students.
Assigned Related Learning Experience of the Second Year students in their Pediatric and Obstetrics Rotation at OSPA-FMC
- Duration: August 5, 2019 – March 2020
- Position: College Instructor (Part Time)
- Name of Office/Unit: College of Engineering
- Immediate Supervisor: Engr. Jake Adriano
- Name of Agency/Organization and Location: Eastern Visayas State University, Ormoc City
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties

Handles the Social Sciences subjects of the First Year and Second Year Civil Engineering students.

- Duration: May 2017 – March 2020
- Position: Senior High School Teacher
- Name of Office/Unit: Senior High School
- Immediate Supervisor: Annabelle A. Palacio
- Name of Agency/Organization and Location: Department of Education, Ormoc City
- List of Accomplishments and Contributions (if any)

BERF (Basic Education Research Fund) scholar
Organized the Ipil Red Cross Youth
Pioneered the Work Immersion Activities
Initiated Health Education related to the School Health Programs
Spearheaded a Dental Mission Activity

- Summary of Actual Duties

Red Cross Youth Adviser
Clinic – in – Charge
Senior High School Teacher

- Duration: February 2015 – October 2015
- Position: Rehabilitation and Health Program Implementor for Haiyan(Yolanda) Victims
- Name of Office/Unit: Saint Benedict Socio Pastoral Center
- Immediate Supervisor: Sr. Edita Eslopoy, OSB
- Name of Agency/Organization and Location: Saint Peter's College, Ormoc City
- List of Accomplishments and Contributions (if any)

Trained 45 Community Health Workers from the different areas of Leyte
Developed a Training Module for Community Health Workers

- Summary of Actual Duties

Handled lectures on the Management subjects of the first year and second year Business Administration and Accountancy students.

Developed syllabus and course outline on the concepts assigned.

- Duration: February 2009 – November 2013
- Position: Clinical Instructor
- Name of Office/Unit: College of Nursing
- Immediate Supervisor: Dr. Robel Sardan
- Name of Agency/Organization and Location: San Lorenzo Ruiz College
- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
 - Assigned in the affiliating hospitals, home for the aged, mental- rehabilitation center, health centers and lying- in clinic, and trained in the special area (Operating Room – Delivery Room), and General Ward.

 - Trained in the OSPA Clinical Areas and performed functions of a medication nurse and charge nurse (Emergency Room, Operating Room, Delivery Room, Neonatal Intensive Care Unit, Pediatrics Unit, Medical and Surgical Unit).

 - Trained in the Clinical specialized areas: OSPA (OR-DR), ODH (OR-DR), St. Mother Josephine Vannini Home for the Aged, Daughters of St. Camillus, Talamban,Cebu (Geriatrics) and Banaglaum Home (Psychiatric Nursing)

 - Demonstrated skills in teaching and supervising the nursing students in their clinical exposure to the affiliating hospitals with specific responsibilities given as protocol of the affiliating hospitals and institutions.
 - Converse with the Level Coordinator or Dean as necessary to resolve issues or concerns in clinical areas.
 - Collaborate effectively as part of the faculty team demonstrating positive interpersonal relations, Communicate with other faculty members to meet student needs, participating in faculty meetings and nursing program committees, and responding to requests from management.
 - Prepared and lectured assigned theory concepts from level I to level IV nursing students.
 - Facilitated and demonstrated the Related Learning Experience procedures of the first year, sophomore, third year and fourth year nursing students in the classroom - laboratory setting. Initiated case presentation after a clinical exposure.
 - Record Adviser

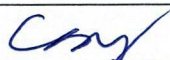
- Duration: April 1, 2008 – May 31, 2008; August 1, September 30, 2008
- Position: Nursing Clinical Instructor
- Name of Office/Unit: College of Nursing
- Immediate Supervisor: Dr. Edgardo E. Tulin
- Name of Agency/Organization and Location: Visayas State University

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
Assigned in the affiliating hospital, and trained in the special area (Operating Room – Delivery Room), and Surgical Ward.
Demonstrated skills in teaching and supervising the nursing students in their clinical exposure to the affiliating hospital with specific responsibilities given as protocol of the hospital.
Executed lectures to the sophomore nursing students.
Created and administered test questions for quizzes and final examination.

- Duration: October 16, 2007 to October 31, 2008
- Position: Trainee Nurse/ Staff Nurse (Applicant)
- Name of Office/Unit: Clinical Areas
- Immediate Supervisor: Josefina Moriles
- Name of Agency/Organization and Location: Ormoc District Hospital
- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

Performed the roles of a charge nurse and medication nurse.
Assessed and monitored client's status and referred to area supervisor or staff nurse on duty.
Rendered direct care to the clients assigned.
Administered intravenous and oral medications.
Performed routine nursing care.
Assisted in intravenous / cannula insertion (adult, pedia).
Performed Health teaching and Discharge instructions.
Designed plan of care with the health care team, the client and family members.
Carry out doctor's orders and do the charting using the SOAPIE.
Updated the Kardex for the endorsement, when assigned in the ward.
Prepared for being flexible when being pulled out to other areas when staff nurse on duty is absent.


CLEDILLE HONEYLOU BIMALIG-GAPASIN
(Signature over Printed Name of Employee/Applicant)
Date: 5/2/2024