CS Form No.	212	
Revised 2017		•

## 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

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM. 1. CS ID No. Print legibly. Tick appropriate boxes ( ) 📑 use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. (Do not fill up. For CSC use only 2. SURNAME **JAGONOS** NAME EXTENSION (JR., SR) FIRST NAME LIZA ANN N/A MIDDLE NAME CORONADO 3. DATE OF BIRTH 12/23/1985 16. CITIZENSHIP ☑ Filipino Dual Citizenship (mm/dd/yyyy) ☐ by birth □ by naturalization Pls. indicate country: 4. PLACE OF BIRTH **METRO MANILA** If holder of dual citizenship. please indicate the details ☐ Male ✓ Female Philippines 5. SEX 140 **ZONE 4** ☑ Married 17. RESIDENTIAL ADDRESS ☐ Single 6 CIVIL STATUS House/Block/Lot No ■ Widowed Street Separated COGON N/A Other/s: Subdivision/Vill BAYBAY LEYTE 7. HEIGHT (m) 1.524 City/Municipality Province ZIP CODE 6521 80 8. WEIGHT (kg) **ZONE 4** 140 18. PERMANENT ADDRESS 9. BLOOD TYPE 0+ House/Block/Lot No Street COGON N/A 10. GSIS ID NO. 2005924568 Subdivision/Village Barangay BAYBAY LEYTE 11. PAG-IBIG ID NO 1212 0143 4086 City/Municipality Province 13-025202926-6 ZIP CODE 6521 12. PHILHEALTH NO. N/A N/A 19. TELEPHONE NO. 13. SSS NO. 09665601421 / 09631930694 466-626-414-000 14. TIN NO. 20. MOBILE NO. liza.jagonos@vsu.edu.ph 15. AGENCY EMPLOYEE NO. V01253 21. E-MAIL ADDRESS (if any) AMILY BACKGROU DATE OF BIRTH (mm/dd/yyyy) 23. NAME of CHILDREN (Write full name and list all) **JAGONOS** 22. SPOUSE'S SURNAME NAME EXTENSION (JR., SR) **ELIZ JIMELLI C. JAGONOS** 05/01/2015 **YMMIL** FIRST NAME 04/12/2020 **PANOGAN ERIN JIANNA C. JAGONOS** MIDDLE NAME DRIVER **OCCUPATION** ATI-RTC VIII EMPLOYER/BUSINESS NAME VISCA, BAYBAY CITY LEYTE **BUSINESS ADDRESS** TELEPHONE NO N/A CORONADO 24. FATHER'S SURNAME NAME EXTENSION (JR., SR) FIRST NAME **FELIX** JR. **AVELINO** MIDDLE NAME MOTHER'S MAIDEN NAME **FERNANDEZ** SURNAME **ELIZABETH** FIRST NAME (Continue on separate sheet if necessary) **URDANETA** MIDDLE NAME SCHOLARSHIP HIGHEST LEVEL UNITS EARNED PERIOD OF ATTENDANCE YEAR ACADEMIC BASIC EDUCATION/DEGREE/COURSE NAME OF SCHOOL LEVEL GRADUATED **HONORS** (Write in full) (if not graduated) (Write in full) From To FORT BONIFACIO ELEMENTARY SCHOOL **ELEMENTARY** 1992 1998 N/A 1998 N/A ELEMENTARY SECONDARY 1998 2002 N/A 2002 N/A BAYBAY NATIONAL HIGH SCHOOL SECONDARY VOCATIONAL / N/A N/A N/A N/A N/A N/A TRADE COURSE ASSOCIATE IN COMPUTER 50 units / FRANCISCAN COLLEGE OF THE N/A 2004 2005 N/A COLLEGE **TECHNOLOGY ONGOING** IMMACULATE CONCEPTION N/A N/A N/A N/A N/A N/A N/A GRADUATE STUDIES DATE January 2, 2025 SIGNATURE

7. CAREE	R SERVICE/ RA 108	0 (BOARD/ BAR) UNDER		DATE OF				LICENSE (if ap	plicable)
	SPECIAL LAWS		RATING (If Applicable)	EXAMINATION /	EXAMINATION / PLACE OF EXAMINATION / CONFERMENT CONFERMENT		IENT	NUMBER	Date o
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	SIVE DATES n/dd/yyyy) To	POSITION TI (Write in full/Do not		DEPARTMENT / AGENCY / OFFICE / COMPANY		MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV" SERVIO
07/27/2021	PRESENT	ADMINISTRATIV	E AIDE III	COMMU	OF DEVELOPMENT UNICATION	P15,264.92	N/A	CASUAL	Y
03/04/2014	07/26/2021	CLERK	ANA Nistananana	SUPPLY AND PROPERTY MANAGEMENT OFFICE KALHOUR TRADING COMPANY,		P9,961.20	N/A	JO	Υ
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VI. VOLUNTARY WORK OR INVOLVEMENT	And the second s						
29. NAME & ADDRESS OF ORGANIZATION (Write in full)  N/A		INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK		
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/II. LEARNING AND DEVELOPMENT (L&D)		ontinue on separate s PROGRAMS AT	THE RESERVE OF THE PERSON NAMED IN			Service of the servic	
Start from the most recent L&D/training program and inclu	de only the relevant L&D/training taken fo	or the last five (5) yea	rs for Division Ch	ief/Executive/Mana	gerial positions)		
30. TITLE OF LEARNING AND DEVELOPMENT INT	ERVENTIONS/TRAINING PROGRAMS	INCLUSIVE		MINDER OF HOUSE	Type of LD (Managerial/	CONDUCTED/ SPONSORED BY	
(Write in ful		(mm/dd/yyyy)		NUMBER OF HOURS	Supervisory/ Technical/etc)	(Write in full)	
SO 9001:2015 AWARENESS AND RE-AWA	PENESS SEMINAR	9/09/2024	9/09/2024	4.0	Quality	VISAYAS STATE UNIVERSITY	
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PROCESS/SERVICES OF THE OFFICES UN		02/23/2024	02/23/2024	8.0	Orientation	VISAYAS STATE UNIVERSITY	
IRIS SOFTWARE ONBOARDING	If YES, give detail	12/06/2023	12/06/2023	8.0	Technical	VISAYAS STATE UNIVERSITY	
INLOCKING EXCELLENCE: THE 5S REVO	LUTION FOR HEADS AND	11/29/2023	11/29/2023	8.0	Quality	VISAYAS STATE UNIVERSITY	
CLERKS AT VISAYAS STATE UNIVERSITY	Tajab sviji cah fi				training Quality		
SO 9001:2015 AWARENESS AND RE-AWA	man have considered to employment of the	8/29/2023	8/29/2023	4.0	training	VISAYAS STATE UNIVERSITY	
PERSONALITY DEVELOPMENT AND DEVE CUSTOMER SATISFACTION	LOPING	06/13/2023	06/16/2023	32.0	Customer Service	PERSONNEL OFFICERS ASSOCIATION OF THE PHILIPPINES, INC.	
RE-ORIENTATION SEMINAR ON RSP, PDS		02/22/2022	02/22/2022	4.0	Technical	VISAYAS STATE UNIVERSITY	
MANAGEMENT INFORMATION SYSTEM (M	IS)	4410010004	44/00/0004	40		MICANAC CTATE LIMINEDCITY	
DOCUMENT TRACKING SYSTEM	YES NESSESSESSES	11/26/2021	11/26/2021	4.0	Technical	VISAYAS STATE UNIVERSITY	
SO 9001:2015 AWARENESS WEBINAR	09/13/2021	09/13/2021	4.0	Quality training	VISAYAS STATE UNIVERSITY		
RECRUITMENT, SELECTION & PLACEMEN	07/27/2021	07/27/2021	8.0	Technical	VISAYAS STATE UNIVERSITY		
and providence in a part of regardly observations agreemed the first and a second in realizable part of reliable		04/45/0040	04/45/0040	0.0	Orientation	VISAYAS STATE UNIVERSITY	
WORKSHOP ON VALUES (FOR JOB ORDE	R WURKERS)	01/15/2019	01/15/2019	8.0	Orientation	VISATAS STATE UNIVERSITY	
PRIME-HRM	STATESCOA	08/03/2018	08/03/2018	8.0	Quality training	VISAYAS STATE UNIVERSITY	
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		more surger organisation in points	e zavostes el detallo de	The second date of the second	UMS Neuro Che des Naces	an an analysis (an incidental participation of the property of the participation of the parti	
VIII. OTHER INFORMATION	(C	Continue on separate	sneet if necessar	<b>ע</b>			
	N	ON-ACADEMIC DISTI	NCTIONS / RECO	GNITION		MEMBERSHIP IN ASSOCIATION/ORGANIZAT	
31. SPECIAL SKILLS and HOBBIES	32.		te in full)			33. (Write in full)  LSU ADMINISTRATIVE	
COMPUTER/TYPING SKILLS	2025	PERSONNEL ASSOCIATION					
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SIGNATURE	1				ATE	January 2, 2025	
	(A)					CS FORM 212 (Revised 2017), Page	

34. Are you related by consanguinity or affinity to the appointing chief of bureau or office or to the person who has immediate	(1981년) 전 1881년 (1981년) 전 1881년 (1982년) 전 1882년 (1981년) 전 1882년 (1981년) 전 1882년 (1981년) 전 1882년 (1981년) 전 1882년				
Bureau or Department where you will be apppointed,	and the control of th	mana sing and an area of the second and an area of the second and area.			
a. within the third degree?	☐ YES ☑ NO	1 304 · V · J			
b. within the fourth degree (for Local Government Unit - Care	☐ YES ☑ NO				
All and the second seco	For the second contract of the second contrac	If YES, give details:			
35. a. Have you ever been found guilty of any administrative offer	ense?	☐ YES ☑ NO			
		If YES, give details:			
b. Have you been criminally charged before any court?		☐ YES ☑ NO			
		If YES, give details:			
		Date Filed:	<u></u>		
		Status of Case/s:			
36. Have you ever been convicted of any crime or violation of an any court or tribunal?	ny law, decree, ordinance or regulation by	☐ YES ☑ NO			
arry court of indufate	If YES, give details:				
37. Have you ever been separated from the service in any of the	e following modes: resignation, retirement,	☐ YES ☑ NO	Nan Twa was chaars a duitr		
dropped from the rolls, dismissal, termination, end of term, fi	nished contract or phased out (abolition)	If YES, give details:			
in the public or private sector?  38. a. Have you ever been a candidate in a national or local elec	ction held within the last year (except	DEFINAL SECRETARY OF H	NA ESANGHAWA ETBS 1008 DE		
Barangay election)?	baon nela within the last year (except	☐ YES ☑ NO If YES, give details:			
b. Have you resigned from the government service during the	e three (3)-month period before the last	☐ YES ☑ NO	ACCESSISERVICES OF THE C		
election to promote/actively campaign for a national or local	If YES, give details:	HIS SOFTWAKE OXBOARDIN			
39. Have you acquired the status of an immigrant or permanent	resident of another country?	☐ YES ☑ NO	IN SOMELIEDES MINOCHI		
B 1 SHAPP WINGSTATE SAYAR WINGSTATY	E PRANTE SANCTON	If YES, give details (country):			
		Aware an department of the	AN COSTSTANTANT CLAST DOS DE		
<ol> <li>Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972),</li> </ol>		SAMP DEVELOPING			
a. Are you a member of any indigenous group?	piedse diswei the following items.	the second secon	CORIGINATION SEMINAR ON		
		☐ YES ☑ NC If YES, please specify:	MANAGEMENT INFORMATION		
b. Are you a person with disability?	A TERMEN TROUBERT	☐ YES ☑ NO			
c. Are you a solo parent?	s societies   feotieties	If YES, please specify ID No:	W CERTIFICATION OF THE PRINCES W		
VICEPHANIC TRATARAVACIO	8   1800 COST   1800 COST   3157	☐ YES ☑ NC If YES, please specify ID No:	S NODOS IJS TRSETUS 13		
41. REFERENCES (Person not related by consanguinity or affinity to applicant	/appointee)	เลอาเลอกษา เกิดอก ยก).	YORKSHOP ON VALUES (FOR		
NAME	ADDRESS	TEL. NO.			
DR. CHRISTINA A. GABRILLO	VSU, BAYBAY CITY, LEYTE	09062627974	HAZY CONTRACTOR		
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		ue, correct and			
complete statement pursuant to the provisions of pertin	ent laws, rules and regulations of the	Republic of the			
Philippines. I authorize the agency head/authorized represe	ntative to verify/validate the contents state	ed herein.	ZA ANN C. JAGONOS		
agree that any misrepresentation made in this docu administrative/criminal case/s against me.	ment and its attachments shall caus	e the filing of	PHOTO		
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)  PLEASE INDICATE ID Number and Date of Issuance	Chassed at 180 uses 151 to 05 to 00 M.	and the second control of the second	JANUTA MINON.		
Government Issued ID: VSU EMPLOYEE ID					
ID/License/Passport No.: V01253	Signature/Sign inside the b				
Date/Place of Issuance: 01/29/2022 Baybay City, Leyte	O LINE SHOWING THE SAME				
понтичност выпароная	Date Accomplished	116(6.9	Right Thumbmark		
SUBSCRIBED AND SWORN to before me this	0 3 2025 , affiant exhibiti	ng his/her validly issued government	ID as indicated above.		
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	Person Administering Oat				

## **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