

## 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                       | JAGONOS   |  |   |
| FIRST NAME                       | LIZA ANN  | NAME EXTENSION (JR., SR)<br>N/A                                |   |
| MIDDLE NAME                      | CORONADO  |  |   |
| 3. DATE OF BIRTH<br>(mm/dd/yyyy) | 12/23/1985  | 16. CITIZENSHIP  | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><input type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country:<br>Philippines |
| 4. PLACE OF BIRTH                | METRO MANILA  | If holder of dual citizenship,<br>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<br><input type="checkbox"/> Widowed <input type="checkbox"/> Separated<br><input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS  | <b>140</b> <b>ZONE 4</b><br>House/Block/Lot No. Street<br>N/A <b>COGON</b><br>Subdivision/Village Barangay<br><b>BAYBAY</b> <b>LEYTE</b><br>City/Municipality Province  |
| 7. HEIGHT (m)                    | 1.524   | ZIP CODE   | 6521  |
| 8. WEIGHT (kg)                   | 80  | 18. PERMANENT ADDRESS  | <b>140</b> <b>ZONE 4</b><br>House/Block/Lot No. Street<br>N/A <b>COGON</b><br>Subdivision/Village Barangay<br><b>BAYBAY</b> <b>LEYTE</b><br>City/Municipality Province  |
| 9. BLOOD TYPE                    | O+  | ZIP CODE   | 6521  |
| 10. GSIS ID NO.                  | 2005924568  | 19. TELEPHONE NO.  | N/A   |
| 11. PAG-IBIG ID NO.              | 1212 0143 4086  | 20. MOBILE NO.   | 09665601421 / 09631930694   |
| 12. PHILHEALTH NO.               | 13-025202926-6  | 21. E-MAIL ADDRESS (if any)                                    | <a href="mailto:liza.jagonos@vsu.edu.ph">liza.jagonos@vsu.edu.ph</a>  |
| 13. SSS NO.                      | N/A   |  |   |
| 14. TIN NO.                      | 466-626-414-000   |  |   |
| 15. AGENCY EMPLOYEE NO.          | V01253  |  |   |

## 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)<br>N/A                     | ELIZ JIMELLI C. JAGONOS<br>05/01/2015 |
| MIDDLE NAME              | PANOCHAN                 |   | ERIN JIANN C. JAGONOS<br>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)<br>JR.                     |                                       |
| MIDDLE NAME              | AVELINO                  |   |                                       |
| 25. MOTHER'S MAIDEN NAME |                          |   |                                       |
| SURNAME                  | FERNANDEZ                |   |                                       |
| FIRST NAME               | ELIZABETH                |   |                                       |
| MIDDLE NAME              | URDANETA                 |   |                                       |

(Continue on separate sheet if necessary)

## III. EDUCATIONAL BACKGROUND

| 26. LEVEL                    | NAME OF SCHOOL<br>(Write in full)                  | BASIC EDUCATION/DEGREE/COURSE<br>(Write in full) | PERIOD OF ATTENDANCE |      | HIGHEST LEVEL/<br>UNITS EARNED<br>(if not graduated) | YEAR<br>GRADUATED | SCHOLARSHIP/<br>ACADEMIC<br>HONORS<br>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 /<br>TRADE COURSE | N/A  | N/A  | N/A                  | N/A  | N/A  | N/A               | N/A  |
| COLLEGE                      | FRANCISCAN COLLEGE OF THE<br>IMMACULATE CONCEPTION | ASSOCIATE IN COMPUTER<br>TECHNOLOGY              | 2004                 | 2005 | 50 units /<br>ONGOING                                | N/A               | N/A  |
| GRADUATE STUDIES             | N/A  | N/A  | N/A                  | N/A  | N/A  | N/A               | N/A  |

(Continue on separate sheet if necessary)


|           |   |      |                 |
|-----------|---|------|-----------------|
| SIGNATURE |  | DATE | January 2, 2025 |
|-----------|---|------|-----------------|



[illegible]

#### V. WORK EXPERIENCE

[illegible]

|                  |   |             |                 |
|------------------|---|-------------|-----------------|
| <b>SIGNATURE</b> |  | <b>DATE</b> | January 2, 2025 |
|------------------|---|-------------|-----------------|



**VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S**

| 29. | NAME & ADDRESS OF ORGANIZATION<br>(Write in full) | INCLUSIVE DATES<br>(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<br>(Write in full)             | INCLUSIVE DATES OF ATTENDANCE<br>(mm/dd/yyyy) |            | NUMBER OF HOURS | Type of LD<br>( Managerial/<br>Supervisory/<br>Technical/etc) | CONDUCTED/ SPONSORED BY<br>(Write in full)              |
|-----|--|---|------------|-----------------|---|---|
|     |  | From  | To         |                 |   |   |
|     | ISO 9001:2015 AWARENESS AND RE-AWARENESS SEMINAR   | 9/09/2024                                     | 9/09/2024  | 4.0             | Quality training  | VISAYAS STATE UNIVERSITY                                |
|     | ORIENTATION OF GUIDELINES AND PROCEDURES ON PROCESS/SERVICES OF THE OFFICES UNDER ADMINISTRATIVE | 02/23/2024                                    | 02/23/2024 | 8.0             | Orientation   | VISAYAS STATE UNIVERSITY                                |
|     | 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                                |
|     |  |   |            |                 |   |   |
|     |  |   |            |                 |   |   |
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(Continue on separate sheet if necessary)

**VIII. OTHER INFORMATION**

| 31. | SPECIAL SKILLS and HOBBIES | 32. | NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full) | 33. | MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full) |
|-----|----------------------------|-----|--|-----|---|
|     | COMPUTER/TYPING SKILLS     |     | N/A  |     | LSU ADMINISTRATIVE PERSONNEL ASSOCIATION                  |
|     | CANVA EDITING AND DESIGN   |     |  |     |   |
|     | COOKING                    |     |  |     |   |
|     |                            |     |  |     |   |
|     |                            |     |  |     |   |
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|-----------|---|------|-----------------|
| SIGNATURE |  | DATE | January 2, 2025 |
|-----------|---|------|-----------------|



|   |   |
|---|---|
| <p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p> | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>  |
| <p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>   | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>   |
| <p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>   | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>   |
| <p>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?</p>  | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>   |
| <p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>   | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>   |
| <p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>   | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>   |
| <p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>  | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> |

| 41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) |                              |             |
|--|------------------------------|-------------|
| NAME   | ADDRESS                      | TEL. NO.    |
| DR. CHRISTINA A. GABRILLO  | VSU, BAYBAY CITY, LEYTE      | 09062627974 |
| DR. ULDERICO B. ALVIOLA  | VSU, BAYBAY CITY, LEYTE      | 9778512000  |
| ALICIA M. FLORES   | BRGY. GUADALUPE, BAYBAY CITY | 09176341430 |

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.

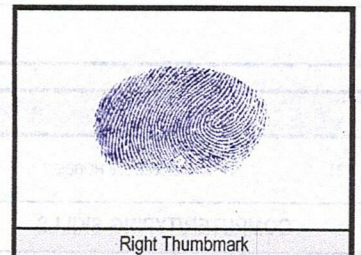


LIZA ANN C. JAGONOS

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 EMPLOYEE ID               |
| ID/License/Passport No.:   | V01253                        |
| Date/Place of Issuance:  | 01/29/2022 Baybay City, Leyte |

|  |
|--|
|  |
| Signature (Sign inside the box)<br><b>January 2, 2025</b><br>Date Accomplished |



SUBSCRIBED AND SWORN to before me this JAN 03 2025, affiant exhibiting his/her validly issued government ID as indicated above.

|  |
|--|
|  |
| <b>ATTY. RYSAN C. GUINOCOR</b><br>VSU Chief Legal Officer<br>Person Administering Oath |



**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: January 2, 2025