

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	FERNANDEZ		
FIRST NAME	LINDON	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	MODINA		
3. DATE OF BIRTH (mm/dd/yyyy)	2/27/1992	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	BRGY. PANGASUGAN BAYBAY CITY, LEYTE	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	House/Block/Lot No. Street PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.73 m	ZIP CODE	06521
8. WEIGHT (kg)	74 kg		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	House/Block/Lot No. Street PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	06521
11. PAG-IBIG ID NO.	1212-0406-5098		
12. PHILHEALTH NO.	13-025205571-2	19. TELEPHONE NO.	N/A
13. SSS NO.	06-3363070-8	20. MOBILE NO.	0963-266-8072
14. TIN NO.	452-660-903	21. E-MAIL ADDRESS (if any)	lindonmf@gmail.com / lindon.fernandez@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	N/A		

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	NAME EXTENSION (JR., SR)	JULIANA BRAIN FERNANDEZ	9/5/2020
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
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	LILIA POSAS MODINA			
SURNAME	FERNANDEZ			
FIRST NAME	LILIA			
MIDDLE NAME	MODINA			

(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 ELEMENTARY SCHOOL	N/A	1998	2004	N/A	2004	N/A
SECONDARY	BUNGA NATIONAL HIGHSCHOOL	N/A	2004	2008	N/A	2008	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN HOTEL, RESTAURANT AND TOURISM MANAGEMENT	2008	2012	N/A	2012	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	5/12/2020
-----------	--	------	-----------

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
CSE SubProfessional Level	80.39	3/13/2022	LNU TACLOBAN CITY	RO8-20220826-001	N/A
VSU Clerical Exam		2016	VISAYAS STATE UNIVERSITY	N/A	N/A
DRIVER'S LICENSE	95.0	5/31/2018	LTO BAYBAY DISTRICT OFFICE	H1215001786	2/27/2023

(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.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format *00-0*)/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
1/1/2023	PRESENT	DATA ENTRY MACHINE OPERATOR (DEMO) II	SPPMIS, VISAYAS STATE UNIVERSITY	19,659.42 Php	Salary Grade 6	JOB ORDER	Y
7/1/2017	12/31/2022	ADMIN AIDE I / OFFICE CLERK	SUPPLY & PROPERTY MANAGEMENT OFFICE, VISAYAS STATE UNIVERSITY	9,961.20 Php	Salary Grade 3	JOB ORDER	Y
1/15/2014	6/30/2017	FRONTDESK CLERK/HOUSEKEEPING	VSU APPARTELLE, VISAYAS STATE UNIVERSITY	6,000 Php	N/A	JOB ORDER	Y
4/1/2013	9/30/2013	PROPAGATOR/SCIENCE RESEARCH ASSISTANT	PHILROOTCROPS/VISAYAS STATE UNIVERSITY	5,000 Php	N/A	JOB ORDER	Y
10/20/2012	2/15/2013	COOK/CASHIER	LEYLAM SHAWARMA	6,000 Php	N/A	CONTRACT	N/A
7/8/2012	9/20/2012	BANQUET WAITER	CEBU PARKLANE INTERNATIONAL HOTEL	6,000 Php	N/A	ON CALL WAITER	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	5/29/23
-----------	---	------	---------

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			
	ISO 9001:2015 AWARENESS/RE-AWARENESS SEMINAR	8/30/2022	8/31/2022	16 hours	Clerical	VISAYAS STATE UNIVERSITY
	HANDS-ONLY CARDIOPULMONARY RESUSCITATION	7/21/2022	7/22/2022	16 hours	Technical	VISAYAS STATE UNIVERSITY
	DISASTER RISK REDUCTION AND MANAGEMENT (DRRM) TRAINING	6/4/2022	6/4/2022	8 hours	Technical	VISAYAS STATE UNIVERSITY / LGU-BAYBAY
	ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR	9/13/2021	9/13/2022	8 hours	Clerical	VISAYAS STATE UNIVERSITY
	VSUCC BASIC COOPERATIVE COURSE SEMINAR	6/15/2019	6/15/2019	8 hours	n/a	VISAYAS STATE UNIVERSITY / NATIONAL CONFEDERATION OF COOPERATIVES (NATCCO)
	ORIENTATION WORKSHOP AMONG JO CLERKS & LABORATORY TECHNICIANS	1/15/2019	1/15/2019	8 hours	Clerical	VISAYAS STATE UNIVERSITY
	CERTIFICATE OF RECOGNITION (Building Heroes through Sports)	9/28/2018	9/28/2018	4 hours	n/a	VISAYAS STATE UNIVERSITY
	BASIC TRAINING (Personal Survival Techniques, Fire Prevention and Fire Fighting, Elementary First Aid, and Personal Safety and Social Responsibility)	6/21/2016	6/29/2016	67.25 hours	Technical	UNIVERSITY OF CEBU, Maritime Education and Training Center Alumnos, Mambaling, Cebu City
	ORIENTATION SEMINAR FOR FOOD HANDLERS	10/22/2012	10/22/2012	8 hours	Technical	CITY HEALTH OFFICE, TACLOBAN CITY
	CONCEPTUALIZING AND SHOWCASING AN EVENT THAT UPHOLDS THE HOSPITALITY AND TOURISM INDUSTRY	9/29/2011	9/29/2011	8 hours	Technical	VISAYAS STATE UNIVERSITY
	ORIENTATION SEMINAR ON INDUSTRY PRACTICE (HRTM 200)	2/19/2011	2/19/2011	8 hours	Technical	VISAYAS STATE UNIVERSITY
	FIRE AWARENESS AND CONTROL SEMINAR	3/13/2010	3/13/2010	8 hours	Technical	VISAYAS STATE UNIVERSITY / BUREAU OF FIRE PROTECTION (BFP)
	BASIC FINE DINING AND TABLE ETIQUETTE	12/14/2010	12/14/2010	4 hours	Technical	MARRIOTT HOTEL, Cardinal Rosales Avenue, Cebu City
	LECTURE AND DEMONSTRATION ON FOREIGN DISHES	12/14/2010	12/14/2010	4 hours	Technical	MARRIOTT HOTEL, Cardinal Rosales Avenue, Cebu City
	LECTURE ON PERSONALITY DEVELOPMENT AND COMMUNICATION SKILLS	12/14/2010	12/14/2010	4 hours	Technical	WORLD OF ADVENTURES TRAVEL AND TOURS at Cebu Crown Regency Residences, Guadalupe, Cebu City, Philippines
	PRACTICUM TRAINING OF FOOD AND BEVERAGES OPERATIONS	12/27/2010	12/29/2010	30 hours	Technical	CAPTAINS GRILL, Baybay City, Leyte
	HOUSEKEEPING SERVICES / ROOM ATTENDANT COURSE	9/25/2010	9/27/2010	36 hours	Technical	BAYVIEW INN, Batuan Ormoc City
	HOUSEKEEPING SERVICES / ROOM ATTENDANT COURSE	9/28/2010	9/30/2010	36 hours	Technical	BAYVIEW INN, Batuan Ormoc City


(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)
	BIKING		N/A		VSU SHOTS VSU Student Organization
	TRAVEL WITH BIKE (roadtrip)				
	BASKETBALL				
	COOKING				
	DRIVING BOTH 2 & 4 WHEELS				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	J/29/23
-----------	---	------	---------

<p>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,</p> <p>a. within the third degree? No</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)? No</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense? No</p> <p>b. Have you been criminally charged before any court? No</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal? No</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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? No</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? No</p> <p>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? No</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country? No</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability? No</p> <p>c. Are you a solo parent? No</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>ALICIA M. FLORES</td> <td>VISAYAS STATE UNIVERSITY</td> <td>0917-634-1430</td> </tr> <tr> <td>FRANCISCO G. GABUNADA</td> <td>VISAYAS STATE UNIVERSITY</td> <td>0917-532-2196</td> </tr> <tr> <td>CONNEL D. ANTIPASO</td> <td>VISAYAS STATE UNIVERSITY</td> <td>0917-310-1458</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	ALICIA M. FLORES	VISAYAS STATE UNIVERSITY	0917-634-1430	FRANCISCO G. GABUNADA	VISAYAS STATE UNIVERSITY	0917-532-2196	CONNEL D. ANTIPASO	VISAYAS STATE UNIVERSITY	0917-310-1458
NAME	ADDRESS	TEL. NO.											
ALICIA M. FLORES	VISAYAS STATE UNIVERSITY	0917-634-1430											
FRANCISCO G. GABUNADA	VISAYAS STATE UNIVERSITY	0917-532-2196											
CONNEL D. ANTIPASO	VISAYAS STATE UNIVERSITY	0917-310-1458											
<p>42. <small>I declare under oath that I have personally accompanied the 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 render the filing of administrative-internal records ineffectual.</small></p>													
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</p> <p>PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: Driver's License</p> <p>ID/License/Passport No.: H12-15-001786</p> <p>Date/Place of Issuance: BAYBAY CITY, 2/27/2019</p>	<p>Signature (Sign inside the box)</p> <p>Date Accomplished</p>												
<p>SUBSCRIBED AND SWORN to before me this <u>06 JUN 2023</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <p style="text-align: center;">  ATTY. REMY C. GUINOCOR <small>Lawyer</small> Person Administering Oath </p>													


LINDON M. FERNANDEZ
 PHOTO


 Right Thumbmark


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: January 01, 2023 – Present
- Position: Data Entry Machine Operator II
- Name of Office/Unit: Supply & Property Office / Management Information System
- Immediate Supervisor: Alicia M. Flores
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Prepare, organize, and encode PAR & ICS data for migration to the database, Clean, organize, migrate existing archive data, Gather MIS data from VSU offices, Organizing files, collecting and managing data to be entered into the database, Perform messengerial services in the absence of the person assigned & Performs other function as assigned by the superiors.

- Duration: July 1, 2014 – December 31, 2022
- Position: Admin Aide III
- Name of Office/Unit: Supply & Property Management Office
- Immediate Supervisor: Alicia M. Flores
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Alternate dDRC for ISO, Monitored and responded supplier's emails & follow up of payments, Monitoring of partial deliveries & payments, Inspection & Acceptance Reports, Stock position sheet, encoding of actual item deliveries and delivery receipt to be check by the assigned inspector, Checking receipts with lacking deliveries, Inventory of PAR & ICS items of End-users, Updating/posting new PAR/ICS end-users summary or folder, Inspector Representative, taking pictures & witness upon death of animals, Escorting/Receiving Deliveries from supplier to campus offices, Transmittal of Inspection & Acceptance Report to Procurement Office & Delivery driver of end-user's supplies/items to different offices within university campus.


LINDON M. FERNANDEZ
 (Signature over Printed Name
 of Employee/Applicant)

Date: May 25, 2023