CS Form No. 212 Revised 2017	PERSO	NAL DATA	SH	IEET	r	THE CHARGE SEE			
	ation made in the Personal Data Sheet and t	the Work Experience Sheet sh	all cause ti	he filing of a	dministrati	ve/criminal case	s against th	e person	
	TO FILLING OUT THE PERSONAL DATA SI					Carlot of the Americania	a wasta een etteren	and the same of th	
Print legibly. Tick appropriate boxes I. PERSONAL INFORMATIO	s () tuse separate sheet if necessary. Indicate	N/A if not applicable. DO NOT AB	BREVIATE.		1. CS ID No.		(Do not fill up. F	For CSC use only	
2. SURNAME	JAGONOS								
FIRST NAME	LIZA ANN			Ball		NAME EXTENSION (JR.	, SR)		
					Service a company	N/A			
MIDDLE NAME 3. DATE OF BIRTH	CORONADO								
(mm/dd/yyyy)	12/23/1985	16. CITIZENSHIP							
4. PLACE OF BIRTH	METRO MANILA	If holder of dual citizensh	bin Dis indicate		Pls. indicate c	by naturalization			
		please indicate the detail	en la companya di la		1 io. maioato o				
5. SEX	☐ Male ☐ Female		Philippines			ZONE 4			
6 CIVIL STATUS	☐ Single ☐ Married ☐ Widowed ☐ Separated	17. RESIDENTIAL ADDRESS	Нои	140 ise/Block/Lot No			ZONE 4 Street		
	Other/s:		Sui	N/A bdivision/Village			COGON Barangay		
7. HEIGHT (m)	1.524			BAYBAY			LEYTE Province		
8. WEIGHT (kg)	80 TVENEO	ZIP CODE		ity/Municipality	i carron	6521	Province	Language	
9. BLOOD TYPE	0+	18. PERMANENT ADDRESS		140	11 AD711 D18	MARTIN I	ZONE 4		
- 1 (A)	AVI STOCKY	OPH CMAY 19908	Hou	ise/Block/Lot No N/A	Malan.		Street	12000000	
10. GSIS ID NO.	2005924568	- YOMOARI RUCHIAN	Subdivision/Village			Barangay LEYTE			
11. PAG-IBIG ID NO.	1212 0143 4086	EAU (ABI)(BAYBAY City/Municipality		11420	Province			
12. PHILHEALTH NO.	13-025202926-6	ZIP CODE	10 HOLLO MILIO 121/1011 6521 0			9005/11	1002007		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A						
14. TIN NO.	466-626-414-000	20. MOBILE NO.	09665601421 / 096319306			94			
15. AGENCY EMPLOYEE NO.	V01253	21. E-MAIL ADDRESS (if any)	liza.jagonos@vsu.edu			ph			
II. FAMILY BACKGROUND									
22. SPOUSE'S SURNAME	JAGONOS		23. NAME of CHILDREN (Write full name and list all)		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						and the second second		
EMPLOYER/BUSINESS NAME	ATI-RTC VIII								
BUSINESS ADDRESS	VISCA, BAYBAY CITY LEYTE								
TELEPHONE NO.	N/A							The state of the s	
24. FATHER'S SURNAME	CORONADO								
FIRST NAME	FELIX	NAME EXTENSION (JR., SR) JR.							
MIDDLE NAME	AVELINO								
25. MOTHER'S MAIDEN NAME								- No.	
SURNAME	FERNANDEZ								
FIRST NAME	ELIZABETH	and the second s			e por esta respectato de la compansión d				
MIDDLE NAME	URDANETA			(Co	ntinue on se	parate sheet if neces	sary)		
III. EDUCATIONAL BACKG									
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)		PERIOD OF A		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED	
ELEMENTARY	FORT BONIFACIO ELEMENTARY SCHOOL	ELEMENTARY		1992	To 1998	N/A	1998	N/A	
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	SECONDARY	DARY 1998 2002		2002	N/A	2002	N/A	
VOCATIONAL / TRADE COURSE	N/A	N/A	A N/		N/A	N/A	N/A	N/A	

ASSOCIATE IN COMPUTER FRANCISCAN COLLEGE OF THE 50 units / COLLEGE 2004 2005 N/A N/A IMMACULATE CONCEPTION TECHNOLOGY ONGOING N/A NA GRADUATE STUDIES N/A NA N/A N/A N/A SIGNATURE DATE June 13, 2024

		80 (BOARD/ BAR) UNDER	RATING	DATE OF				LICENSE (if ap	oplicable)
	SPECIAL LAW	SPECIAL LAWS/ CES/ CSEE ANGAY ELIGIBILITY / DRIVER'S LICENSE RATING (If Applicable) RATING (If Applicable) EXAMINATION / CONFERMENT CONFERMENT			NUMBER	Date Validi			
C	SC SUBPROF	ESSIONAL	86.7	04/29/2021	CSC RO 8 - PALO, LEYTE			N/A	N/A
					io en married a margin marc Anno 1981 de como en como en	en e			
1920									
				and the second s		Tafe to 15	Section of the section		
	- (B)			Continue on separate sheet					
	XPERIENCE								
. INCLU	ISIVE DATES	t. Start from your recen			0.000351076.5	hed Work Expe	SALARY/ JOB/ PAY		201
From	m/dd/yyyy)	POSITION TI (Write in full/Do not a			ICY / OFFICE / COMPANY to not abbreviate)	MONTHLY SALARY	GRADE (if applicable)& STEP (Format "00-0")/	STATUS OF APPOINTMENT	GOV SERVI (Y/ N
	То	A DMINIOTO A TIV	FAIDEIII	DEPARTMENT O	OF DEVELOPMENT	- 68	INCREMENT		
7/27/2021	PRESENT	ADMINISTRATIV		COMMU	NICATION D PROPERTY	P14,677.97 N/A		CASUAL	Υ
3/04/2014	07/26/2021	CLERK	AST	MANAGEN	ENT OFFICE	P9,961.20	N/A	JO	Υ
01/2010	08/2010	SECRETARY CU	M CLERK		DING COMPANY, AI, UAE	AED 3,000	N/A	CONTRACTUAL	N
10/2007	12/2009	RECEPTIONIST C	JM CLERK	O2 SPA HEALTHY	AED 2,000	,000 N/A	CONTRACTUAL	N	
				1 000	AI, UAE	n A			W 92
						1 A 1 A 1 A 1 A 1 A 1 A 1 A 1 A 1 A 1 A			
19 / 20 000000	ed li	e nevouzonopsi ky.				543109		a branchia	A, or
0.00	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1								17.80
0.5		20105A 07	Maria North				135 34		100
							para tieve II		
	-					16			
				Van de de la compansa	violence — errormanis		4502.70	FW .	
						The same of the sa			
NO. 10 - 10 No.									
						1.55			
						and the state of t			
	ecessety)	n it leads classes no emitted	9				BAACOU [196ep
		the second second second					6.1 		
West of the second									
A 1 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	100	AN TOTAL	6941	YEAR DESIGN	५ १८ १ (५)		7272		
	l mag	1004		773 (400782		81 5040 TO 1	ACC 8 40 1		/
									17.2
									10/17 11/12
	1	DV 3630 1550		#20.00#100T			9.88		
				ontinue on separate sheet if					

VI. VOLUNTARY WORK OR INVOL	VEMENT IN CIVIC / NON-GOVERNMEI	NT/PEOPLE/\	/OLUNTARY	ORGANIZATI	ON/S		
29. NAME & ADI	DRESS OF ORGANIZATION (Write in full)		/E DATES d/yyyy) To	NUMBER OF HOURS		POSITION / NATURE OF WORK	
N/A		N/A N/A		N/A		N/A	
	ula no serie 8 1970						
				-			
	200 A 200					n degree a casteria case not in cas	
		ontinue on separate	AND DESCRIPTION OF THE PERSON NAMED IN COLUMN 2 IS NOT THE PERSON)			
	ENT (L&D) INTERVENTIONS/TRAINING am and include only the relevant L&D/training taken I			hief/Executive/Man	agerial positions)		
30. TITLE OF LEARNING AND DEVELO	OPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	ATTEN	DATES OF DANCE d/yyyy)	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
DRIENTATION OF GUIDELINES APROCESS/SERVICES OF THE OF	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 CLERKS AT VISAYAS STATE UNI	11/29/2023	11/29/2023	8.0	Quality training	VISAYAS STATE UNIVERSITY		
SO 9001:2015 AWARENESS AND		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 F MANAGEMENT INFORMATION SY	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		
SO 9001:2015 AWARENESS WEB	09/13/2021	09/13/2021	4.0	Quality training	VISAYAS STATE UNIVERSITY		
RECRUITMENT, SELECTION & PL	ACEMENT MANAGEMENT SYSTEM	07/27/2021	07/27/2021	8.0	Technical	VISAYAS STATE UNIVERSITY	
WORKSHOP ON VALUES (FOR JO	DB ORDER WORKERS)	01/15/2019	01/15/2019	8.0	Orientation Quality	VISAYAS STATE UNIVERSITY	
PRIME-HRM	08/03/2018	08/03/2018	8.0	training	VISAYAS STATE UNIVERSITY		
		2 2 2 1 1 1 1 2 2 3	777 X2010 J. 1820		3.3		
		A CONTRACT OF THE PARTY OF THE				A010 - 10 - 10 - 10 - 10 - 10 - 10 - 10	
						eran krama likat mako ne du memel era ke trapping memelati diskamon	
Personal office as	i in pelli en escon				an di ancar	et school est estratue (venutalité ; vendrosseque l'in que tolt engu	
VIII. OTHER INFORMATION	(C	ontinue on separate	sheet if necessary)			
31. SPECIAL SKILLS and HOBBIE	S 32. No	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) 33. MEMBERSHIP IN ASSOCIATION/ORGAN (Write in full)					
COMPUTER/TYPING SKILL	LS	N/A					
CANVA EDITING AND DESI	GN						
COOKING		2 7 JUN 2024					
				100 mm		Periodic and the control of the cont	
		and the same	N. C.				
		entinue on separate	2007	1			
SIGNATURE		and on separate		No. of the Control of	ATE	June 13, 2024	

Are you related by consanguinity or affinity to the appoint chief of bureau or office or to the person who has immediately						
Bureau or Department where you will be apppointed,			1			
a. within the third degree?	YES NO					
b. within the fourth degree (for Local Government Unit - C	☐ YES ☑ N If YES, give details:					
35. a. Have you ever been found guilty of any administrative of	offense?	YES V	10			
		If YES, give details:				
b. Have you been criminally charged before any court?		☐ 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		NO			
by any court or tribunal?	If YES, give details:					
37. Have you ever been separated from the service in any of	경영을 하지 않는 이 경기에 있는 그리지 않는데 경영화를 가게 되었다. 중국에 이 나는 것은 그렇게 그렇게 되었다.	☐ YES ☑	NO			
retirement, dropped from the rolls, dismissal, termination, out (abolition) in the public or private sector?	end of term, finished contract or phased	If YES, give details:				
38. a. Have you ever been a candidate in a national or local e Barangay election)?	ection held within the last year (except	☐ YES ☑ NO If YES, give details:				
b. Have you resigned from the government service during	the three (3)-month period before the last		NO			
election to promote/actively campaign for a national or loc	If YES, give details:	LERKS AT VISAYAS STATE UNN ES				
39. Have you acquired the status of an immigrant or permane	nt resident of another country?	☐ YES ☑ NO				
Unitromes 1 PER SONNEL OFFICERS ASSOCIATION Secure		If YES, give details (cou	ntry): WEMMO JEVER VICEAMORES MOTERATOR SEMOTEUR			
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) M		18 30 40 40	ANAGERIA MENGEMBANGAN PERSERTAN PERS			
7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972 a. Are you a member of any indigenous group?), please answer the following items:		DOMESNE TRACKING BYSTEM			
VTISORVIUM TESTE SAVARIV VIIISULA		If YES, please specify:	NO			
	Are you a person with disability?					
c. Are you a solo parent?	If YES, please specify ID N ☐ YES If YES, please specify ID N					
41. REFERENCES (Person not related by consanguinity or affinity to applicant	/appointee) Transman Registration		ESSE BMIA			
NAME	ADDRESS	TEL. NO.				
DR. CHRISTINA A. GABRILLO	VSU, BAYBAY CITY, LEYTE	09062627974	4-1			
DR. ULDERICO B. ALVIOLA	VSU, BAYBAY CITY, LEYTE	9778512000				
ALICIA M. FLORES	BRGY. GUADALUPE, BAYBAY CITY	09176341430	and the second			
42. I declare under oath that I have personally accomplishe						
complete statement pursuant to the provisions of pertir Philippines. I authorize the agency head/authorized repr	rem laws, rules and regulations of the resentative to verify/validate the content	s stated herein.	LIZA ANN C. JAGONOS			
I agree that any misrepresentation made in this doc administrative/criminal case/s against me.	cument and its attachments shall cause	se the filing of	РНОТО			
auriiinisuauverciiiiiniai case/s agairist me.	(contraction of special planes of the second		3136			
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	ox)					
Date/Place of Issuance: 01/29/2022 Baybay City, Leyte	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Right Thumbmark				
SUBSCRIBED AND SWORN to before me this	JUN 2024 affiant exhibit	ing his/her validly issued govern				
	, other comple		ment to do individued above.			
	ATTY AVEN C GURIOCOR					
	VSU Outer Legal Officer					
	Person Administering Qat					

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