

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) N/A	
MIDDLE NAME	FERNANDEZ		
3. DATE OF BIRTH (mm/dd/yyyy)	06/26/1994	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay City, Leyte	If holder of dual citizenship, 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 <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Purok 1 House/Block/Lot No. Street Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.61	ZIP CODE	6521
8. WEIGHT (kg)	79.00		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	Purok 1 House/Block/Lot No. Street Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	021314748183	ZIP CODE	6521
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) 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 (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	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						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/27/2025
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	N/A	N/A	N/A	N/A	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			
	Enhancing Digital Communication: VOIP Phone Mastery and Output Messenger Transition	11/20/2024	11/20/2024	4	Technical	Information and Communication Technology Management Center (ICTMC)
	ISO 9001-2015 Awareness and Re-Awareness Seminar	09/09/2024	09/09/2024	4	Technical	Officed of the Director for Quality Assurance
	ISO 9001: 2015 Awareness & Re-awareness Webinar (Online)	08/29/2023	08/29/2023	4	Technical	Quality Assurance Center
	ISO 9001: 2015 Awareness & Re-awareness Webinar (Online)	02/15/2023	02/15/2023	4	Technical	QAC - Visayas State University
	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 "
(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)		
	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)					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	02/27/2025	

<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, a. within the third degree? 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: _____</div></div>												
<div>35. a. Have you ever been found guilty of any administrative offense? 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: _____</div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: Date Filed: _____ 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: _____</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: _____</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)? 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): _____</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: a. Are you a member of any indigenous group? b. Are you a person with disability? 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
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<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 3.5 cm x 4.5 cm (passport size) With full and handwritten name tag and signature over printed name 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: TIN</div><div>ID/License/Passport No.: 481044567</div><div>Date/Place of Issuance: 12/07/2016 / Ormoc City</div></div>	<div><div></div><div>Signature (Sign inside the box)</div><div>02/27/2025</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>														