

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	LEMONS		
FIRST NAME	SHEILA MARIE		NAME EXTENSION (JR., SR)
MIDDLE NAME	CORREA		
3. DATE OF BIRTH (mm/dd/yyyy)	6/15/1979	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	Manila	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" 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 Kayaw Kilim Subdivision/Village Barangay City of Baybay Leyte City/Municipality Province
7. HEIGHT (m)	1.524 m	ZIP CODE	6521
8. WEIGHT (kg)	59		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	Kayaw Kilim
10. GSIS ID NO.	006-0017-6518-6	ZIP CODE	Subdivision/Village Barangay City of Baybay Leyte City/Municipality Province
11. PAG-IBIG ID NO.	1700-0027-5186		6521
12. PHILHEALTH NO.	13-000047145-4	19. TELEPHONE NO.	(053) 563 1853
13. SSS NO.	33-6731755-6	20. MOBILE NO.	09173283869
14. TIN NO.	922-427-143	21. E-MAIL ADDRESS (if any)	slemos@vsu.edu.ph/smclemos79@yahoo.com
15. AGENCY EMPLOYEE NO.	V000624		

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	NAME EXTENSION (JR., SR) N/A		N/A	N/A
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	LEMONS (deceased)			
FIRST NAME	EDUARDO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	MASON			
25. MOTHER'S MAIDEN NAME				
SURNAME	CORREA			
FIRST NAME	ROBERTA			
MIDDLE NAME	MATEO		(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	San Lorenzo School of San Pedro	Primary Education	1986	1992	graduated	1992	N/A
SECONDARY	Canossa School, Sta. Rosa, Laguna	High School	1992	1996	graduated	1996	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Visayas State College of Agriculture	BS Development Communication	1996	2000	graduated	2000	N/A
GRADUATE STUDIES	Visayas State University	MS Language Teaching	on-going		49	N/A	N/A

SIGNATURE		DATE
[Signature]		August 2, 2021



#### 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
Career Service Sub-Professional	80.63%	10/26/2014	Leyte National High School, Tacloban City	N/A	N/A

(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 "00-00") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
7/1/2020	12/31/2020	Administrative Aide IV	Office of the Vice President for Student Affairs and Services, Visayas State University, Baybay, Leyte	14,511.00	SG-4	Permanent	Yes
1/1/2020	06/30/2020	Administrative Aide IV	Information Office, Visayas State University, Baybay, Leyte	13,214.00	SG-4	Permanent	Yes
1/1/2019	12/31/2019	Administrative Aide IV	Information Office, Visayas State University, Baybay, Leyte	13,214.00	SG-4	Permanent	Yes
1/1/2018	12/31/2018	Administrative Aide IV	Information Office, Visayas State University, Baybay, Leyte	12,674.00	SG-4	Permanent	Yes
1/1/2017	12/31/2017	Administrative Aide IV	Information Office, Visayas State University, Baybay, Leyte	12,155.00	SG-4	Permanent	Yes
1/1/2016	12/31/2016	Administrative Aide III	Information Office, Visayas State University, Baybay, Leyte	10,883.00	SG-3	Permanent	Yes
10/1/2015	12/31/2015	Administrative Aide III	Information Office, Visayas State University, Baybay, Leyte	10,401.00	SG-3	Permanent	Yes
1/1/2015	9/30/2015	Administrative Aide IV	Information Office, Visayas State University, Baybay, Leyte	10,672.83	SG-4	Casual	Yes
1/1/2014	12/31/2014	Administrative Aide IV	Information Office, Visayas State University, Baybay, Leyte	470.28/day	SG-4	Casual	Yes
1/1/2013	12/31/2013	Administrative Aide IV	Information Office, Visayas State University, Baybay, Leyte	433.45/day	SG-4	Casual	Yes
1/1/2012	12/31/2012	Administrative Aide IV	Information Office, Visayas State University, Baybay, Leyte	433.45/day	SG-4	Casual	Yes
10/1/2011	12/31/2011	Administrative Aide IV	Information Office, Visayas State University, Baybay, Leyte	396.05/day	SG-4	Casual	Yes
7/1/2011	9/30/2011	Administrative Aide IV	Office of the Director for Administration and Human Resource Development, Visayas State University, Baybay, Leyte	396.05/day	SG-4	Casual	Yes
1/1/2008	6/30/2011	Administrative Aide IV	Visayas State University Manila Office, Pasay City	358.68/day	SG-4	Casual	Yes
1/1/2007	12/31/2007	Administrative Aide IV	Visayas State University Manila Office, Pasay City	296.45/day	SG-4	Casual	Yes
1/1/2004	12/31/2006	Administrative Aide IV	Leyte State University Manila Office, Pasay City	296.45/day	SG-4	Casual	Yes
3/1/2001	12/31/2004	Clerk II	Visayas State College of Agriculture Manila Office, Pasay City	282.23/day	SG-4	Casual	Yes
1/1/2001	2/28/2001	Demo I	Visayas State College of Agriculture Manila Office, Pasay City	329.27/day	SG-6	Casual	Yes

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 2, 2021
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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)

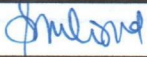
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	The Biggest Loser VSU Edition	April 30, 2021		N/A	participant	VSU Institute of Human Kinetics
	Coronavirus vaccine: Are you willin to take the shot? (webinar)	February 23, 2021		N/A	participant	VSU College of Arts and Sciences; Department of Biotechnology; University Services for Health Emergency and Rescue
	Is CoViD Vaccine Right for You? (webinar)	February 23, 2021		N/A	participant	UPLB; College of Public Affairs and Development; Center for Strategic Planning and Policy Studies
	Sexual Oreintation & Gender Identity: Understanding the Coping Mechanism s of the Filipino Youth (webinar)	February 17, 2021		N/A	participant	DOST-NAST
	Control Your Records before They Control You: The Basics of Records Management and Record Control (webinar)	Janaury 27, 2021		N/A	participant	DOST-STII
	Orientation Workshop Among JO Clerks & Laboratory Technicians	January 15, 2019		N/A	participant	Visayas State University - Office of the Director for Administration and Human Resource Development
	Target Setting Workshop	August 20-21, 2018		N/A	participant	Visayas State University - Office of the Director for Administration and Human Resource Development
	Gender and Development Orientation Seminar on Gender Matters: Mainstreaming in VSU's RDE Function	July 21, 2018		N/A	participant	Visayas State University - Office of the Vice President for Research and Extension
	Seminar-Workshop on Competency-Based HR System and Implementation of Competency-Based Recruitment, Selection, and Placement and Learning & Development	July 4-6, 2018		N/A	participant	Ms. Jocelyn Linsao- Ng
	Community Guiding Training	November 8-14, 2017		56 hrs.	participant	LGU Baybay
	Records Management Training	July 6-7, 2017		N/A	participant	Visayas State University - Office of the Director for Administration and Human Resource Development
	HIV in the Workplace Seminar	December 9, 2016		N/A	participant	Visayas State University Hospital
	Workshop to Review and Improve Citizen's Charter	September 1, 2016		N/A	participant	Visayas State University - Office of the Director for Administration and Human Resource Development
	27th Joint ViCARP and RRDEN Regional Research, Development and Extension Symposium	December 3-4, 2015		N/A	facilitator	Visayas Consortium for Agriculture, Aquatic and Resource Program / Regional Research Development and Extension Network
	Reorientation of Frontliners on Good customer Service, Work Values and Anti-Red Tape Law	September 10, 2014		N/A	participant	Visayas State University - Office of the Director for Administration and Human Resource Development

(Continue on separate sheet if necessary)







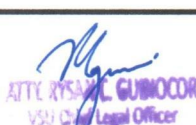
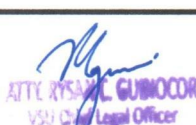
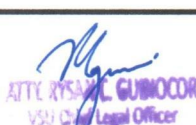
VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	3 3.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	computer literate (MS Word, Excel, Powerpoint, Corel Draw)		N/A		VSU Administrative Personnel Association
	news writing, editing				VSU Credit Cooperative
	internet surfing				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 2, 2021
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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)?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: <u>Mrs. Jocelyn C. Escubio, Teacher III, Department of Education</u>												
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details:  <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Dr. Nancy V. Dumaguing</td><td>VSU Head of Admission</td><td>565 1060 loc 1007</td></tr><tr><td>Ms. Connel D. Antipaso</td><td>VSU Office of the Vice President for Academic Affairs</td><td>9173101458</td></tr><tr><td>Ms. Jennifer E. Ando</td><td>VSU RSPPR</td><td>9367356354</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Dr. Nancy V. Dumaguing	VSU Head of Admission	565 1060 loc 1007	Ms. Connel D. Antipaso	VSU Office of the Vice President for Academic Affairs	9173101458	Ms. Jennifer E. Ando	VSU RSPPR	9367356354
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Ms. Jennifer E. Ando	VSU RSPPR	9367356354											
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.													
<table><tr><td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID:</td><td>VSU ID</td></tr><tr><td>ID/License/Passport No.:</td><td>V0000624</td></tr><tr><td>Date/Place of Issuance:</td><td>VSU City of Baybay, Leyte</td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	VSU ID	ID/License/Passport No.:	V0000624	Date/Place of Issuance:	VSU City of Baybay, Leyte	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>2 August 2021</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	2 August 2021	Date Accomplished
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2 August 2021													
Date Accomplished													
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Right Thumbmark													
SUBSCRIBED AND SWORN to before me this <u>09 AUG 2021</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td>Atty. Rysane L. Gumocor VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>			Atty. Rysane L. Gumocor VSU Chief Legal Officer	Person Administering Oath									
													
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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.

### Administrative Aide VI

- Duration: Present
- Position: Administrative Aide VI
- Name of Office/Unit: Office of the Vice President for Student Affairs and Services
- Immediate Supervisor: Dr. Aleli A. Villocino
- Name of Agency/Organization and Location: Visayas State University, City of Baybay, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Responsible in performing administrative tasks and support services.

### Administrative Aide IV (permanent)

- Duration: January 1, 2017-June 30, 2020
- Position: Administrative Aide IV
- Name of Office/Unit: Information Office
- Immediate Supervisor: Mr. Ulderico B. Alviola
- Name of Agency/Organization and Location: Visayas State University, City of Baybay, Leyte
- Summary of Actual Duties
  - Responsible in documentation of university activities and publish into articles to a university publication, The Obelisk.

### Administrative Aide III (permanent)

- Duration: October 1, 2015-December 31, 2016
- Position: Administrative Aide III
- Name of Office/Unit: Information Office
- Immediate Supervisor: Mr. Ulderico B. Alviola
- Name of Agency/Organization and Location: Visayas State University, City of Baybay, Leyte
- Summary of Actual Duties
  - Responsible in documentation of university activities and publish into articles to a university publication, The Obelisk.

Administrative Aide IV (casual)


- Duration: October 1, 2011-September 30, 2015
- Position: Administrative Aide IV
- Name of Office/Unit: Information Office
- Immediate Supervisor: Mr. Jesus Freddy M. Baldos
- Name of Agency/Organization and Location: Visayas State University, City of Baybay, Leyte
- Summary of Actual Duties
  - Responsible in documentation of university activities and publish into articles to a university publication, The Obelisk.

Administrative Aide IV (casual)

- Duration: July 1, 2011-September 30, 2011
- Position: Administrative Aide IV
- Name of Office/Unit: Office of the Director for Administration and Human Resource Development
- Immediate Supervisor: Dr. Lourdes B. Cano
- Name of Agency/Organization and Location: Visayas State University, City of Baybay, Leyte
- Summary of Actual Duties
  - Responsible in performing administrative tasks.

Administrative Aide IV (casual)

- Duration: March 1, 2001-June 30, 2011
- Position: Administrative Aide IV
- Name of Office/Unit: Visayas State University - Manila Office
- Immediate Supervisor: Ms. Delia L. Silao
- Name of Agency/Organization and Location: VSU Manila Office, Pasay City, Metro Manila
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Responsible in performing administrative tasks and liaison job.

  
SHEILA MARIE C. LEMOS  
(Signature over Printed Name  
of Employee/Applicant)

Date: 2 August 2021