

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

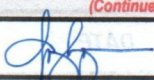
2. SURNAME	PASA		
FIRST NAME	ELIZABETH	NAME EXTENSION (JR., SR)	
MIDDLE NAME	DIZON	N/A	
3. DATE OF BIRTH (mm/dd/yyyy)	01/15/1994	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BRGY., BIASONG, 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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	N/A PUROK 1 SAGKAAN House/Block/Lot No. Street N/A BIASONG Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.524 m	ZIP CODE	6521
8. WEIGHT (kg)	40 kg	18. PERMANENT ADDRESS	N/A PUROK 1 SAGKAAN House/Block/Lot No. Street N/A BAYBAY Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
9. BLOOD TYPE	N/A	ZIP CODE	6521
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	1211-4771-9918	20. MOBILE NO.	09280831200
12. PHILHEALTH NO.	12-051454819-1	21. E-MAIL ADDRESS (if any)	elyoung231@gmail.com
13. SSS NO.	0637123787		
14. TIN NO.	322-989-480-000		
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	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			
FIRST NAME	MARCIAL	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CALDERON			
25. MOTHER'S MAIDEN NAME				
SURNAME	DIZON			
FIRST NAME	PERLITA			
MIDDLE NAME	ASEGENTE			

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	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

SIGNATURE		DATE	07/24/2023
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[illegible]

V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

SIGNATURE		DATE	07/24/2023
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]


(Continue on separate sheet if necessary)

[illegible]

(Continue on separate sheet if necessary)

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	COMMUNICATION SKILLS		TOP AGENT FOR THE MONTH OF MARCH FY20 - WIPRO CEBU, PHILIPPINES		N/A
	COMPUTER SKILLS		TOP AGENT PERFORMER FOR THE Q4 FY19-WIPRO CEBU, PHILIPPINES		
			TOP AGENT FOR THE MONTH OF DECEMBER FY19 - WIPRO CEBU, PHILIPPINES		
			TOP NPS PERFORMER FOR MONTH OF MAY 2017-WIPRO CEBU, PHILIPPINES		
			OUTSTANDING PERFORMANCE FOR JUNE 2016 -WIPRO CEBU, PHILIPPINES		
			TOP NPS CONTRIBUTOR/OUTSTANDING PERFORMANCE WB JULY 23 - WIPRO		
			TOP NPS CONTRIBUTOR/OUTSTANDING PERFORMANCE WB JUNE 18 - WIPRO		
			BEST IN JOURNAL WRITING AWARD-NSTP-CWTS, UNIVERSITY OF CEBU-BANILAD		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/24/2023
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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.
NICK FREDDY R. BELLO	VISAYAS STATE UNIVERSITY	9353256803
CECILE ORTIZ	CEBU CITY	9229022903
JEZIEL ELA O. SAYCON	LABANGON, CEBU CITY	9070517473

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.



ELIZABETH PASA




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: PASSPORT

ID/License/Passport No.: P6126008B

Date/Place of Issuance: 01/19/2021 -DFA TACLOBAN




Signature (Sign inside the box)

07/24/2023

Date Accomplished

SUBSCRIBED AND SWORN to before me this 02 AUG 2023, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. RYAN C. GUINOCOR
Notary Public for the Philippines

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.

- 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.
 - 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.
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- 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.
 - 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: 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 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.
 - 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