CS Form No. 212 Revised 2017

## **PERSONAL DATA SHEET**

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filling of administrative/criminal case/s against the person concerned.

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	LLING OUT THE PERSONAL DATA SHEET (PDS) BE			IATE I	1. CS ID No.		/Do not fill	- CCC 1	
Print legibly. Tick appropriate boxe I. PERSONAL INFORMATIC	s ( ) and use separate sheet if necessary. Indic DN	ate N/A if not applicable. DO	NOI ABBREV	MIC.	I, US ID No.	(From a submit of parties	(Do not fill up. Fo	or USC use only	
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		✓ Filipino ☐ Dual Citizenship				ization	
4. PLACE OF BIRTH	Baybay, Leyte	If holder of dual citizenship,		by birth by naturalization  Pls. indicate country:				ization	
5. SEX	☐ Male	please indicate the d	letails.	Philippines					
6. CIVIL STATUS	Single  Married  Separated Other/s:	17. RESIDENTIAL ADDRESS	N/A House/Block/Lot No. N/A		PUR	PUROK ILANG-ILANG Street Marcos			
7. HEIGHT (m)	30190345 1.52		St	Subdivision/Village BAYBAY City/Municipality		Barangay  LEYTE  Province			
ABINET CONTRACTOR	180 2 2 4 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	TID CODE							
8. WEIGHT (kg)	68.00	ZIP CODE 18. PERMANENT ADDRESS		N/A			6521		
9. BLOOD TYPE	B+		Ho	use/Block/Lot No	).	Tok	PUROK ILANG-ILANG Street		
10. GSIS ID NO.	000625887640	e a sanga Lausadi	St	N/A · Subdivision/Village		Marcos Barangay			
11. PAG-IBIG ID NO.	121018775083	n ni makakanii. Haranii	BAYBAY City/Municipality		LEYTE Province				
12. PHILHEALTH NO.	130500605198	· · ZIP CODE ·		IV shiA avaut pertica		6521			
13. SSS NO.	0625887840	19. TELEPHONE NO.		VIOLETTI STATEMENT			- Dally Ball		
14. TIN NO.	949072246	20. MOBILE NO.		905-127-5150					
15. AGENCY EMPLOYEE NO.	V00785	21. E-MAIL ADDRESS (if any)		pamela.orano@vsu.edu.ph					
II. FAMILY BACKGROUND						A CALL THE LAND			
22. SPOUSE\'S SURNAME	Oraño	network subsequent	23. NAME of CHILDREN (Write full name and list all)			d list all)	DATE OF BIRTH (mm/dd/yyyy) 10/11/2000		
FIRST NAME	Angelo	NAME EXTENSION (JR., SR)		Mariell Nicole Posas Oraño					
MIDDLE NAME	Pedrosa	an no state arms Vicense		Phoenielope Posas Oraño		año	12/11/2006		
OCCUPATION	n/a			June Antonella Posas Oraño		raño	06/18	/2009	
EMPLOYER/BUSINESS NAME	n/a		Martina Angela Posas Orar		raño 04/08/2013		/2013		
BUSINESS ADDRESS	n/a			Land of					
TELEPHONE NO.	n/a			A-04-0-100-				Territoria Militaria e Albi	
24. FATHER\'S SURNAME	Posas	NAME EXTENSION (JR., SR)		Bertild	ne suemin		S. Cherry States	Will the	
FIRST NAME	Oscar	, , , , , , , , , , , , , , , , , , , ,		18003	O sia Chini		C18000 30 A	2570255040	
MIDDLE NAME	Bagarinao	steel in to the respect to		National Annual Control	n Benjagara 		510.000		
25. MOTHER\'S MAIDEN NAME	Martina Godines Bag	arinao						THE SELECT	
SURNAME	Posas								
FIRST NAME	Martina								
MIDDLE NAME  III. EDUCATIONAL BACKG	Bagarinao			(C	ontinue on sep	parate sheet if neces	sary)		
26.	NAME OF SCHOOL	BASIC EDUCATION/DEGR	REE/COURSE	PERIOD OF A	TTENDANCE	HIGHEST LEVEL/UNITS	YEAR	SCHOLARSHIP/ ACADEMIC	
LEVEL	(Write in full)	(Write in full)		From	То	EARNED (if not graduated)	GRADUATED	HONORS RECEIVED	
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  COLLEGE	N/A Visayas State University	Bachelor of Science in Statistics		1992	1997	graduated	1997	N/A	
GRADUATE STUDIES	Visayas State University	Master of Managen		2014	2019	graduated	2019	N/A	
		Continue on separate sheet if nec	STREET, SHIPPING THE PARTY OF T	1					
SIGNATURE		ravo		DA	TE		07/19/2024		

. CAREER	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE		RATING	DATE OF	DI ACE OF EVANIE	DI ACC OF CVANISATION I CONFEDNICAT			LICENSE (if applicable)	
BARA		Y / DRIVER'S LICENSE	(If Applicable)	CONFERMENT	EXAMINATION / PLACE OF EXAMINATION / CONFERMENT CONFERMENT			NUMBER	Date o Validit	
Civil Sen	vice Examination	n Professional Level	onal Level 80.00 07/22/2006 SJC Maasin Southern Leyte				N/A	N/A		
							ONARIO		A PARTY	
							3,474.0		19.764 19.764	
		September 1	3 [5]			POS 1 sp			A 5000	
	of the s	parel de							-soAr	
			Income.	(Continue on separate shee	t if necessary)		selv (* )		43.	
	XPERIENC te employmen		( work) Description		indicated in the attache	d Work Exper	ience sheet.			
(mm/d	VE DATES dd/yyyy)	POSITION TITI (Write in full/Do not ab			NCY / OFFICE / COMPANY Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format*00-0*)/	STATUS OF APPOINTMENT	GOV'I SERVIC (Y/ N)	
1/01/2023	To PRESENT	Administrative Ai	de VI	Vicavas 9	tate University	17,553,00	INCREMENT 6-1	Permanent	Υ	
1/01/2023		Administrative Ai			tate University	17,553.00	6-1	Permanent	Y	
3/21/2022		Administrative Ai	which the site of	•	tate University	17,553.00	6-1	Permanent	Y	
3/21/2022		Administrative Ai	THE RESERVE	Visayas S	16,877,00	6-1	Permanent	Y		
1/01/2022		Administrative Ai		2.32.2	tate University	15,109.00	4-2	Permanent	Y	
1/01/2021		Administrative Ai		Visayas S Visayas S	Na sein An	4-2		Y		
1/01/2020		Administrative Ai		Visayas S Visayas S	14,511.00		Permanent	Objetts		
	12/18/2019			***	13,914.00	4-2	Permanent	Y		
www.clisteria		Administrative Ai	E. Commission	Visayas State University		13,316.00	4-2	Permanent	Y	
	12/31/2018	Administrative Ai		Visayas State University		12,674.00	4-1	Permanent	Υ	
317	12/31/2016	Administrative Ai	S. arras Salas	Visayas State University		12,155.00	4-1	Permanent	Y	
A 18 17	7-1	Administrative Ai	NUCCESSION .	Visayas State University		11,658.00	4-1	Permanent	Y	
19.5	12/18/2016	Administrative Ai	N.V. LISVING	Visayas State University		10,985,00	3-2	Permanent	Υ	
	06/30/2016	Administrative Ai		Visayas State University		10,883.00	3-1	Permanent	Y	
	12/31/2015	Administrative Air		Visayas State University		10,401.00	•	Permanent	Υ	
	03/06/2013	Administrative Ai		Visayas State University		402.45	• 1	Casual	Υ	
	06/30/2013	Clerk/Data Enco		Visayas State University, Library		4,400.00		Job Order	N	
	12/31/2012	Clerk/Data Enco		Visayas State University, Library		4,400.00	•	Job Order	N	
	12/30/2011	Clerk/Data Enco	der	Visayas State University , Library		4,400.00		Job Order	N	
	12/31/2010	Clerk		Visayas State University , Library		4,400.00		Job Order	N	
5/01/2006 1	12/31/2009	Customer Service Repr	resentative	Cinemar H	londa Traders	4,400.00	-	Temporary	N	
			NAME OF THE PARTY							
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					95319				hojus.	
				(Continue on separate sheet	if necessary)	2327424				

VOLUNTARY WORK OR INVOLVEMEN	T IN CIVIC / NON-GOVERNM	ENT / PEOPL	E/VOLUNT,	ARY ORGANIZ	ZATION/S		
. NAME & ADDRESS OF OR (Write in full)	NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy) From To		POSITION / NATURE OF WORK		
KABALIKAT CIVICOM Baybay Chapter		07/02/2018	PRESENT	.1		Member	
	as co	TP		1545-51-04	SIE CALLENTE	Handa Keen oo oo ah ah oo ah oo ah ah ooo ah oo ah	
Washer and State Augus Brown Call on	e nia	612.1344			VEVISW 84	anten des hounts exhall \$150-502	
LEARNING AND DEVELOPMENT (L&D	) INTERVENTIONS/TRAININ		S ATTENDE	D	igerial positions)		
. TITLE OF LEARNING AND DEVELOPMENT INTE (Write in full)		INCLUSIVE ATTENI (mm/do	DATES OF DANCE	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
2024 National Internal Quality A	udit Forum	04/04/2024	04/04/2024	1	Technical	AGF	
2024 National Internal Quality A	udit 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 Reco	rds 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			05/18/2023	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, Leyt	
Seminar-Workshop on the Establishment of Records Center and Archival Systems (ERCAS)			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			08/31/2022	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 Au	08/17/2022	08/19/2022	24	Technical	AGF Consulting Group and Visayas State University		
ISO 9001:2015 QMS Documentation Training	07/07/2022	07/08/2022	16	Technical	Department of Agriculture		
Virtual Data Privacy Act of 2012 Awa	reness Seminar	04/07/2022	04/07/2022	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyt	
Document Control and Records Mana	gement Training	09/21/2021	09/23/2021	24	Managerial	AGF Consulting Group	
Corrective Action Report	ing	08/05/2021	08/05/2021	8	Technical	AGF Consulting Group	
One Hour Free Webinar on Integrated Manage	ment System Awareness	07/16/2021	07/16/2021	1	Technical	AGF Consulting Group, Philippines	
		PLEASE SEE A					
II. OTHER INFORMATION	on the contract of the space of the space	(Continue on separal	o sneet it necessary				
31. SPECIAL SKILLS and HOBBIES	32. No	ON-ACADEMIC DIS (W	TINCTIONS / REC	DGNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATI (Write in full)	
N/A		N/	Α			N/A	
		100					
			Constitution for the		and the second state of the second		
		(Continue on separat	e sheet if necessary	)		29013900	
SIGNATURE	4	and		DA	ITE .	07/19/2024	

Attachment A.1 (II. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING	G PROGRAN	IS ATTENDE	D		
Start from the most recent L&D/training program and include only the relevant L&D/training taken for				gerial 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)
Webinar on Five Key Audit Points in Conducting a QMS Audit Held on July 9, 2021, 9:00-10:00AM	67/09/2021	07/09/2021	1	Technical	"UPLB-BIDANI Network, College, Laguna "
Control your Records before They Control You: The Basics of Records Management and Records Control	01/27/2021	01/27/2021	4	Technical	"UPLB-BIDANI Network, College, Laguna"
ISO 9001:2015 Awareness/ Re-awareness Webinar	11/12/2020	11/12/2020	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Le
"Seminar-Workshop on Records Matrix and NAP Form-1 Completion"	12/13/2019	12/13/2019	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Le
Attaining Work-Life Flexibility	12/13/2018	12/13/2018	8	Technical	"UPLB-BIDANI Network, College, Laguna"
Institutional Sustainability Assessment Mentoring Workshop for Higher Education Institution	10/10/2017	10/11/2017	24	Technical	Commission on Higher Education Region VIII
Orientation pn Preparation for the Internal Audit	07/26/2017	07/26/2017	8	Technical	Farming Systems Development Project Eastern Visay
Records Management Training	07/07/2017	07/07/2017	8	Technical	(FSDP-EV), ViSCA, Baybay, Leyte  Farming Systems Development Project Eastern Visay
Orientation-Workshop on Application Forms for the Horizontal Typology and Institutional Sustainability	06/02/2017	06/02/2017	8	Technical	(FSDP-EV), ViSCA, Baybay, Leyte
Assessment (ISA)					Commission on Higher Education Region VIII
ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	03/02/2017	03/03/2017	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Le "Farming Systems Development Project Eastern Visay
Seminar-Workshop on 5S & Records Management	02/18/2017	02/18/2017	8	Technical	(FSDP-EV), DA, Regional Office & Farm and Resourt Managemant Institute (FARMI), ViSCA, Baybay City, Le
Internal Quality Audit Training	01/23/2017	01/25/2017	24	Technical	AJA  "Farming Systems Development Project Eastern Visay
Procurement Planning Workshop	09/13/2016	09/13/2016,	8	Technical	(FSDP-EV), DA, Regional Office & Farm and Resour Management Institute (FARMI), ViSCA, Baybay City, Le
Orientation on "Meeting your Horizontal Type"	08/22/2016	08/22/2016	8	Technical	Commission on Higher Education Region VIII
Zonal Orientation and Simulation Workshop on the Levelling of State Universities and Colleges	07/21/2016	07/21/2016	8	Technical	"UPLB-BIDANI Network, College, Laguna"
Workshop for AACCUP Institutional Accreditation (2nd Round)	05/10/2016	05/12/2016	24	Technical	Visayas State University
Seminar Workshop on the Implementation of Outcomes BasedEducation (OBE)	05/05/2015	05/05/2015	8	Technical	Visayas State University
AY 2014-2015 HEMIS DATA COLLECTION USING THE CHED Electronic Collection and Knowledge (CHECK) System	08/01/2014	08/01/2014	8	Technical	"UPLB-BIDANI Network, College, Laguna "
Personality Development Seminar for Frontliners	09/20/2012	09/20/2012	8	Technical	Visayas State University
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Complete power all values of the complete of t	••	•		retagn care. But a	production and the control of sciences.
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(Co	Minue on separate s	heet if necessary)	1		

34.	Are you related by consanguinity or affinity to the appoint the chief of bureau or office or to the person who has in Office, Bureau or Department where you will be apppoint a within the third degree?		No				
	a. within the third degree?     b. within the fourth degree (for Local Government Unit		☐YES ☑I ☐YES ☑I If YES, give details:				
35.	a. Have you ever been found guilty of any administrative	☐YES ✓	NO				
	b. Have you been criminally charged before any court?	☐YES ☑  If YES, give details:  Date Filed:  Status of Case/s:	NO				
36.	Have you ever been convicted of any crime or violation regulation by any court or tribunal?	☐YES ✓	NO				
37.	Have you ever been separated from the service in any retirement, dropped from the rolls, dismissal, termination phased out (abolition) in the public or private sector?	YES If YES, give details:					
38.	a. Have you ever been a candidate in a national or local (except Barangay election)?	al election held within the last year	☐YES ☑NO If YES, give details:				
	b. Have you resigned from the government service dur last election to promote/actively campaign for a national	☐YES ✓NO If YES, give details:					
39.	Have you acquired the status of an immigrant or perma	☐YES ☑NO If YES, give details (country):					
a. b.	Pursuant to: (a) Indigenous People\'s Act (RA 8371); (to 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8 Are you a member of any indigenous group?  Are you a person with disability?  Are you a solo parent?	YES   ✓     If YES, please specify:   YES   ✓     YES, please specify ID     YES   ✓     If YES, please specify ID     YES   ✓	NoNo				
	DEFENDING TO THE PARTY OF THE P		in 120, picase speaky io	110			
41.	REFERENCES (Person not related by consanguinity or affinity to ap	ADDRESS	TEL. NO.				
	Luz 0. Moreno	VSU, Baybay City-Leyte	09164239381	ID picture taken within the last 6 months 3.5 cm x 4.5 cm			
	Elvira E. Ongy	VSu,Vaybay City , Leyte	0938669267	(passport size)  With full and handwritten			
	Alberto Paris	Marcos, Baybay Leyte	09351941712	name tag and signature over printed name			
42.	I declare under oath that I have personally accomplish complete statement pursuant to the provisions of per Philippines. I authorize the agency head/authorized reagree that any misrepresentation made in this deadministrative/criminal case/s against me.	rtinent laws, rules and regulations of the presentative to verify/validate the contents	Republic of the stated herein. I	Computer generated or photocopied picture is not acceptable  PHOTO			
et G	Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Drivert's License, Ic.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: GSIS  D/License/Passport No.: 000625887640  Date/Place of Issuance: 11/30/-0001 / Maasin City	box)	Right Thumbriass				
L		Date Accomplished					
	SUBSCRIBED AND SWORN to before me this	, affiant extends on the second secon		government ID as indicated above.			

## **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)
    - o 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.
- o Assists the QMR in the creation and revision of ISO documented information.
- o Issues, maintains, retrieves and controls all controlled documents.
- o 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: <u>JULY 24, 2024</u>