concerned.	tion made in the Personal Data Sheet and the					I Day on Date	7520 301	dab dadaya	
Print legibly. Tick appropriate boxes	s () and use separate sheet if necessary. Indicate				1. CS ID No.		(Do not	fill up. For CSC use o	
I. PERSONAL INFORMATIO 2. SURNAME	PASA								
FIRST NAME	ELIZABETH				}	NAME EXTENSION (JR., SR)			
MIDDLE NAME	·								
3. DATE OF BIRTH	DIZON	T		T			N/A		
(mm/dd/yyyy)	01/15/1994	16. CITIZENSHIP		✓ Filipino ☐ Dual Citizenship					
4. PLACE OF BIRTH	BRGY., BIASONG, BAYBAY, LEYTE	If holder of dual citizer				by birth Pls. indicate of	by birth by naturalization Pls. indicate country:		
5. SEX	Male Female	please indicate the de			. i.s. indicate country.				
6 CIVIL STATUS	✓ Single Married	17. RESIDENTIAL ADDRESS	gregory of the design of the control	PUROK 1 SAGKAAN					
6 CIVIL STATUS	☐ Widowed ☐ Separated		House/Block/Lot No. Subdivision/Village				Street BIASONG Barangay		
	Other/s:	e a considération montaine de bours de sons de							
7. HEIGHT (m)	1.524 m	TOJE SE STEP SHIND	BAYBAY City/Municipality			LEYTE Province			
8. WEIGHT (kg)	42 kg	ZIP CODE				6521	- T	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	H	N/A ouse/Block/Lot	No.	imgA p	PUROK 1 SAG Street	KAAN	
10. GSIS ID NO.	2006340375	ACCOUNTING OFFICE VISITY UNIVERSITY		N/A	MESKATIV	LAGA	BIASONG Barangay		
11. PAG-IBIG ID NO.	1211-4771-9918	A ROUGED FIRE READ OF A VINO WILL THE DIME.	BAYBAY LEYTE			LEYTE	gel regulated		
12. PHILHEALTH NO.	12-051454819-1	ZIP CODE		City/Municipal	ity	6521	Province	Pi Trocartio	
13, SSS NO.	0637123787	19. TELEPHONE NO.	1						
					N/A				
14. TIN NO.	322-989-480-000	20. MOBILE NO.		09280831200					
15. AGENCY EMPLOYEE NO.	V02112	21. E-MAIL ADDRESS (if any)			ely	oung231@gmail.com			
II. FAMILY BACKGROUND									
22. SPOUSE'S SURNAME	N/A	NAME EXTENSION (JR., SR)	23. NAME of CHILDREN (Write full name and list all)		nd list all)	DATE OF BIRTH (mm/dd/yyyy			
FIRST NAME	N/A	THAINE EXTENSION (U.S., STY		N/A			N/A		
MIDDLE NAME	N/A								
OCCUPATION	N/A								
EMPLOYER/BUSINESS NAME	N/A				*****************				
BUSINESS ADDRESS	N/A								
TELEPHONE NO.	N/A	***************************************		·	-				
24. FATHER'S SURNAME	PASA	Lives extension (D. op.							
FIRST NAME	MARCIAL	NAME EXTENSION (JR., SR)			SERVICE DE PROPERTO				
MIDDLE NAME	CALDERON				Section (Section Residence)		**************************************		
5. MOTHER'S MAIDEN NAME							70.000 = 10.00		
SURNAME	DIZON	*****							
FIRST NAME	PERLITA								
MIDDLE NAME	ASEGENTE				(Continue or	separate sheet if ned	cessary)		
III. EDUCATIONAL BACKG	ROUND	T							
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGRE (Write in full)	E/COURSE	PERIOD OF	ATTENDANCE	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUAT ED	SCHOLARSHIP/ ACADEMIC HONOF RECEIVED	
ELEMENTARY	HIPUSNGO ELEMENTARY SCHOOL	PRIMARY EDUCATION		2001	2006	GRADUATED	2006	WITH HONOR	
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	and the second	20016	2010	GRADUATED	2010	VALEDICTORIAN	
VOCATIONAL / TRADE COURSE	N/A	N/A		N/A	N/A	N/A	N/A	N/A	
TRADE COURSE	UNIVERSITY OF CEBU-BANILAD CAMPUS	BACHELOR OF SCIENCE IN ACCOUNTANCY		2010	2010	UNITS EARNED	N/A	N/A	
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS		2011	2015	GRADUATED	2015	NONE	
GRADUATE STUDIES	N/A	N/A		N/A	N/A	N/A	N/A	N/A	
		(Continue on separate sheet if need	cessary)					****	
SIGNATURE				D	ATE		June 10, 20	124	

7. CARI		1080 (BOARD/ BAR) UNDER	RATING	DATE OF	AMOSS			LICENSE (if an	oplicable)
CDECIAL LAWCICECICCEE			(If Applicable)	EXAMINATION / CONFERMENT	NATION / CONFERN	MENT	NUMBER	Date (
		ESSIONAL ELIGIBILITY	84.25	AUGUST 07,2022	LEYTE NATIONAL HIGH SCHOOL, TACLOBAN CITY			N/A	N/A
OAKEEK	SERVICETROT	ESSISTAL ELISIBILITY	04.23				20DAIL OIL	IVA	
				Continue on separate she		V44027770	AOST		
Include priv	EXPERIENCE vate employmer LUSIVE DATES	nt. Start from your recent				l Work Experier	SALARY/ JOB/ PAY		
	mm/dd/yyyy)	POSITION TIT (Write in full/Do not a		(Write in fu	ENCY / OFFICE / COMPANY II/Do not abbreviate)	MONTHLY SALARY	GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVIO (Y/ N)
7/10/2023	PRESENT	ADMINISTRATIVE	AIDE III		FFICE, VISAYAS STATE	14,677.96	SG-3	CASUAL	Υ
1/01/2023	07/09/2023	ADMINISTRATIVE	AIDE III	ACCOUNTING O	FFICE, VISAYAS STATE	13,274.80	NONE	JOB ORDER	Y
3/10/2021	12/31/2022	ADMINISTRATIV	E AIDE I	OFFICE OF THE	HEAD OF ACCOUNTING,	9,961.20	NONE	JOB ORDER	Υ
6/18/2015	12/02/2020	CUSTOMER SERVICE			INES INC., CEBU, PHIL.	16,000.00	NONE	PERMANENT	N
							AMA		
SIGN	ATURE	ALIAN ALIA	J. C.	ontinue on separate shee	et if necessary) DATE	AH	June 10	, 2024	1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2

VI. VOLUNTARY WORK OR INVOLVEMEN		The second second second		DRGANIZATION	l/S		
29. NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy) From To		NUMBER OF HOURS	POSITION / NATURE OF WORK		
IIA .	N/A	N/A	N/A	N/A			
eriki.	to swip 257 ii						
					ondia terrai des		
2 N	tos uso Carrilla		+				
			-	-			
2.01			-		divide your	выстарувануювает честы у в	
206	er engligat it						
/II. LEARNING AND DEVELOPMENT (L&L			e sheet if necessar TTENDED	y)			
30. TITLE OF LEARNING AND DEVELOPMENT IN (Write in		ATTE	VE DATES OF ENDANCE n/dd/yyyy)	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/	CONDUCTED/ SPONSORED BY (Write in full)	
		From	То		Technical/etc) TECHNICAL		
ACCOUNTING FOR NON-ACCOUNTANTS TRAINING	6.3	10/23/2023	10/26/2023	32 HOURS	TRAINING	COA RO No. VIII, Candahug, Palo, Leyte	
SO 9001:2005 AWARENESS/RE-AWARENESS WEI	BINAR	08/29/2023	08/29/2023	8 HOURS	QUALITY TRAINING	Visayas State University, Visca, Baybay, Leyte	
MENTAL HEALTH WELLNESS SEMINAR		04/25/2023	04/25/2023	4 HOURS	SOFT-SKILLS DEVELOPMENT	RDE HALL, VSU, Baybay City, Leyte	
SO 9001:2005 AWARENESS/RE-AWARENESS SEN	MINAR	08/30/2022	08/31/2022	16 HOURS	QUALITY TRAINING	RDE HALL, VSU, Baybay City, Leyte	
HANDS-ONLY CARDIOPULMONARY RESUSCITATION			07/22/2022	16 HOURS		Visayas State University, Visca, Baybay, Leyte	
DATA PRIVACY ACT OF 2012 AWARENESS SEMIN	IAR	04/07/2022	04/07/2022	8 HOURS	QUALITY TRAINING	Visayas State University, Visca, Baybay, Leyte	
(AALAM: CREATIVE FORMS AND NARRATIVES O	F THE CONTEMPORARY	03/09/2022	03/09/2022	8 HOURS		INSTITUTE OF HUMAN KINETICS - VSU	
						Strate of the control	
/III. OTHER INFORMATION	(Cc	ontinue on separat	e sheet if necessar	'Y)			
31. SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION 32. (Write in full)					33. MEMBERSHIP IN ASSOCIATION/ORGANIZATIO (Write in full)	
COMMUNICATION SKILLS	TOP AGENT FOR THE M	N/A					
COMPUTER SKILLS	TOP AGENT PERFOR	nemication media in mis ricitationers					
operations are an expectable as the control of the last of	TOP AGENT FOR THE MO	the second second contract to the second second contract to the second s					
	TOP NPS PERFORMER F	The state of the s					
•	OUTSTANDING PERFO	SHEY IN SIEGLAND TO SHEEL AND STANDARD					
	TOP NPS CONTRIBUTOR/OUTSTANDING PERFORMANCE WB JULY 23 - WIPRO						
	TOP NPS CONTRIBUTOR/OUTSTANDING PERFORMANCE WB JUNE 18 - WIPRO					00100104	
CONTRACTOR OF THE PROPERTY OF		medical section		parameter to the second		STREAM TO SERVICE AND AND SERVICE STREAM STR	
			KCDC V	titl to t	equit re	aretecint (POWE GAA GERIADE to a	
condendation in Classical set	teries it is a set en galler a de		11747-1	The state of the s			
	/C	ontinue on separa	te sheet if necessa	ry)			

34. Are you related by consanguinity or affinity to the appointing chief of bureau or office or to the person who has immediate Bureau or Department where you will be apppointed,			
a. within the third degree?		☐ YES ☑	NO
b. within the fourth degree (for Local Government Unit - Care	eer Employees)?	YES ✓	NO
	If YES, give details:		
35. a. Have you ever been found guilty of any administrative offe	fanca?		
35. a. Have you ever been found guilty of any administrative on		NO	
		If YES, give details:	
b. Have you been criminally charged before any court?		☐ YES ☑	NO
D. Have you been ominingly onlinged border any court.	If YES, give details:] 110	
	and and a group of the control of th	Date Filed:	and a second
	er ver der Group der Victoria i verschild der Victoria der Victoria der Victoria de Victoria de Victoria de Vi	Status of Case/s:	
36. Have you ever been convicted of any crime or violation of an	ny law, decree, ordinance or regulation by	☐ YES ☐	✓ NO
any court or tribunal?		If YES, give details:	
37. Have you ever been separated from the service in any of the	e following modes: resignation, retirement.	YES F	✓ NO
dropped from the rolls, dismissal, termination, end of term, fi		If YES, give details:	<u>√</u> NO
the public or private sector?	and the second s		
38. a. Have you ever been a candidate in a national or local elec	ction held within the last year (except		✓ NO
Barangay election)?		If YES, give details:	DESCRIPTION OF THE STATE OF THE
b. Have you resigned from the government service during the		YES	✓ NO
election to promote/actively campaign for a national or local	a la	If YES, give details:	SEARCH SERVICE CONTRACTOR SERVICES
39. Have you acquired the status of an immigrant or permanent	resident of another country?	☐ YES	□ NO
		If YES, give details (co	ountry):
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag and (c) Solo Parents Welfare Act of 2000 (RA 8972), please			
a. Are you a member of any indigenous group?	The same of the sa	☐ YES	✓ NO
		If YES, please specify:	Ŭ NO
b. Are you a person with disability?		YES	✓ NO
c. Are you a solo parent?		If YES, please specify ID	
Ale you a solo parent:		YES If YES, please specify ID	No:
41. REFERENCES (Person not related by consanguinity or affinity to applicant	t /appointee)		
NAME	ADDRESS	TEL. NO.	
NICK FREDDY R. BELLO	VISAYAS STATE UNIVERSITY	9353256803	(a a)
CECILE ORTIZ	CEBU CITY	9229022903	
JEZIEL ELA O. SAYCON	LABANGON, CEBU CITY	9070517473	
42. I declare under oath that I have personally accomplished this statement pursuant to the provisions of pertinent laws, rules the agency head/authorized representative to verify/valid misrepresentation made in this document and its attachmagainst me.	and regulations of the Republic of the Philippidate the contents stated herein.	pines. I authorize	ELIZABETHOD PASA
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	04A228400		
Government Issued ID: PASSPORT			L. Barrell
ID/License/Passport No.: P6126008B	Signature (Sign inside the b	nox)	
Date/Place of Issuance: 01/19/2021 -DFA TACLOBAN	June 10, 2024 Date Accomplished		
			Right Thumbmark
SUBSCRIBED AND SWORN to before me this2	4 JUN 2021, affiant exhibiting	g his/her validly issued govern	nment ID as indicated above.
	ATTY BY AN C. GUINCOUR VSL (Third Legal Officer		
	h		

WORK EXPERIENCE SHEET

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

- 2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.
- Duration: July 10, 2023 Present
- Position: Administrative Aide III (Casual)
- Name of Office/Unit: VSU-ACCOUNTING OFFICE
- Immediate Supervisor: Nick Freddy R. Bello
- Name of Agency/Organization and Location: VISAYAS STATE UNIVERSITY
- List of Accomplishments and Contributions (if any):
- Summary of Actual Duties:
 - o Prepares and generates report of agency remittances from payroll.
 - o Prepares/Consolidates Tax Remittance Advice (TRA) within mandated time.
 - Process online payments of withheld taxes from suppliers, compensation, documentary stamp and honorarium taxes monthly
 - Prepares consolidated monthly report of tax remittances according to fund type and forward them to designated fund in-charge.
 - Prepares monthly consolidated remittance list to various agencies (Philhealth, Pag-IBIG, GSIS, VSUCC, VSU-FA, Philam, Globe, and etc.)
 - Prepares disbursement vouchers for remittances to different agencies.
 - Prepares Obligation Request and Status (ORS) or Budget Utilization Request and Status (BURS).
 - o Monthly monitors and encodes entries of employees BIR remittances for JANNOV report.
 - Process online filing of alpha list of payees for supplier (1604-E) and employees (1604-C) and produce printed and scanned copy of BIR 2316 for all employees.
 - Assist colleagues and performed other assigned tasks.
- Duration: January 1, 2023 July 9, 2023
- Position: Administrative Aide III (Job Order)
- Name of Office/Unit: VSU-ACCOUNTING OFFICE
- Immediate Supervisor: Nick Freddy R. Bello
- Name of Agency/Organization and Location: VISAYAS STATE UNIVERSITY
- List of Accomplishments and Contributions (if any):
- Summary of Actual Duties:
 - o Posts the following payments/payrolls in their individual subsidiary ledgers:
 - 1. Job Order payrolls under GF, STF, IGP, PCC and 101T Projects;
 - 2. Student assistants' payrolls, scholars and GTA;
 - 3. Casual and contractual employee payrolls.
 - Prepares monthly list of Job Order and Casual tax deductions for remittance;
 - Prepares summary list of deductions (CONSOL, Pag-ibig, Philhealth, VSUCC and other loans);
 - o Prepares monthly Job Order, Part-Timer and Casual/Contractual Pag-ibig Remittances
 - Assist in processing Job Order payrolls (pre-audit and accounting entries)
 - o Print certifications for staffs and faculties with no financial accountability in the office

- Duration: October 13, 2021 December 31, 2022
- Position: Administrative Aide I (Job Order)
- Name of Office/Unit: VSU-ACCOUNTING OFFICE
- Immediate Supervisor: Nick Freddy R. Bello
- Name of Agency/Organization and Location: VISAYAS STATE UNIVERSITY
- Summary of Actual Duties:
 - o In-charge in the electricity and miscellaneous accounts for the first two months in the office.
 - Given a different role and was then in-charge in posting the following payments/payrolls in their individual subsidiary ledgers:
 - 1. Job Order payrolls under GF, STF, IGP, PCC and 101T Projects.
 - 2. Student assistants' payrolls, scholars and GTA.
 - 3. Casual and contractual employee payrolls.
 - Prepares monthly list of Job Order and Casual tax deductions for remittance.
 - Prepares summary list of deductions (CONSOL, Pag-ibig, Philhealth, VSUCC and other loans).
 - Prepares monthly Job Order, Part-Timer, and Casual/Contractual Pag-ibig Remittances.
 - Assist in processing Job Order payrolls (pre-audit and accounting entries)
 - o Print certifications for staffs and faculties with no financial accountability in the office.
- Duration: June 18, 2015 December 3, 2020
- Position: Customer Service Associate
- · Name of Office/Unit: WIPRO Philippines Inc., Cebu City
- Immediate Supervisor: Hurricane Norteza
- Name of Agency/Organization and Location: WIPRO Philippines Inc., Cebu City
- Summary of Actual Duties:
 - Answers escalated cases, analyze, and provide accurate documentation and investigation in every customer's interaction.
 - Maintain good relationship with customers by answering business emails and doing outbound calls concerning with their accounts query and issues when resolved.
 - Assist clients/customers on their online purchases/orders payments using their credit cards/visa cards.
 - Checks order shipping, delivery, and in-store pick-up status to make sure that items purchased are shipped/delivered and picked-up on time.
 - Assist in purchase returns & exchanges.
 - Offers price match guarantee on online and in-store purchases to be compared to other competitors.
 - Process refunds whenever accounts have been fraudulently used in an online and in-store purchases.
 - Answers inbound calls and forward them to the correct department to get proper assistance.
 - Generate reports related to team's performance and perform audit on cases handled by team members.
 - Assist team members on their escalated concerns when Supervisor is not around and do coaching if necessary.

ELIZABETH D PASA
(Signature over Printed Name of Employee/Applicant)

Date: June 10, 2024