

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	ORAÑO		
FIRST NAME	PAMELA	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	POSAS		
3. DATE OF BIRTH (mm/dd/yyyy)	08/12/1975	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: Philippines
4. PLACE OF BIRTH	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	
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:		
7. HEIGHT (m)	1.52	17. RESIDENTIAL ADDRESS	N/A PUROK ILANG-ILANG House/Block/Lot No. Street N/A Marcos Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
8. WEIGHT (kg)	68.00	ZIP CODE	6521
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	N/A PUROK ILANG-ILANG House/Block/Lot No. Street N/A Marcos Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	000625887640	ZIP CODE	6521
11. PAG-IBIG ID NO.	121018775083	19. TELEPHONE NO.	()
12. PHILHEALTH NO.	130500605198	20. MOBILE NO.	905-127-5150
13. SSS NO.	0625887840	21. E-MAIL ADDRESS (if any)	pamela.orano@vsu.edu.ph
14. TIN NO.	949072246		
15. AGENCY EMPLOYEE NO.	V00785		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Oraño	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Angelo	Mariell Nicole Posas Oraño	10/11/2000
MIDDLE NAME	Pedrosa	Phoenielope Posas Oraño	12/11/2006
OCCUPATION	n/a	June Antonella Posas Oraño	06/18/2009
EMPLOYER/BUSINESS NAME	n/a	Martina Angela Posas Oraño	04/08/2013
BUSINESS ADDRESS	n/a		
TELEPHONE NO.	n/a		
24. FATHER'S SURNAME	Posas		
FIRST NAME	Oscar		
MIDDLE NAME	Bagarinao		
25. MOTHER'S MAIDEN NAME	Martina Godines Bagarinao		
SURNAME	Posas		
FIRST NAME	Martina		
MIDDLE NAME	Bagarinao		

(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	Visca Foundation Elementary School	Elementary	1981	1988	graduated	1988	N/A
SECONDARY	Visayas State University Laboratory High School	High School	1988	1992	graduated	1992	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Statistics	1992	1997	graduated	1997	N/A
GRADUATE STUDIES	Visayas State University	Master of Management	2014	2019	graduated	2019	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/19/2024
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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
	Civil Service Examination Professional Level	80.00	07/22/2006	SJC Maasin Southern Leyte	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 "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
	From	To						
	01/01/2023	PRESENT	Administrative Aide VI	Visayas State University	17,553.00	6-1	Permanent	Y
	01/01/2023		Administrative Aide VI	Visayas State University	17,553.00	6-1	Permanent	Y
	03/21/2022		Administrative Aide VI	Visayas State University	17,553.00	6-1	Permanent	Y
	03/21/2022		Administrative Aide VI	Visayas State University	16,877.00	6-1	Permanent	Y
	01/01/2022		Administrative Aide IV	Visayas State University	15,109.00	4-2	Permanent	Y
	01/01/2021		Administrative Aide IV	Visayas State University	14,511.00	4-2	Permanent	Y
	01/01/2020		Administrative Aide IV	Visayas State University	13,914.00	4-2	Permanent	Y
	01/01/2019	12/18/2019	Administrative Aide IV	Visayas State University	13,316.00	4-2	Permanent	Y
	01/01/2018	12/31/2018	Administrative Aide IV	Visayas State University	12,674.00	4-1	Permanent	Y
	01/01/2017	12/31/2017	Administrative Aide IV	Visayas State University	12,155.00	4-1	Permanent	Y
	12/19/2016	12/31/2016	Administrative Aide IV	Visayas State University	11,658.00	4-1	Permanent	Y
	07/01/2016	12/18/2016	Administrative Aide III	Visayas State University	10,985.00	3-2	Permanent	Y
	01/01/2016	06/30/2016	Administrative Aide III	Visayas State University	10,883.00	3-1	Permanent	Y
	07/01/2013	12/31/2015	Administrative Aide III	Visayas State University	10,401.00	-	Permanent	Y
	05/16/2013	03/06/2013	Administrative Aide III	Visayas State University	402.45	-	Casual	Y
	01/07/2013	06/30/2013	Clerk/Data Encoder	Visayas State University, Library	4,400.00	-	Job Order	N
	01/02/2012	12/31/2012	Clerk/Data Encoder	Visayas State University, Library	4,400.00	-	Job Order	N
	01/03/2011	12/30/2011	Clerk/Data Encoder	Visayas State University, Library	4,400.00	-	Job Order	N
	01/04/2010	12/31/2010	Clerk	Visayas State University, Library	4,400.00	-	Job Order	N
	06/01/2006	12/31/2009	Customer Service Representative	Cinemar Honda Traders	4,400.00	-	Temporary	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/19/2024
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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		
	KABALIKAT CIVICOM Baybay Chapter	07/02/2018	PRESENT	1	Member

(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			
	2024 National Internal Quality Audit Forum	04/04/2024	04/04/2024	1	Technical	AGF
	2024 National Internal Quality Audit Forum	04/04/2024	04/05/2024	16	Technical	AGF
	023 Management System Standards Forum, Training & Workshops	11/28/2023	11/29/2023	16	Technical	AGF
	Seminar-Workshop on Electronic Records Management	11/13/2023	11/17/2023	24	Technical	National Archives of the Philippines (NAP)
	Internal Quality Audit Course based ISO 19011:2018 Auditing Guidelines	08/14/2023	08/15/2023	16	Technical	AGF
	Personality Development and Developing Customer Satisfaction	06/13/2023	06/16/2023	32	Technical	POAP
	Regional Seminar -workshop on Records Disposition Administration	05/16/2023	05/18/2023	24	Technical	National Archives of the Philippines (NAP)
	Training-Workshop on Risk Assessment"	11/24/2022	11/25/2022	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Seminar-Workshop on the Establishment of Records Center and Archival Systems (ERCAS)	09/13/2022	09/15/2022	24	Technical	National Archives of the Philippines
	ISO 9001:2015 Awareness/Re-awareness Seminar conducted on August 30-31, 2022 at VSU RDE Hall	08/30/2022	08/31/2022	16	Technical	Visayas State University
	IRCA ISO 9001:2015 Lead Auditors' Training Course on August 22 – 26, 2022	08/22/2022	08/26/2022	40	Technical	TUV Rheinland Philippines Inc.
	IQA Course based ISO 19011:2018 Auditing Guidelines	08/17/2022	08/19/2022	24	Technical	AGF Consulting Group and Visayas State University
	ISO 9001:2015 QMS Documentation Training and Manual Preparation	07/07/2022	07/08/2022	16	Technical	Department of Agriculture
	Virtual Data Privacy Act of 2012 Awareness Seminar	04/07/2022	04/07/2022	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Document Control and Records Management Training	09/21/2021	09/23/2021	24	Managerial	AGF Consulting Group
	Corrective Action Reporting	08/05/2021	08/05/2021	8	Technical	AGF Consulting Group
	One Hour Free Webinar on Integrated Management System Awareness	07/16/2021	07/16/2021	1	Technical	AGF Consulting Group, Philippines

PLEASE SEE ATTACHMENT A

(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)
	N/A		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/19/2024
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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)?

☐ 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.
Luz O. Moreno	VSU, Baybay City Leyte	09164239381
Elvira E. Ongy	VSu,Vaybay City , Leyte	0938669267
Alberto Paris	Marcos, Baybay Leyte	09351941712

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.

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


PHOTO

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **GSIS**

ID/License/Passport No.: **000625887640**


Date/Place of Issuance: **11/30/-0001 / Maasin City**



Signature (Sign inside the box)

07/19/2024

Date Accomplished



Right Thumbprint

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

Person Administering Oath

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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.

Sample: If applying to Administrative Officer IV

- Duration: March 20, 2022 - Present
- Position: Administrative Aide VI
- Name of Office/Unit: Quality Assurance Center
- Immediate Supervisor: Joel Rey U. Acob
- Name of Agency/Organization and Location: Visayas State University, Main Campus
- List of Accomplishments and Contributions (if any)
 - Drafted the Procedure Manual and Guidelines under the documents and control process
- Summary of Actual Duties
 - Ensure the audit is conducted and completed efficiently and effectively as per the plan approved by the VSU ISO Top Management Committee.

Responsibilities include:

- Leading the planning, preparation, and execution of an effective internal quality audit.
- Overseeing the collection and analysis of relevant audit evidence to identify findings.
- Leading the validation and verification of root causes and corrective actions.
- Preparing and submitting the quality audit report to the ISO Top Management Committee for review and appropriate corrective actions.
- Assists the QMR in the creation and revision of ISO documented information.
- Issues, maintains, retrieves and controls all controlled documents.
- Assigns document numbers and other coding controls for all ISO documented information.
- Coordinates and informs relevant personnel on any changes of the documents.
- Ensures the implementation of control of records.


PAMELA POSAS ORANO

(Signature over Printed Name
of Employee/Applicant)

Date: JULY 24, 2024