SIGNATURE

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 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) 2. SURNAME de los Reyes NAME EXTENSION (JR., SR) FIRST NAME **Nneka Mailee** MIDDLE NAME Capeña 3. DATE OF BIRTH 05/28/1995 16. CITIZENSHIP ☑ Filipino (mm/dd/yyyy) ☐ Dual Citizenship \square by birth \square by naturalization 4. PLACE OF BIRTH San Carlos City, Negros Occidental If holder of dual citizenship, Pls. indicate country: please indicate the details. 5. SEX ☐ Male ☑ Female ☑ Single 17. RESIDENTIAL ADDRESS 788 ☐ Married N/A 6 CIVIL STATUS House/Block/Lot No ☐ Widowed □ Separated N/A Marcos ☐ Other/s: Subdivision/Village Barangay Baybay Leyte 1.6m 7. HEIGHT (m) City/Municipality Province 8. WEIGHT (kg) 49 kg ZIP CODE 6521 788 N/A 18. PERMANENT ADDRESS 9. BLOOD TYPE В House/Block/Lot No Street N/A Marcos 10. GSIS ID NO. N/A Subdivision/Village Barangay Baybay Leyte 11. PAG-IBIG ID NO. 121243702460 City/Municipality Province 12. PHILHEALTH NO. 13-050205973-5 ZIP CODE 6521 13. SSS NO 07-3906046-3 19. TELEPHONE NO. 14. TIN NO. 616-962-562-00000 20. MOBILE NO. +639610568154 15. AGENCY EMPLOYEE NO. V02104 21. E-MAIL ADDRESS (if any) nneka.delosreyes@vsu.edu.ph FAMILY BACKGROUND 22. SPOUSE'S SURNAME N/A 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) FIRST NAME N/A MIDDLE NAME N/A OCCUPATION N/A N/A **EMPLOYER/BUSINESS NAME BUSINESS ADDRESS** N/A TELEPHONE NO. N/A 24. FATHER'S SURNAME de los Reyes Eliseo FIRST NAME MIDDLE NAME Honorio 25. MOTHER'S MAIDEN NAME SURNAME Capeña Bernadita FIRST NAME MIDDLE NAME Posas (Continue on separate sheet if necessary) SCHOLARSHIP HIGHEST LEVEL PERIOD OF ATTENDANCE 26. NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE ACADEMIC LEVEL UNITS EARNED (Write in full) (Write in full) GRADUATED HONORS (if not graduated) RECEIVED From To VISCA Foundation Elementary School 06/10/2002 03/26/2008 With Honors ELEMENTARY **Primary Education** NIA 2008 Visayas State University Laboratory High School 06/08/2008 03/27/2012 With Honors SECONDARY Highschool N/A 2012 VOCATIONAL / N/A N/A N/A N/A N/A N/A TRADE COURSE COLLEGE Visayas State University **Doctor of Veterinary Medicine** 06/07/2012 06/15/2018 N/A 2018 N/A **GRADUATE STUDIES** N/A N/A N/A N/A N/A N/A N/A

July 28, 2025

DATE

7. CAR	SERVICE ELIGIBI EER SERVICE/ RA 108			DATE OF		This is a		LICENSE (if	applicable)
SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE (If Applicable)			EXAMINATION /	TION / CONFE	RMENT	NUMBER	Date of		
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From	То			College of Veterinary Medicine - Visayas		0.844	INCREMENT		
8/12/2024	Present	Assistant Pro	fessor I	State University		40208.00	SG 15	Regular	Y
05/02/2023	12/31/2023	Administrative A	ssistant III	College of Veterinary Medicine - Visayas State University		20000.00	SG 9	Casual	Y
9/12/2022	01/25/2023	Instructo	or I	College of Veterinary Medicine - Visayas State University		12000.00	N/A	Part-time	Υ
2/04/2019	02/15/2020	Veterinar	ian	Cats n Dogs	Veterinary Clinic	20000.00	N/A	Regular	N
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VII LE	ARNING AND DEVELOPMENT (L&D)			te sheet if necessa	ny)			
	the most recent L&D/training program and inclu				: Chief/Executive/Mana	gerial positions)		
	2836b 8750 237 h			INCLUSIVE DATES OF		Type of LD		
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Wo	orkshop for Classroom & Clinical Teaching	in Veterinary Medical Education	03/11/2025	03/14/2025	4.0	Technical	University of Tennessee, Knoxville	
	92nd PVMA Scientific Conference a	nd Annual Convention	02/19/2025	02/21/2025	4.0	Technical	Philippine Veterinary Medical Associat	
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VIII. O	THER INFORMATION			The Park and				
31.	SPECIAL SKILLS and HOBBIES	NOI		STINCTIONS / REC	OGNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANI (Write in full)	
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34. Are you related by consanguinity or affinity to the apportant chief of bureau or office or to the person who has imm 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 administration	ve offense?	☐ 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 by any court or tribunal?	Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?				
37. Have you ever been separated from the service in any retirement, dropped from the rolls, dismissal, terminatiout (abolition) in the public or private sector?	✓ YES □ NO If YES, give details: finished contract				
38. a. Have you ever been a candidate in a national or loc Barangay election)?	a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?				
election to promote/actively campaign for a national or	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 perm	☐ 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 8 a. Are you a member of any indigenous group? 		☐ YES ☑ NO If YES, please specify:			
b. Are you a person with disability?	you a person with disability?				
c. Are you a solo parent?	you a solo parent?				
41. REFERENCES (Person not related by consanguinity or affinity to ap	oplicant /appointee)				
NAME	ADDRESS	TEL. NO.			
Renato A. Daganta, Jr.	Guadalupe, Baybay City, Leyte	9058396312			
Cortez Rieve L. Aballe	Argao, Cebu City	9275304998			
Ma. Delia A. Pagente	Guadalupe, Baybay City, Leyte	9651339424			
42. I declare under oath that I have personally accomp complete statement pursuant to the provisions of p Philippines. I authorize the agency head/authorized I agree that any misrepresentation made in this administrative/criminal case/s against me.	lished this Personal Data Sheet which is a topertinent laws, rules and regulations of the representative to verify/validate the content	Republic of the NNEKA MAULEE C.			
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	AM1				
Government Issued ID: PRC					
ID/License/Passport No.: 0009717	box)				
Date/Place of Issuance: 08/28/2018 Ormoc City, Leyte	Date Accomplished	Right Thumbmark			
SUBSCRIBED AND SWORN to before me this? Doc. No	9 JUL 2025 , affiant exhibiting	ng his/her validly issued government in as historical above. ATTY. VIVIAN CENARIO-VIDALLON OTARY PUBLIC ROLL NO. 62930			
Series Of 1/1/10	Person Administering Oat	NC NO. B-23-12-06 UNTIL DECEMBER 31,2025 PTR NO. BC 0326352, 1/2/25, BAYBAY CITY, LEY IBP NO. 495374, 1/2/25, LEYTE MCLE COMPLIANCE NO. VIII-0014132			

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: August 12, 2024 Present
- Position: Assistant Professor I
- · Name of Office/Unit: Faculty of Veterinary Medicine
- Immediate Supervisor: Dr. Harvie P. Portugaliza
- · Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Award for Outstanding Veterinary Extension Service (as part of academic unit)
 - Summary of Actual Duties
 - Facilitated blended learning/class for both laboratory and lecture.
 - o Conducted applicable modes of assessment of the learnings gained by the students.
 - Maintained class records.
 - o Engagement in FVM Research/Extension Services/Activities.
- Duration: May 2, 2023 December 31, 2023
- Position: Administrative Assistant III
- Name of Office/Unit: College of Veterinary Medicine
- Immediate Supervisor: Dr. Santiago T. Peña, Jr.
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Conducted physical examination on animals for deworming, vaccination, surgery, and check-up.
 - Deworming and vaccination of cats and dogs.
 - Performed laboratory tests on animals for further diagnosis.
 - Assist faculty members and other administrative staff with admin tasks.
- Duration: September 2022 January 2023
- Position: Instructor (Part-time)
- Name of Office/Unit: College of Veterinary Medicine
- Immediate Supervisor: Dr. Santiago T. Peña, Jr.
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - o Facilitated blended learning/class for both laboratory and lecture.

- o Conducted applicable modes of assessment of the learnings gained by the students.
- Maintained class records.
- Duration: February 4, 2019 February 15, 2020
- · Position: Veterinarian
- Name of Office/Unit: Cats n Dogs Veterinary Clinic
- Immediate Supervisor: Dr. Michelle O. Baylon.
- Name of Agency/Organization and Location: Cats n Dogs Veterinary Clinic, Dumaguete City, Negros Oriental
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Conducted physical examination on animals for deworming, vaccination, surgery, and check-up
 - Deworming and vaccination of cats and dogs
 - Performed laboratory tests on animals for further diagnosis
 - o Drug administration and supportive therapy on both in- and outpatients
 - Whelping assistance, assist on surgeries, and emergency cases

NNEKA MAILEE C. DE LOS REYES

(Signature over Printed Name of Employee/Applicant)

Date: July 28, 2025