

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                       | DAYONDON                                                                                                                                                                                |                                                                |                                                                                                                                                                                                  |
| FIRST NAME                       | RHEA ANGELIE                                                                                                                                                                            | NAME EXTENSION (JR., SR)<br>N/A                                |                                                                                                                                                                                                  |
| MIDDLE NAME                      | FERNANDEZ                                                                                                                                                                               |                                                                |                                                                                                                                                                                                  |
| 3. DATE OF BIRTH<br>(mm/dd/yyyy) | 06/26/1994                                                                                                                                                                              | 16. CITIZENSHIP                                                | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><input type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country: |
| 4. PLACE OF BIRTH                | Baybay City, Leyte                                                                                                                                                                      | If holder of dual citizenship,<br>please indicate the details. | Philippines                                                                                                                                                                                      |
| 5. SEX                           | <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female                                                                                                                |                                                                |                                                                                                                                                                                                  |
| 6. CIVIL STATUS                  | <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married<br><input type="checkbox"/> Widowed <input type="checkbox"/> Separated<br><input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS                                        | Purok 1<br>House/Block/Lot No. Street<br>Pangasungan<br>Subdivision/Village Barangay<br>BAYBAY LEYTE<br>City/Municipality Province<br>6521                                                       |
| 7. HEIGHT (m)                    | 1.61                                                                                                                                                                                    | 18. PERMANENT ADDRESS                                          | Purok 1<br>House/Block/Lot No. Street<br>Pangasungan<br>Subdivision/Village Barangay<br>BAYBAY LEYTE<br>City/Municipality Province<br>6521                                                       |
| 8. WEIGHT (kg)                   | 79.00                                                                                                                                                                                   |                                                                |                                                                                                                                                                                                  |
| 9. BLOOD TYPE                    | A+                                                                                                                                                                                      |                                                                |                                                                                                                                                                                                  |
| 10. GSIS ID NO.                  | 021314748183                                                                                                                                                                            |                                                                |                                                                                                                                                                                                  |
| 11. PAG-IBIG ID NO.              | 121145021531                                                                                                                                                                            |                                                                |                                                                                                                                                                                                  |
| 12. PHILHEALTH NO.               | 130501713598                                                                                                                                                                            |                                                                |                                                                                                                                                                                                  |
| 13. SSS NO.                      | N/A                                                                                                                                                                                     | 19. TELEPHONE NO.                                              | N/A                                                                                                                                                                                              |
| 14. TIN NO.                      | 481044567                                                                                                                                                                               | 20. MOBILE NO.                                                 | 961-505-4578                                                                                                                                                                                     |
| 15. AGENCY EMPLOYEE NO.          | V01185                                                                                                                                                                                  | 21. E-MAIL ADDRESS (if any)                                    | rhea.dayondon@vsu.edu.ph                                                                                                                                                                         |

II. FAMILY BACKGROUND

|                          |                          |                                 |                                                     |                            |
|--------------------------|--------------------------|---------------------------------|-----------------------------------------------------|----------------------------|
| 22. SPOUSE'S SURNAME     | DAYONDON                 |                                 | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME               | PASCUAL                  | NAME EXTENSION (JR., SR)<br>III | N/A                                                 | N/A                        |
| MIDDLE NAME              | MONTAJES                 |                                 |                                                     |                            |
| OCCUPATION               | SCIENCE RESEARCH AIDE    |                                 |                                                     |                            |
| EMPLOYER/BUSINESS NAME   | VISAYAS STATE UNIVERSITY |                                 |                                                     |                            |
| BUSINESS ADDRESS         | VISCA BAYBAY CITY, LEYTE |                                 |                                                     |                            |
| TELEPHONE NO.            | N/A                      |                                 |                                                     |                            |
| 24. FATHER'S SURNAME     | FERNANDEZ                |                                 |                                                     |                            |
| FIRST NAME               | NARCISO                  | NAME EXTENSION (JR., SR)        |                                                     |                            |
| MIDDLE NAME              | GUCELA                   |                                 |                                                     |                            |
| 25. MOTHER'S MAIDEN NAME | POSAS                    |                                 |                                                     |                            |
| SURNAME                  | FERNANDEZ                |                                 |                                                     |                            |
| FIRST NAME               | TERESITA                 |                                 |                                                     |                            |
| MIDDLE NAME              | MODINA                   |                                 | (Continue on separate sheet if necessary)           |                            |

III. EDUCATIONAL BACKGROUND

| 26. LEVEL                | NAME OF SCHOOL<br>(Write in full) | BASIC EDUCATION/DEGREE/COURSE<br>(Write in full) | PERIOD OF ATTENDANCE |      | HIGHEST LEVEL/UNITS EARNED<br>(if not graduated) | YEAR GRADUATED | SCHOLARSHIP/ ACADEMIC HONORS RECEIVED |
|--------------------------|-----------------------------------|--------------------------------------------------|----------------------|------|--------------------------------------------------|----------------|---------------------------------------|
|                          |                                   |                                                  | From                 | To   |                                                  |                |                                       |
| ELEMENTARY               | Pangasugan Elementary School      | Elementary                                       | 2001                 | 2007 |                                                  | 2007           | N/A                                   |
| SECONDARY                | Bunga National High Shool         | High School                                      | 2007                 | 2011 |                                                  | 2011           | N/A                                   |
| VOCATIONAL/ TRADE COURSE | N/A                               |                                                  |                      |      |                                                  |                |                                       |
| COLLEGE                  | Visayas State University          | Bachelor of Science in Agribusiness              | 2011                 | 2015 |                                                  | 2015           | N/A                                   |
| GRADUATE STUDIES         | N/A                               |                                                  |                      |      |                                                  |                |                                       |

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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

| 29. | NAME & ADDRESS OF ORGANIZATION<br>(Write in full) | INCLUSIVE DATES<br>(mm/dd/yyyy) |     | NUMBER OF<br>HOURS | POSITION / NATURE OF WORK |
|-----|---------------------------------------------------|---------------------------------|-----|--------------------|---------------------------|
|     |                                                   | From                            | To  |                    |                           |
|     | N/A                                               | N/A                             | N/A | N/A                | N/A                       |
|     |                                                   |                                 |     |                    |                           |
|     |                                                   |                                 |     |                    |                           |
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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<br>(Write in full)                                                                           | INCLUSIVE DATES OF<br>ATTENDANCE<br>(mm/dd/yyyy) |            | NUMBER OF<br>HOURS | Type of LD<br>( Managerial/<br>Supervisory/<br>Technical/etc) | CONDUCTED/ SPONSORED BY<br>(Write in full)                                            |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|------------|--------------------|---------------------------------------------------------------|---------------------------------------------------------------------------------------|
|     |                                                                                                                                                                | From                                             | To         |                    |                                                               |                                                                                       |
|     | Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines | 09/07/2022                                       | 09/07/2022 | 4                  | Technical                                                     | Office of the Director for Quality Assurance, Visayas State University                |
|     | ISO 9001:2015 Awareness/Re-awareness Seminar                                                                                                                   | 08/30/2022                                       | 08/30/2022 | 4                  | Technical                                                     | Office of the President, Visayas State University                                     |
|     | VIRTUAL DATA PRIVACY ACT OF 2012 AWARENESS SEMINAR                                                                                                             | 04/07/2022                                       | 04/07/2022 | 4                  | Technical                                                     | Office of the President, Visayas State University                                     |
|     | ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR                                                                                                                   | 09/13/2021                                       | 09/13/2021 | 4                  | Technical                                                     | Office of the President, Visayas State University                                     |
|     | ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR                                                                                                                   | 11/27/2020                                       | 11/27/2020 | 4                  | Technical                                                     | Office of the President, Visayas State University                                     |
|     | WEBINAR PRESENTATION ON DOCUMENT TRACKING SYSTEM                                                                                                               | 11/13/2020                                       | 11/13/2020 | 3                  | Technical                                                     | Human Resource Information System, Visayas State University                           |
|     | OPERATIONAL PLANNING WORKSHOP AND REFRAMING OF THE STRATEGIC PLAN FOR OVPPRGAS                                                                                 | 10/05/2020                                       | 10/07/2020 | 24                 | Technical                                                     | Office of the Vice-President for Planning, Resource Generation and Auxiliary Services |
|     | WORKSHOP ON THE ASSESSMENT OF ACCOMPLISHMENT AND TARGET SETTINGS OF THE STRATEGIC PLAN FOR OVPPRGAS                                                            | 09/30/2020                                       | 09/30/2020 | 8                  | Technical                                                     | Office of the Vice-President for Planning, Resource Generation and Auxiliary Services |
|     | TRAINING ON IDENTIFICATION OF PROPER AND COMPLETE ITEMS TECHNICAL SPECIFICATION AND PARAMETERS AND ORIENTATION OF THE PURCHASE REQUEST (PR) MODULE OF SPPMIS   | 08/28/2020                                       | 08/28/2020 | 4                  | Technical                                                     | Office of the Vice-President for Planning, Resource Generation and Auxiliary Services |
|     | STARBOOKS ORIENTATION AND HANDS-ON TRAINING                                                                                                                    | 04/23/2019                                       | 04/23/2019 | 8                  | Technical                                                     | DEPARTMENT OF SCIENCE AND TECHNOLOGY REGIONAL OFFICE NO. VIII                         |
|     | Orientation Workshop Among JO Clerks & Laboratory Technicians                                                                                                  | 01/15/2019                                       | 01/15/2019 | 4                  | Technical                                                     | "Visayas State University (VSU), Visca, Baybay City, Leyte "                          |
|     | GENDER SENSITIVITY TRAINING FOR THE ADMINISTRATIVE AND SUPPORT STAFF                                                                                           | 09/11/2018                                       | 09/11/2018 | 4                  | Technical                                                     | Gender and Development, Visayas State University                                      |
|     | RFID LIBRARY SYSTEMS START-UP TRAINING                                                                                                                         | 03/05/2018                                       | 03/05/2018 | 4                  | Technical                                                     | ELECTRONIC INFORMATION SOLUTIONS, INC.                                                |
|     | Orientation on Basic Customer Service and Work Values                                                                                                          | 09/05/2017                                       | 09/05/2017 | 8                  | Technical                                                     | "Visayas State University (VSU), Visca, Baybay City, Leyte "                          |
|     |                                                                                                                                                                |                                                  |            |                    |                                                               |                                                                                       |
|     |                                                                                                                                                                |                                                  |            |                    |                                                               |                                                                                       |
|     |                                                                                                                                                                |                                                  |            |                    |                                                               |                                                                                       |
|     |                                                                                                                                                                |                                                  |            |                    |                                                               |                                                                                       |

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VIII. OTHER INFORMATION

| 31. | SPECIAL SKILLS and HOBBIES                                                              | 32. | NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full) | 33. | MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full) |
|-----|-----------------------------------------------------------------------------------------|-----|------------------------------------------------------------|-----|-----------------------------------------------------------|
|     | Clerical Skills                                                                         |     | N/A                                                        |     | VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)       |
|     | Ability to work in harmony with co-workers. Excellent typing skills, computer literate. |     |                                                            |     |                                                           |
|     | Computer Literate (MS Word, Excel, PPT presentation)                                    |     |                                                            |     |                                                           |
|     |                                                                                         |     |                                                            |     |                                                           |
|     |                                                                                         |     |                                                            |     |                                                           |
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| SIGNATURE |  | DATE | 03/27/2023 |
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| <div>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,<br/>a. within the third degree?<br/>b. within the fourth degree (for Local Government Unit - Career Employees)?</div>                                                                                                                           |                                                                                                                   | <div><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:<br/>_____</div></div>                                                                                                                                                                                                       |      |         |          |                    |                                |                |                   |                                |                |                 |                                |                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|----------|--------------------|--------------------------------|----------------|-------------------|--------------------------------|----------------|-----------------|--------------------------------|----------------|
| <div>35. a. Have you ever been found guilty of any administrative offense?<br/><br/>b. Have you been criminally charged before any court?</div>                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                   | <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details:<br/>_____</div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details:<br/>Date Filed: _____<br/>Status of Case/s: _____</div></div></div>                                                                                                          |      |         |          |                    |                                |                |                   |                                |                |                 |                                |                |
| <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>                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                   | <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details:<br/>_____</div></div>                                                                                                                                                                                                                                                                                    |      |         |          |                    |                                |                |                   |                                |                |                 |                                |                |
| <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>                                                                                                                                                                                                                                                  |                                                                                                                   | <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details:<br/>_____</div></div>                                                                                                                                                                                                                                                                                    |      |         |          |                    |                                |                |                   |                                |                |                 |                                |                |
| <div>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?<br/><br/>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>                                                                                                                                                                                     |                                                                                                                   | <div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div></div>                                                                                                                                               |      |         |          |                    |                                |                |                   |                                |                |                 |                                |                |
| <div>39. Have you acquired the status of an immigrant or permanent resident of another country?</div>                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                   | <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details (country):<br/>_____</div></div>                                                                                                                                                                                                                                                                          |      |         |          |                    |                                |                |                   |                                |                |                 |                                |                |
| <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:<br/>a. Are you a member of any indigenous group?<br/>b. Are you a person with disability?<br/>c. Are you a solo parent?</div>                                                                                                                                                                               |                                                                                                                   | <div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify: _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div></div> |      |         |          |                    |                                |                |                   |                                |                |                 |                                |                |
| <div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>ANGELICA P. BALDOS</td><td>VSU, VISCA, BAYBAY CITY, LEYTE</td><td>(053) 565-0600</td></tr><tr><td>GERALDINE T. BARO</td><td>VSU, VISCA, BAYBAY CITY, LEYTE</td><td>(053) 565-0600</td></tr><tr><td>LILIAN B. NUÑEZ</td><td>VSU, VISCA, BAYBAY CITY, LEYTE</td><td>(053) 565-0600</td></tr></table>                                    |                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                       | NAME | ADDRESS | TEL. NO. | ANGELICA P. BALDOS | VSU, VISCA, BAYBAY CITY, LEYTE | (053) 565-0600 | GERALDINE T. BARO | VSU, VISCA, BAYBAY CITY, LEYTE | (053) 565-0600 | LILIAN B. NUÑEZ | VSU, VISCA, BAYBAY CITY, LEYTE | (053) 565-0600 |
| NAME                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ADDRESS                                                                                                           | TEL. NO.                                                                                                                                                                                                                                                                                                                                                                                                              |      |         |          |                    |                                |                |                   |                                |                |                 |                                |                |
| ANGELICA P. BALDOS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | VSU, VISCA, BAYBAY CITY, LEYTE                                                                                    | (053) 565-0600                                                                                                                                                                                                                                                                                                                                                                                                        |      |         |          |                    |                                |                |                   |                                |                |                 |                                |                |
| GERALDINE T. BARO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | VSU, VISCA, BAYBAY CITY, LEYTE                                                                                    | (053) 565-0600                                                                                                                                                                                                                                                                                                                                                                                                        |      |         |          |                    |                                |                |                   |                                |                |                 |                                |                |
| LILIAN B. NUÑEZ                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | VSU, VISCA, BAYBAY CITY, LEYTE                                                                                    | (053) 565-0600                                                                                                                                                                                                                                                                                                                                                                                                        |      |         |          |                    |                                |                |                   |                                |                |                 |                                |                |
| <div>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> |                                                                                                                   | <div><div><div>ID picture taken within the last 6 months<br/>3.5 cm x 4.5 cm<br/>(passport size)<br/><br/>With full and handwritten name tag and signature over printed name<br/><br/>Computer generated or photocopied picture is not acceptable</div><div>PHOTO</div></div><div><div></div><div>Right Thumbmark</div></div></div>                                                                                   |      |         |          |                    |                                |                |                   |                                |                |                 |                                |                |
| <div><div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i></div><div>Government Issued ID: <b>TIN</b></div><div>ID/License/Passport No.: <b>481044567</b></div><div>Date/Place of Issuance: 12/07/2016 / Ormoc City</div></div>                                                                                                                                                                                                | <div><div></div><div>Signature (Sign inside the box)</div><div>03/27/2023</div><div>Date Accomplished</div></div> |                                                                                                                                                                                                                                                                                                                                                                                                                       |      |         |          |                    |                                |                |                   |                                |                |                 |                                |                |
| <div>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</div> <div><div></div><div>Person Administering Oath</div></div>                                                                                                                                                                                                                                                                                                                 |                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                       |      |         |          |                    |                                |                |                   |                                |                |                 |                                |                |