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|--------------------------------------|---|--|--|-----------------------|------------------------|--|----------------------|---|--|
| CS Form No. 212 Revised 2017 | PERSO | NAL DATA | SI | HEE | Т | 1945 C 1058, 5 kg | | #F-e0 | |
| concerned. READ THE ATTACHED GUID | ntation made in the Personal Data Sheet and the DE TO FILLING OUT THE PERSONAL DATA SHEES [] and use separate sheet if necessary. Indicate | ne Work Experience Sheet shall ca | use the | filing of add | ministrative | /criminal case/s a | BONY III | person fill up. For CSC use only | |
| I. PERSONAL INFORMATI | | o not applicable. Be not replie | | | | | | | |
| 2. SURNAME | PASA | | | | | | | | |
| FIRST NAME | ELIZABETH | | i | | | NAME EXTENSION (JF | R., SR) | | |
| MIDDLE NAME | DIZON | | - | | | | N/A | | |
| DATE OF BIRTH (mm/dd/yyyy) | 01/15/1994 | 16. CITIZENSHIP | hip, Pls | | Dual Citizenship | _ | | | |
| 4. PLACE OF BIRTH | BRGY., BIASONG, BAYBAY, LEYTE | If holder of dual citizenship, | | | Pls. indicate country: | | | | |
| 5. SEX | ☐ Male ✓ Female | please indicate the details. | | | | | | | |
| 6 CIVIL STATUS | ✓ Single | 17. RESIDENTIAL ADDRESS | | N/A | | Р | PUROK 1 SAGKAAN | | |
| A CONTRACTOR OF THE PROPERTY OF | Widowed Separated Other/s: | e da la proposition y mandre de la companya del companya del companya de la compa | House/Block/Lot No. N/A | | | Street BIASONG | | | |
| 7. HEIGHT (m) | 1.524 m | DIR NO 1 YOMSOAN DVERHERASS | Subdivision/Village BAYBAY | | ge | Barangay LEYTE | | | |
| | | in lands for coding a state | (| City/Municipalit | | | Province | | |
| 8. WEIGHT (kg) | 40 kg | ZIP CODE | | | | 6521 | | reacum | |
| 9. BLOOD TYPE | N/A | 18. PERMANENT ADDRESS | Но | N/A ouse/Block/Lot | No. | Р | UROK 1 SAG Street | KAAN | |
| 10. GSIS ID NO. 93030 801 | N/A | VISAYAS STATE UNIVERS | N/A Subdivision/Village | | Mills | BAYBAY Barangay | | | |
| 11. PAG-IBIG ID NO. | 1211-4771-9918 | MIRRO PHILIPPINES IN | BAYBAY | | намотаьа | LEYTE | Port state | | |
| 12. PHILHEALTH NO. | 12-051454819-1 | . ZIP CODE | City/Municipality 6521 | | 6521 | Province | | | |
| 13. SSS NO. | 0637123787 | | | * | | | + | | |
| | | 19. TELEPHONE NO. | N/A | | | | | | |
| 14. TIN NO. | 322-989-480-000 | 20. MOBILE NO. | | 09280831200 | | | | | |
| 15. AGENCY EMPLOYEE NO. | N/A | 21. E-MAIL ADDRESS (if any) | | | elyc | oung231@gmail.com | | | |
| II. FAMILY BACKGROUN | | | | | | | | | |
| 22. SPOUSE'S SURNAME | N/A | NAME EXTENSION (JR., SR) | 23. NAME of CHILDREN (Write full name and list all) N/A | | | | DATE OF | BIRTH (mm/dd/yyyy) | |
| FIRST NAME | N/A | THAME EXTENSION (M., ON) | - | 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 | | | and the second | | | | | |
| FIRST NAME | MARCIAL | NAME EXTENSION (JR., SR) | - | | | | - | | |
| MIDDLE NAME | CALDERON | | | | | | | | |
| 25. MOTHER'S MAIDEN NAME | | | | | | | | | |
| SURNAME | DIZON | | | | | | | | |
| FIRST NAME | PERLITA | | | | | | | | |
| MIDDLE NAME | ASEGENTE | | | | (Continue on | separate sheet if nec | essary) | | |
| III. EDUCATIONAL BACK | GROUND | | | | | | | | |
| 26. LEVEL | NAME OF SCHOOL BASIC EDUCATION/DEGRE (Write in full) (Write in full) | | | | ATTENDANCE | HIGHEST LEVEL/ UNITS EARNED (if not graduated) | GRADUAT ACADEMIC HO | SCHOLARSHIP/ ACADEMIC HONORS RECEIVED | |
| ELEMENTARY | HIPUSNGO ELEMENTARY SCHOOL | PRIMARY EDUCATION | | From 2001 20 | To 2006 | GRADUATED | 2006 | WITH HONOR | |
| | | | | - | - | | | | |

| MIDDLE NAME ASEGENTE | | | (Continue on separate sheet if necessary) | | | | | |
|------------------------------|--|--|---|------|-----------------------------------|-----------|---------------------------------|--|
| III. EDUCATIONAL BACI | KGROUND | | | | | | | |
| 26. LEVEL | NAME OF SCHOOL (Write in full) | BASIC EDUCATION/DEGREE/COURSE (Write in full) | PERIOD OF ATTENDANCE | | HIGHEST LEVEL/ UNITS EARNED | GRADUAT | SCHOLARSHIP/ ACADEMIC HONORS | |
| | | | From | То | (if not graduated) | ED | RECEIVED | |
| ELEMENTARY | HIPUSNGO ELEMENTARY SCHOOL | PRIMARY EDUCATION | 2001 | 2006 | GRADUATED | 2006 | WITH HONOR | |
| SECONDARY | BAYBAY NATIONAL HIGH SCHOOL | HIGH SCHOOL | 20016 | 2010 | GRADUATED | 2010 | VALEDICTORIAN | |
| VOCATIONAL / TRADE COURSE | N/A | N/A | N/A | N/A | N/A | N/A | N/A | |
| COLLEGE | UNIVERSITY OF CEBU-BANILAD CAMPUS | BACHELOR OF SCIENCE IN ACCOUNTANCY | 2010 | 2010 | UNITS EARNED | N/A | N/A | |
| | VISAYAS STATE UNIVERSITY | BACHELOR OF SCIENCE IN AGRIBUSINESS | 2011 | 2015 | GRADUATED | 2015 | N/A | |
| GRADUATE STUDIES | N/A | N/A | N/A | N/A | N/A | N/A | N/A | |
| | 1 | (Continue on separate sheet if necessary) | uncia escreta | | g vogagis gaz aktoret och settera | | | |
| SIGNATURE | the state of the s | MAG | D | ATE | | 07/24/202 | SIGNATURE 3 | |

| IV. CIVIL | SERVICE ELIC | GIBILITY ¥1 | | | | | · Circ | .a. | |
|-----------------|-----------------------------|--|---|--|--|------------------|--|------------------------------|---|
| 27. CAI | REER SERVICE/ RA | 1080 (BOARD/ BAR) UNDER AWS/ CES/ CSEE | RATING | DATE OF | | | | , LICENSE (if | applicable) |
| | BARANGAY ELIGIBI | ILITY / DRIVER'S LICENSE | (If Applicable) | EXAMINATION / CONFERMENT | PLACE OF EXAMINATION / CONFERMENT | | | NUMBER | Date o |
| CAREER | SERVICE PROF | FESSIONAL ELIGIBILITY | 84.25 | AUGUST 07,2022 | LEYTE NATIONAL HIGH SCHOOL, TACLOBAN CITY | | N/A | N/A | |
| And Section 1 | | | ETAN | A BUSINESS OF THE STATE OF THE | Property Services | | or the second | 100 TE 1/100 TE | |
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| | e senter, to | | | | | | | | - |
| | | 1111000 | | | | | | | |
| V. WORK | EXPERIENCE | | <u>(C</u> | ontinue on separate she | et if necessary) | | | | |
| (Include pri | ivate employme | nt. Start from your recent | work) Descriptio | n of duties should b | e indicated in the attach | ed Work Experie | ence sheet. | | |
| 28. INCI | LUSIVE DATES mm/dd/yyyy) | POSITION TIT | LE | DEPARTMENT / AG | ENCY / OFFICE / COMPANY | | SALARY/ JOB/ PAY GRADE (if | STATUS OF | GOV'T |
| From | То | (Write in full/Do not al | obreviate) | (Write in ful | I/Do not abbreviate) | MONTHLY SALARY | applicable)& STEP (Format "00-0")/ INCREMENT | APPOINTMENT | SERVICE (Y/N) |
| 01/01/2023 | PRESENT | ADMINISTRATIVE | AIDE III | | FFICE, VISAYAS STATE | 13,274.80 | N/A | JOB ORDER | Y |
| 13/10/2021 | 12/31/2022 | ADMINISTRATIV | E AIDE I | OFFICE OF THE I | HEAD OF ACCOUNTING, | 9,961.20 | N/A | JOB ORDER | Υ |
| 06/18/2015 | 12/02/2020 | CUSTOMER SERVICE | ASSOCIATE | WIPRO PHILI | VISAYAS STATE UNIVERSITY WIPRO PHILIPPINES INC., CEBU, | | N/A | PERMANENT | N |
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| SIGNA | TURE | | Con | tinue on separate sheet i | f necessary) DATE | | 07/24/20 | 123 | |
| | 27(17) | | | | DATE | | | 023 DRM 212 (Revised 2017 | 0.0-0-11 |

| I. VOLUNTARY WORK OR INVOLVEMEN | IT IN CIVIC / NON-GOVERNMEN | | | ORGANIZATIO | N/S | | |
|--|--|---|-------------------------------------|-----------------------------|--|--|--|
| 29. NAME & ADDRESS OF (Write in | | | SIVE DATES //dd/yyyy) To | NUMBER OF HOURS | permonana e | POSITION / NATURE OF WORK | |
| N/A | | | N/A | N/A | N/A | | |
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| | | ontinue on separat | THE RESIDENCE AND PERSONS ASSESSED. | nry) | | | |
| I. LEARNING AND DEVELOPMENT (L& | D) INTERVENTIONS/TRAINING | | | | | | |
| D. TITLE OF LEARNING AND DEVELOPMENT II | | INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) From To | | NUMBER OF HOURS | Type of LD (Managerial/ Supervisory/ Technical/etc) | CONDUCTED/ SPONSORED BY | |
| (Write in | full) | | | awolot anik | | (Write in full) | |
| ENTAL HEALTH WELLNESS SEMINAR | PASISO AND LEGIS OF GO | 25/04/2023 | 25/04/2023 | 4 HOURS | SOFT-SKILLS DEVELOPMENT | RDE HALL, VSU, Baybay City, Leyte | |
| O 9001:2005 AWARENESS/RE-AWARENESS SEN | IINAR | 08/30/2022 | 08/31/2022 | 16 HOURS | QUALITY | RDE HALL, VSU, Baybay City, Leyte | |
| ANDS-ONLY CARDIOPULMONARY RESUSCITATI | ON STATE OF THE ST | 07/21/2022 | 07/22/2022 | 16 HOURS | TRAINING SAFETY TRAINING | Louis 200 VED 16150 | |
| ATA PRIVACY ACT OF 2012 AWARENESS SEMIN | | 04/07/2022 | 04/07/2022 | 8 HOURS | QUALITY | Visayas State University, Visca, Baybay, Leyte | |
| AALAM: CREATIVE FORMS AND NARRATIVES O | | 03/09/2022 | 03/092022 | 8 HOURS | TRAINING TEAM TRAINING | INSTITUTE OF HUMAN KINETICS - VSU | |
| ALAM. OKLATIVE I OKMO AND NAKKATIVES O | THE CONTEMPORARI | 03/09/2022 | 03/092022 | o nouks | TEAM TRAINING | INSTITUTE OF HOMAN KINETICS - 430 | |
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| real message entoders of Suithful Perception of the | estas auto | TIO DESC | MICHABAS | | | JEZHERIAN SAYOO | |
| III. OTHER INFORMATION | | Continue on separa | te sheet if necess | ary) | Constant Constant | | |
| | y to faith season to 1 | NON-ACADEMIC DIS | STINCTIONS / REC | OGNITION | of evil america | MEMBERSHIP IN ASSOCIATION/ORGANIZATION | |
| 31. SPECIAL SKILLS and HOBBIES | 32. | | Vrite in full) | ligite singmik | nette all bins in | 33. (Write in full) | |
| COMMUNICATION SKILLS | TOP AGENT FOR THE | MONTH OF MA | RCH FY20 - WI | PRO CEBU, PHI | LIPPINES | N/A | |
| COMPUTER SKILLS | TOP AGENT PERFO | RMER FOR THE | Q4 FY19-WIP | RO CEBU, PHILI | PPINES | | |
| | TOP AGENT FOR THE M | ONTH OF DECE | MBER FY19 - | WIPRO CEBU, P | s at house to see one or the artists | | |
| | FOR MONTH C | F MAY 2017-W | /IPRO CEBU, PH | [309324] [309324] | | | |
| | OUTSTANDING PERF | ORMACE FOR | JUNE 2016 -WI | PRO CEBU, PHIL | System of a grandens | | |
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| Company of the Compan | Charles and | | NCE WB JUNE | | | | |
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| | DEST IN JOURNAL WRIT | ING AVANCU-NO | TE-ONTO, UNI | VERGIT OF CE | DO-DANILAD | | |
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| SIGNATURE | | (Continue on separ | ate sheet if neces: | | DATE | 07/24/2023 | |

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| | | | | 4 | | | |
|--------------------|---|--|--|--|--|--|--|
| 34. | Are you related by consanguinity or affinity to the appointic 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? | ng or recommending authority, or to the ate supervision over you in the Office, | | | | | |
| | b. within the fourth degree (for Local Government Unit - Ca | YES YES YES If YES, give details: | | | | | |
| 35. | a. Have you ever been found guilty of any administrative of | offense? | YES J | NO | | | |
| | b. Have you been criminally charged before any court? | ☐ 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 court or tribunal? | any law, decree, ordinance or regulation by | ☐ YES ☑ NO If YES, give details: | | | | |
| 37. | Have you ever been separated from the service in any of to dropped from the rolls, dismissal, termination, end of term, the public or private sector? | | YES If YES, give details: | NO A STATE OF THE | | | |
| 38. | a. Have you ever been a candidate in a national or local el Barangay election)? | lection held within the last year (except | ☐ YES ✓ NO If YES, give details: | | | | |
| | b. Have you resigned from the government service during election to promote/actively campaign for a national or local | al candidate? | ☐ YES ☑ NO If YES, give details: | | | | |
| 39. | Have you acquired the status of an immigrant or permaner | YES NO If YES, give details (country): | | | | | |
| | Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Ma and (c) Solo Parents Welfare Act of 2000 (RA 8972), pleas | agna Carta for Disabled Persons (RA 7277); se answer the following items: | | | | | |
| a. b. | Are you a member of any indigenous group? Are you a person with disability? | | If YES, please specify: | ✓ NO | | | |
| c. | Are you a solo parent? | | If YES, please specify ID | No: | | | |
| 41. | REFERENCES (Person not related by consanguinity or affinity to applican | nt /appointee) | | | | | |
| | NAME | ADDRESS | TEL. NO. | | | | |
| Set of Security of | NICK FREDDY R. BELLO | VISAYAS STATE UNIVERSITY | 9353256803 | | | | |
| and the same | CECILE ORTIZ | CEBU CITY | 9229022903 | | | | |
| | JEZIEL ELA O. SAYCON | LABANGON, CEBU CITY | 9070517473 | The same of the sa | | | |
| 42. | I declare under oath that I have personally accomplished the statement pursuant to the provisions of pertinent laws, authorize the agency head/authorized representative to vermisrepresentation made in this document and its attachmagainst me. | rules and regulations of the Republic of the rify/validate the contents stated herein. | e Philippines. I agree that any /criminal case/s | ELIZABETHED PASA | | | |
| Go PL | overnment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) EASE INDICATE ID Number and Date of Issuance | To the second of | NO THE STATE | | | | |
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| ID/ | License/Passport No.: P6126008B | x) | | | | | |
| Dat | te/Place of Issuance: 01/19/2021 -DFA TACLOBAN | 07/24/2023 Date Accomplished | T AN ALAS T | Right Thumbmark | | | |
| | SUBSCRIBED AND SWORN to before me this | 2 AUG 2023 | his/her validly issued govern | ment ID as indicated above. | | | |
| | | ATTY MY IN C. GUIMOCOR VSU/ Inel Legal Officer | | | | | |
| | | | | | | | |

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: January 1, 2023 Present
- Position: Administrative Aide III
- 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:
 - 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.
 - o 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)
 - Print certifications for staffs and faculties with no financial accountability in the office.
- Duration: October 13, 2021 December 31, 2022
- Position: Administrative Aide I
- 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:
 - 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.
 - o 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 interactions.
- Maintain good relationship with customers by answering business emails and doing outbound calls concerning with their accounts guery 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 instore purchases.
- Answers inbound calls and forward them to the correct department to get proper assistance.
- Collate 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: 07/21/2023