

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	PASA		
FIRST NAME	JANET	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	ODICTA		
3. DATE OF BIRTH (mm/dd/yyyy)	01/08/1992	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Brgy. Higuloan Baybay, Leyte	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
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	N/A N/A House/Block/Lot No. Street N/A BIASONG Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.46	18. PERMANENT ADDRESS	None N/A House/Block/Lot No. Street NA HIGULOAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	50.95		ZIP CODE
9. BLOOD TYPE	O+		ZIP CODE
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	121220782493		
12. PHILHEALTH NO.	13-025498607-1		
13. SSS NO.	N/A	19. TELEPHONE NO.	NONE
14. TIN NO.	721-260-723	20. MOBILE NO.	09091647974
15. AGENCY EMPLOYEE NO.	V02033	21. E-MAIL ADDRESS (if any)	janet.pasa@vsu.edu.ph

II. FAMILY BACKGROUND				
22. SPOUSE'S SURNAME	PASA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	GERONICO	NAME EXTENSION (JR., SR) N/A	KWINN SOPHIA O. PASA	22/01/2016
MIDDLE NAME	DIZON			
OCCUPATION	DRIVER			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ODICTA			
FIRST NAME	DANILO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	ORADA			
25. MOTHER'S MAIDEN NAME				
SURNAME	PAÑA			
FIRST NAME	MARIA LINDA			
MIDDLE NAME	TORREGOSA		(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	HIGULOAN ELEMENTARY SCHOOL	ELEMENTARY	2002	2005	NA	2005	VALEDICTORIAN
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	SECONDARY	2005	2009	NA	2009	NA
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	2009	2014	NA	2014	ACAD. SCHOLAR
(Continue on separate sheet if necessary)							

SIGNATURE		DATE	07-08-25
-----------	--	------	----------



#### 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
<b>CAREER SERVICE PROFESSIONAL EXAMINATION</b>	<b>80.71%</b>	<b>03/05/2015</b>	<b>TACLOBAN CITY</b>	<b>NA</b>	<b>NA</b>

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

**SIGNATURE**

DATE \_\_\_\_\_

07-08-25



**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	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			
	Orientation on BOR Approved Internal Audit Framework	05/27/2025	05/27/2025	8	Technical	HRMD, Visayas State University
	Orientation and Re-Orientation of Guidelines and Procedures on Processes/Services of the Offices Under Administrative Services (AS)	04/08/2025	04/08/2025	8	Technical	HRMD, Visayas State University
	Orientation on Financial Management Transactions in VSU	03/13/2024	03/13/2024	8	Technical	HRMD, Visayas State University
	Workshop on Basic Records and Archives Management (BRAM)	07/30/2024	07/31/2024	16	Technical	HRMO, Visayas State University
	Attaining Work-Life Balance and Productivity	07/9/2024	07/12/2024	32	Managerial	Personnel Officers Association of the Philippines, Inc (POAP)
	Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)	02/23/2024	02/23/2024	8	Technical	HRMO, Visayas State University
	Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University	11/29/2023	11/29/2023	8	Technical	Visayas State University
	Climate Change Expenditure (CCET) Training	10/23/2023	10/23/2023	8	Technical	RCCRDC, Visayas State University
	GPPB Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulations Act of 2016 for VSU	08/22/2023	08/24/2023	24	Technical	BAC, Visayas State University
	Frontline and Excellent Customer Service	11/09/2022	11/11/2022	24	Managerial	Personnel Officers Association of the Philippines, Inc (POAP)
	Webinar on the Guideline in Gender-Based Sexual Harassment in Higher Education Institutions	08/03/2022	08/03/2022	3	Technical	ISRDS, Visayas State University
	Conference on Gender and Disaster Risk Governance	07/27/2022	07/27/2022	6	Managerial	ISRDS, Visayas State University
	Virtual Awareness Seminar on RA No. 11032 "Ease of Doing Business and Efficient Government Service Delivery Act of 2018"	06/28/2022	06/28/2022	8	Technical	Office of the Chief Legal Officer and ODHRM, Visayas State University
	Webinar on the RA 11313 - Safe Spaces Act in observance of the 18-Day Campaign to End Violence Against Women	12/08/2021	12/08/2021	3	Technical	Visayas State University
	Dealing with Plastic Waste Mgmt for Better Circular Economy	11/25/2021	11/25/2021	3	Technical	European Union Delegation to the Philippines
	Re-Orientation of Employees' Duties and Responsibilities and Good Customer Service	9/23/2021	9/23/2021	4	Managerial	Visayas State University
	ISO 9001:2015 Awareness/Re-awareness Webinar	09/13/2021	09/13/2021	4	Technical	Visayas State University
	Training on Record Keeping	08/17/2021	08/17/2021	8	Technical	Dept. of Ag.Education & Extension - GTH
	Extension Then and Now: Focus on the New Extensionist	8/11/2021	8/11/2021	3	Technical	Central Luzon State University
	Grit and Passion in Extension Service	06/24/2021	06/24/2021	3	Technical	College of Agriculture and Food Science, UPLB
	Extension Then and Now: Focus on the New Extensionist	06/11/2021	06/11/2021	3	Technical	Central Luzon State University
	Webinar on Gender, Climate, and Disaster Resilience: Challenges of Equity & Sustainability	03/01/2021	30/01/2021	4	Managerial	CCARPH-NRC
	Webinar on "Is COVID Vaccine Right for you?"	02/23/2021	02/23/2021	4	Technical	UPLB, College, Laguna
	ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	8	Technical	Visayas State University
	Webinar on Organizing on your VSU email for Stress Free Productivity	11/20/2020	11/20/2020	3	Technical	Visayas State University
	Webinar on Document Tracking System	11/13/2020	11/13/2020	3	Technical	Visayas State University
	Cyber Security Training	12/18/2019	12/19/2019	17	Technical	Visayas State University
	Seminar Workshop on Records Matrix and NAP Form-1 Completion	12/13/2019	12/13/2019	8	Technical	Visayas State University
	Training on of the developed RSP, PDS and Plantilla Management System	11/25/2019	11/26/2019	8	Managerial	Visayas State University
	Risk Assessment & Documentation Training Workshop	01/16/19	01/17/19	16	Managerial	Visayas State University
	Orientation-Workshop for JO Clerks and Laboratory Technicians	01/15/19	01/15/19	8	Technical	Visayas State University
	Self-Awareness Seminar held in Brgy. Bubon Baybay City, Leyte	10 / 16 /14	10 / 16 /14	10	Managerial	City Agriculture's Office (CAO)
	Leveling Off Session on Gender and Development on New Guidelines and Review of GHD Plan and Budget for 2015 of Baybay City held in Kuting Reef, Macrohon, Southern, Leyte	7 / 09 /14	7 / 11 /14	48	Technical	Local Government Unit (LGU)
	Personality Development and Business Ethics Seminar	9 / 14 /13	9 / 14 /13	8	Managerial	College of Management and Economics- Visayas State University

(Continue on separate sheet if necessary)

**VIII. OTHER INFORMATION**

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Computer Literate		N/A	N/A
	Public Relation			
	Cooking			
	Editing (Tarp, invitations cards, brochures, etc.)			

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	07-08-25



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)?

☐ YES☒ NO

☐ YES☒ NO

If YES, give details:  
\_\_\_\_\_

35. a. Have you ever been found guilty of any administrative offense?  
  
b. Have you been criminally charged before any court?

☐ YES☒ NO

If YES, give details:  
\_\_\_\_\_

☐ YES☒ 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?

☐ YES☒ 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?

☐ YES☒ 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?

☐ YES☒ NO

If YES, give details: \_\_\_\_\_

☐ YES☒ NO

If YES, give details: \_\_\_\_\_

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES☒ 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?

☐ YES☒ NO

If YES, please specify: \_\_\_\_\_

☐ YES☒ NO

If YES, please specify ID No: \_\_\_\_\_


☐ YES☒ NO

If YES, please specify ID No: \_\_\_\_\_


41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
HENRY Y. GOLTIANO	VSU, Visca, Baybay City, Leyte	9473967554
MILAGROS C. BALES	VSU, Visca, Baybay City, Leyte	9199116700
MARLON M. TAMBIS	VSU, Visca, Baybay City, Leyte	9397203797

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.



JANET PASA  
PHOTO



Right Thumbmark

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.: V02033

Date/Place of Issuance: 04-25-2022/VSU

Signature (Sign inside the box)  
\_\_\_\_\_

Date Accomplished  
07-08-25

SUBSCRIBED AND SWORN to before me this 14 JUL 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ABEGAIDS. MONTERON  
VSU Director, Legal Affairs and Services

Person Administering Oath

CS FORM 212 (Revised 2017) Page 4 of 4



## WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

Duration: March 21, 2022 - Present

- Position: Administrative Aide III
- Name of Office/Unit: PhilRootcrops
- Immediate Supervisor: Marlon M. Tambis
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Prepared all financial and personnel document (e.g. appointments, contract of service, reimbursements, liquidations, replenishments, cash advances, DTR printing, vouchers, payrolls, purchase requests, travel documents, application for leave, HRIS controller, etc.);
- Summary of Actual Duties
  - Recorded documents/memos for delivery, received and forward documents to concerned faculty/staff;
  - Prepared all financial and personnel document
  - Entertained visitors facilitate their request for services;
  - Performed other tasks assigned by the director and assistant director.

Duration: April 16, 2018 - March 20, 2022

- Position: Administrative Aide/Clerk/dDRC
- Name of Office/Unit: Department of Agricultural Education and Extension (DAEEEx)
- Immediate Supervisor: Dr. Milagros C. Bales
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Prepared all financial and personnel document (e.g. Annual accomplishment reports, Office Performance Commitment & Review (OPCR), Individual Performance Commitment & Review (IPCR-draft), reimbursements, liquidations, replenishments, cash advances, DTR printing, vouchers, payrolls, purchase requests, RIS, trip tickets, job requests, travel documents, application for leave, actual teaching load, individual faculty workload, grade sheet printing, HRIS controller in posting of hiring of faculty, etc.);
- Summary of Actual Duties
  - Recorded documents for delivery, received and forward documents to concerned faculty/staff;
  - Prepared all financial and personnel document
  - Entertained visitors facilitates their request for services;
  - Assisted in Enrolment process;
  - Filed procedure manuals and guidelines in ISO 9001:2015;
  - Checked correct forms used in ISO 9001:2015;
  - Controls, records, files, sorts and retrieves documents for easy retrieval
  - Photocopies, scanned, and printed important documents/photos (e.g. Security Guard detail, letter request (communication), report letter, resolution from legal office, memos & etc.);
  - a) issuing, maintaining, retrieving and controlling controlled documents; b) assigning



document numbers and other coding controls for document in coordination with the DRC; c) coordinate with and inform relevant personnel on any changes' and d) ensuring the implementation of the control of records;

- Ensures that there is good coordination between the University Document and Records Controller and the alternate dDRC in all concerns related to document and records control;
- Performed other tasks assigned by the department head and faculty.

Duration: May 1, 2015 – June 1, 2015

- Position: Enumerator
- Name of Office/Unit: Philippine Coconut Authority
- Immediate Supervisor: Ms. Maria Linda P. Odicta
- Name of Agency/Organization and Location: Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Summarizes results of interview
- Summary of Actual Duties
  - Conducted Interview for coconut farmers and evaluated assigned area.

Duration: June 4, 2014 – December 4, 2014

- Position: DOLE Intern
- Name of Office/Unit: City Agriculture Office
- Immediate Supervisor: Ms. Mora C. Abarquez
- Name of Agency/Organization and Location: Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Made programs, tarpaulins, financial statements and project proposals.
- Summary of Actual Duties
  - Responsible in facilitating trainings on Barangay's of Baybay City, Leyte conducted by City Agriculture's Office (CAO).
  - Conducted monitoring and evaluation in the Barangays' (BIDANI Program).

**JANET O. PASA**

(Signature over Printed Name  
of Employee/Applicant)

Date: 7-8-25