

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) 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:
4. PLACE OF BIRTH	METRO MANILA	If holder of dual citizenship, please indicate the details.	Philippines ▼
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	140 ZONE 4 House/Block/Lot No. Street N/A COGON Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	ZIP CODE	6521
7. HEIGHT (m)	1.524	18. PERMANENT ADDRESS	140 ZONE 4 House/Block/Lot No. Street N/A COGON Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
8. WEIGHT (kg)	80	ZIP CODE	6521
9. BLOOD TYPE	O+	19. TELEPHONE NO.	N/A
10. GSIS ID NO.	2005924568	20. MOBILE NO.	09665601421 / 09631930694
11. PAG-IBIG ID NO.	1212 0143 4086	21. E-MAIL ADDRESS (if any)	<a href="mailto:liza.jagonos@vsu.edu.ph">liza.jagonos@vsu.edu.ph</a>
12. PHILHEALTH NO.	13-025202926-6		
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) N/A	ELIZ JIMELLI C. JAGONOS	05/01/2015
MIDDLE NAME	PANOGAN		ERIN JIANNA 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			

(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	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

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 13, 2024
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#### IV. CIVIL SERVICE ELIGIBILITY


[illegible]

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

[illegible]


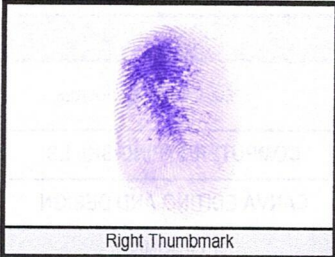

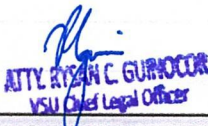
(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	June 13, 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			
	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
(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	
	CANVA EDITING AND DESIGN					
	COOKING					
(Continue on separate sheet if necessary)						
SIGNATURE			DATE		June 13, 2024	



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)?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)														
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>DR. CHRISTINA A. GABRILLO</td><td>VSU, BAYBAY CITY, LEYTE</td><td>09062627974</td></tr><tr><td>DR. ULDERICO B. ALVIOLA</td><td>VSU, BAYBAY CITY, LEYTE</td><td>9778512000</td></tr><tr><td>ALICIA M. FLORES</td><td>BRGY. GUADALUPE, BAYBAY CITY</td><td>09176341430</td></tr></tbody></table>			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
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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.		<div> LIZA ANN C. JAGONOS PHOTO</div> <div> Right Thumbmark</div>												
<div>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <table><tr><td>Government Issued ID:</td><td>VSU EMPLOYEE ID</td></tr><tr><td>ID/License/Passport No.:</td><td>V01253</td></tr><tr><td>Date/Place of Issuance:</td><td>01/29/2022 Baybay City, Leyte</td></tr></table>	Government Issued ID:	VSU EMPLOYEE ID	ID/License/Passport No.:	V01253	Date/Place of Issuance:	01/29/2022 Baybay City, Leyte	<div> Signature (Sign inside the box) June 13, 2024 Date Accomplished</div>							
Government Issued ID:	VSU EMPLOYEE ID													
ID/License/Passport No.:	V01253													
Date/Place of Issuance:	01/29/2022 Baybay City, Leyte													
SUBSCRIBED AND SWORN to before me this <u>27 JUN 2024</u> , affiant exhibiting his/her validly issued government ID as indicated above.														
<div> Atty. RYAN C. GUINOCOR VSU Chief Legal Officer Person Administering Oath</div>														



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: July 1, 2024