

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	JAGONOS		
FIRST NAME	LIZA ANN	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	CORONADO		
3. DATE OF BIRTH (mm/dd/yyyy)	12/23/1985	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	METRO MANILA	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"/> Other/s:	17. RESIDENTIAL ADDRESS	140 ZONE 4 House/Block/Lot No. Street N/A COGON Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.524		
8. WEIGHT (kg)	80	ZIP CODE	6521
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	140 ZONE 4 House/Block/Lot No. Street N/A COGON Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	2005924568	ZIP CODE	6521
11. PAG-IBIG ID NO.	1212 0143 4086		
12. PHILHEALTH NO.	13-025202926-6		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	466-626-414-000	20. MOBILE NO.	09665601421 / 09631930694
15. AGENCY EMPLOYEE NO.	V01253	21. E-MAIL ADDRESS (if any)	<a href="mailto:liza.jagonos@vsu.edu.ph">liza.jagonos@vsu.edu.ph</a>

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	JAGONOS	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JIMMY	NAME EXTENSION (JR., SR) N/A	ELIZ JIMELLI C. JAGONOS 05/01/2015
MIDDLE NAME	PANOCHAN		ERIN JIANNAL C. JAGONOS 04/12/2020
OCCUPATION	DRIVER		
EMPLOYER/BUSINESS NAME	ATI-RTC VIII		
BUSINESS ADDRESS	VISCA, BAYBAY CITY LEYTE		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	CORONADO		
FIRST NAME	FELIX	NAME EXTENSION (JR., SR) JR.	
MIDDLE NAME	AVELINO		
25. MOTHER'S MAIDEN NAME			
SURNAME	FERNANDEZ		
FIRST NAME	ELIZABETH		
MIDDLE NAME	URDANETA		

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	FORT BONIFACIO ELEMENTARY SCHOOL	ELEMENTARY	1992	1998	N/A	1998	N/A
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	SECONDARY	1998	2002	N/A	2002	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	ASSOCIATE IN COMPUTER TECHNOLOGY	2004	2005	50 units / ONGOING	N/A	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

SIGNATURE		DATE	February 19, 2024
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(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

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(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	February 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		
	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			
	HRIS SOFTWARE ONBOARDING	12/06/2023	12/06/2023	8.0	Technical	VISAYAS STATE UNIVERSITY
	UNLOCKING EXCELLENCE: THE 5S REVOLUTION FOR HEADS AND CLERKS AT VISAYAS STATE UNIVERSITY	11/29/2023	11/29/2023	8.0	Quality training	VISAYAS STATE UNIVERSITY
	ISO 9001:2015 AWARENESS AND RE-AWARENESS SEMINAR	8/29/2023	8/29/2023	4.0	Quality training	VISAYAS STATE UNIVERSITY
	PERSONALITY DEVELOPMENT AND DEVELOPING CUSTOMER SATISFACTION	06/13/2023	06/16/2023	32.0	Customer Service	PERSONNEL OFFICERS ASSOCIATION OF THE PHILIPPINES, INC.
	RE-ORIENTATION SEMINAR ON RSP, PDS AND eDATSystem OF THE MANAGEMENT INFORMATION SYSTEM (MIS)	02/22/2022	02/22/2022	4.0	Technical	VISAYAS STATE UNIVERSITY
	DOCUMENT TRACKING SYSTEM	11/26/2021	11/26/2021	4.0	Technical	VISAYAS STATE UNIVERSITY
	ISO 9001:2015 AWARENESS WEBINAR	09/13/2021	09/13/2021	4.0	Quality training	VISAYAS STATE UNIVERSITY
	RECRUITMENT, SELECTION & PLACEMENT MANAGEMENT SYSTEM	07/27/2021	07/27/2021	8.0	Technical	VISAYAS STATE UNIVERSITY
	WORKSHOP ON VALUES (FOR JOB ORDER WORKERS)	01/15/2019	01/15/2019	8.0	Orientation	VISAYAS STATE UNIVERSITY
	PRIME-HRM	08/03/2018	08/03/2018	8.0	Quality training	VISAYAS STATE UNIVERSITY

(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/TYPING SKILLS		N/A		LSU ADMINISTRATIVE PERSONNEL ASSOCIATION
	DRIVING (MOTORCYCLE)				
	COOKING				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	February 19, 2024
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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: 2021-Present
- Position: Administrative Aide III (Casual)
- Name of Office/Unit: Department of Development Communication
- Immediate Supervisor: Dr. Ulderico B. Alviola
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City

- Summary of Actual Duties

- Served as Department Deputy Document and Records Controller by issuing, maintaining, retrieving and controlling controlled documents, assigning of document numbers and other coding controls for documents.
- Perform other duties assign by the immediate supervisor.

- Duration: 2014-2021
- Position: Clerk (Job Order)
- Name of Office/Unit: Supply and Property Management Office
- Immediate Supervisor: Ms. Alicia M. Flores
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City

- Summary of Actual Duties

- Manages operation of VSU Fuel Station.
- Prepares Daily Issuance Record (DIR) and Monthly Report of issued petroleum, oil and lubricants., Statement of Account, Requisition and Issue Slip (RIS), Voucher and other documents for billing issued petroleum products.
- Prepares vouchers and other supporting documents for the replenishment of fuel and lubricant stocks.
- Monitors balances on hand of petroleum thru dipstick reading conducted regularly and lubricant through record of issuance.
- Order/pick-up new stocks and deliver payment of lubricants and Fuel.
- Prepares appointment/contract and payroll of all SPMO Job Order workers.
- Prepares Invoice Receipt for Property (IRP) or Certificate of Transfer of items and equipment for issuance.
- Prepare and update individual folder of end-user as requirement for resignation and retirement clearance.
- In-charge in checking/counter-signing of Faculty and Staff clearance.
- Conduct Physical Inventory of all property and equipment of VSU.
- Perform other duties assign by the immediate supervisor.

  
**LIZA ANN C. JAGONOS**

(Signature over Printed Name  
of Employee/Applicant)

Date: February 19, 2024