

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 () ☐ 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	PAMAOS		
FIRST NAME	LES ANDRE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BAGA		
3. DATE OF BIRTH (mm/dd/yyyy)	11/30/1993	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	SAINT BERNARD, SOUTHERN 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:		
7. HEIGHT (m)	5'0	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street PUROK 5 MAHAYAHAY Subdivision/Village Barangay SAINT BERNARD SOUTHERN LEYTE City/Municipality Province 6616
8. WEIGHT (kg)	50 kg	ZIP CODE	
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	House/Block/Lot No. Street PUROK 5 MAHAYAHAY Subdivision/Village Barangay SAINT BERNARD SOUTHERN LEYTE City/Municipality Province 6616
10. GSIS ID NO.	CRN-011-1484-6698-7	ZIP CODE	
11. PAG-IBIG ID NO.	1211-3690-6178		
12. PHILHEALTH NO.	12-051401759-5		
13. SSS NO.	0111-4846698-7	19. TELEPHONE NO.	N/A
14. TIN NO.	454810898000	20. MOBILE NO.	09639649957
15. AGENCY EMPLOYEE NO.	V01150	21. E-MAIL ADDRESS (if any)	lesandre.pamaos@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			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	PAMAOS			
FIRST NAME	ESMERALDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	PULVERA			
25. MOTHER'S MAIDEN NAME				
SURNAME	BAGA			
FIRST NAME	LEONILA			
MIDDLE NAME	TALABOC			

(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	MAHAYAHAY ELEMENTARY SCHOOL	ELEMENTARY	2000	2006	N/A	2006	2ND HON. MENTION
SECONDARY	CRISTO REY REGIONAL HIGH SCHOOL	HIGH SCHOOL	2006	2010	N/A	2010	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	2010	2014	N/A	2014	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF MANAGEMENT MAJOR IN BUSINESS MANAGEMENT	2019	PRESENT	36 UNITS	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	5/13/2025
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]


(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.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	5/13/2018
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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		
N/A		N/A	N/A	N/A	N/A

(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			
	Orientation on Preparation of Documents for the Internal Audit	7/26/2017	7/26/2019	8 HRS	Technical	VSU
	Target Setting Workshop	8/20/2018	8/21/2018	16 HRS	Technical	VSU
	Gender Sensitivity Training for the Administrative and Support Staff	11/9/2018	11/9/2018	8 HRS	Technical	VSU
	Orientation Workshop Among JO Clerks & Laboratory Technicians	1/15/2019	1/15/2019	8 HRS	Technical	VSU
	Information Security Management System (ISMS)	9/14/2020	9/14/2020	8 HRS	Technical	AGF
	ISO Document Control	9/21/2020	9/21/2020	8 HRS	Technical	AGF
	POAP Training on Frontline and Excellent Customer Service	11/9/2022	11/11/2022	24 HRS	Technical	POAP
	Hands-Only Cardiopulmonary Resuscitation	7/21/2022	7/22/2022	16 HRS	Technical	VSU
	ISO 9001:2015 Awareness/Re-awareness Seminar	8/30/2022	8/31/2022	16 HRS	Technical	VSU
	Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines	9/7/2022	9/7/2022	8 HRS	Technical	VSU
	HRIS Software Onboarding	12/6/2023	12/6/2023	8 HRS	Technical	VSU
	ISO 9001:2015 Awareness & Re-awareness Webinar	8/29/2023	8/29/2023	8 HRS	Technical	VSU
	Mental Health Wellness Seminar	4/25/2023	4/25/2023	8 HRS	Technical	VSU
	Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University	11/29/2023	11/29/2023	8 HRS	Technical	VSU
	Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)	2/23/2024	2/23/2024	8 HRS	Technical	VSU
	Seminar Workshop on Basic Records and Archives Management (BRAM)	7/30/2024	7/31/2024	16 HRS	Technical	VSU
	Financial Transactions Forum	3/20/2024	3/20/2024	8 HRS	Technical	VSU
	Strategic Foresight-Scenario Building Training Workshop	7/15/2024	7/19/2024	40 HRS	Technical	VSU
	Attaining Work-Life Balance and Productivity	7/9/2024	7/12/2024	32 HRS	Technical	POAP
	Public Financial Management Workshop	9/18/2024	9/20/2024	24 HRS	Technical	VSU

(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)
	COMPUTER SKILLS (MS WORD, EXCEL, POWERPOINT)		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	5/13/2025
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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.
DR. EDGARDO E. TULIN	VISAYAS STATE UNIVERSITY	N/A
DR. ALLEN GLENNIE P. LAMBERT	VISAYAS STATE UNIVERSITY	N/A
MS. MARIA ELSA M. UMPAD	VISAYAS STATE UNIVERSITY	09954713937

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.



LES ANDRE B. PAMAOS


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: VSU ID

ID/License/Passport No.: V01150


Date/Place of Issuance: 12/19/2022 VSU, BAYBAY CITY



Signature (Sign inside the box)


5/13/2025

Date Accomplished



Right Thumbmark

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



Person Administering Oath


CS FORM 212 (Revised 2017), Page 4 of 4

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: March 21, 2022 – May 12, 2025
 - Position: Administrative Aide IV
 - Name of Office/Unit: Office of the President
 - Immediate Supervisor: Dr. Prose Ivy G. Yepes
 - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Responsible in performing administrative and clerical tasks, e.g. receive and release documents, prepares draft and finalize memoranda, communications, notice of meeting, prepare PPMP and PR and performs other related functions.
 - Act as Deputy Document and Records Controller
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- Duration: September 1, 2016 – March 20, 2022
 - Position: Administrative Aide III
 - Name of Office/Unit: Office of the President
 - Immediate Supervisor: Dr. Edgardo E. Tulin
 - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Responsible in performing administrative and clerical tasks, e.g. receives and releases documents, prepares draft and finalize memoranda, communications, notice of meeting, prepare PPMP and PR and performs other related functions.
 - Act as Deputy Document and Records Controller


LES ANDRE B. PAMAOS
(Signature over Printed Name
of Employee/Applicant)

Date: May 13, 2025