

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	LE MOS			
FIRST NAME	SHEILA MARIE		NAME EXTENSION (JR., SR.)	
MIDDLE NAME	CORREA			
3. DATE OF BIRTH (mm/dd/yyyy)	6/15/1979	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	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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:			
7. HEIGHT (m)	1.524m	17. RESIDENTIAL ADDRESS	5 Tab-ang House/Block/Lot No. Street Sitio Kayaw Kilim Subdivision/Village Barangay Baybay Leyte City/Municipality Province	
8. WEIGHT (kg)	64kg		ZIP CODE 6521	
9. BLOOD TYPE	"O"		18. PERMANENT ADDRESS	5 Tab-ang House/Block/Lot No. Street Sitio Kayaw Kilim Subdivision/Village Barangay Baybay Leyte City/Municipality Province
10. GSIS ID NO.	CRN-006-0017-6518-6			ZIP CODE 6521
11. PAG-IBIG ID NO.	1700-0027-5186			
12. PHILHEALTH NO.	13-000047145-4			
13. SSS NO.		19. TELEPHONE NO.	N/A	
14. TIN NO.	922-427143	20. MOBILE NO.	09173288769 / 09202991724	
15. AGENCY EMPLOYEE NO.	V00624	21. E-MAIL ADDRESS (if any)	slemos@vsu.edu.ph; sheilalemos1115@gmail.com	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR.)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	LE MOS (deceased)			
FIRST NAME	EDUARDO	NAME EXTENSION (JR., SR.)		
MIDDLE NAME	MASON			
25. MOTHER'S MAIDEN NAME				
SURNAME	CORREA			
FIRST NAME	ROBERTA			
MIDDLE NAME	MATEO		(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	San Lorenzo School of San Pedro	Primary Education	1986	1992	graduated	1992	N/A
SECONDARY	Canossa School, Sta. Rosa Laguna	Secondary Education	1992	1996	graduated	1996	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Visayas State College of Agriculture	BS in Development Communication	1996	2000	graduated	2000	N/A
GRADUATE STUDIES	Visayas State University	MS in Language Teaching	on-going		49	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 8, 2025
-----------	---	------	-----------------

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 8, 2025
------------------	---	-------------	-----------------

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			
	Training entitled "Enhancing Digital Communication: VOIP Phone Mastery and Output Messenger Transition	20-Nov-24		N/A	participant	Information and Communications Technology Management Center (ICTMC), VSU
	Problem Solving and Decision-Making	July 23-26, 2024		N/A	participant	Personnel Officers Association of the Philippines
	Internal Quality Audit Training	August 14-15, 2023		N/A	participant	AGF Consulting Group
	Gender Sensitivity Orientation for VSU Faculty and Staff	11-Jul-23		N/A	participant	VSU Gender Resource Center
	Training-Workshop on Root Cause Analysis	17-Nov-22		N/A	participant	VSU Quality Assurance Center
	Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs and Cascading of Documents	07-Sep-22		N/A	participant	VSU Quality Assurance Center
	ISO 9001:2015 Awareness/Re-awareness Seminar	August 30 and 31, 2022		N/A	participant	VSU Quality Assurance Center
	Virtual Data Privacy Act of 2012 Awareness Seminar	07-Apr-22		N/A	participant	VSU Data Privacy Office
	HIV Peer Educators Training	January 19-21, 2022		N/A	participant	VSU Services, Health, Emergency and Rescue
	Webinar: Exercises for Obesity Prevention and Reduction	17-Sep-21		N/A	participant	VSU Services, Health, Emergency and Rescue
	ISO 9001:2015 Awareness/Re-awareness Webinar	13-Sep-21		N/A	participant	VSU Quality Assurance Center
	Webinar on Navigating the Digital Shift: Instructional Materials to Support the University's Flexible Learning	18-Mar-21		N/A	participant	VSU OVP for Instruction
	The Biggest Loser - VSU Edition	30-Apr-21		N/A	participant	VSU Institute of Human Kinetics
	Webinar - Coronavirus vaccine: Are you willing to take the shot	23-Feb-21		N/A	participant	VSU College of Arts and Sciences, Department of Biotechnology, VSU Services for health, Emergency and Rescue
	Webinar - Sexual Orientation and Identity: Understanding the Coping Mechanism of the Filipino Youth	17-Feb-21		N/A	participant	DOST-NAST
	Webinar - Control Your Records Before They Control You: The Basics of Records Management and Record Control	17-Jan-21		N/A	participant	DOST-STI
	Orientation-Workshop Among JO Clerks and Laboratory Technicians	15-Jan-19		N/A	participant	VSU Office of the Director for Administration and Human Resource Development
	Target Setting Workshop	August 20-21, 2018		N/A	participant	VSU Office of the Director for Administration and Human Resource Development
	Gender and Development Orientation Seminar on Gender Matters: Mainstreaming in VSU's RDE Function	21-Jul-18		N/A	participant	VSU Office of the Vice President for Research and Extension
	Seminar-Workshop on Competency-Based HR System and Implementation of Competency-Based Recruitment, Selection, and Placement and Learning and Development	July 4-6, 2018		N/A	participant	Mrs. Jocelyn Linao Ng
	Community Guiding Training	November 8-14, 2017		56 hrs	participant	LGU Baybay
	HIV in the Workplace Seminar	09-Dec-16		N/A	participant	VSU Hospital
	Workshop to Review and Improve Citizen's Charter	01-Sep-16		N/A	participant	VSU Office of the Director for Administration and Human Resource Development

(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 literate (MS Word, Excel, Powerpoint, Canva)		N/A		VSU Administrative Personnel
	Report consolidation				VSU Credit Cooperative
	Hobbies: Watching Netflix, Disney, Prime Video				

(Continue on separate sheet if necessary)

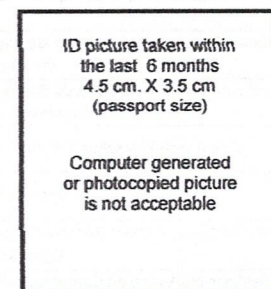
SIGNATURE		DATE	
		January 8, 2025	

<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> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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.
Ms. Maria Roberta S. Miraflor	Kilim, Baybay, Leyte	9176341528
Ms. Alicia M. Flores	Guadalupe, Baybay, Leyte	local 1009
Ms. Ma. Elsa M. Umpad	Ormoc City, Leyte	local 1000

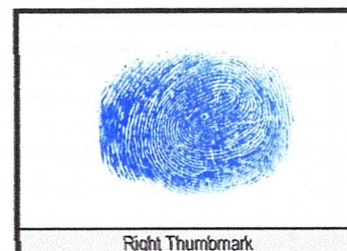
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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.




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 ID
ID/License/Passport No.:	V00624
Date/Place of Issuance:	March 21, 2024 - VSU, Baybay, Leyte


Signature (Sign inside the box)
January 8, 2025
Date Accomplished



SUBSCRIBED AND SWORN to before me this **09 JAN 2025**, affiant exhibiting his/her validly issued government ID as indicated above.

 ATTY. KAREN ABAIGAIL S. MONTERON
Person Administering Oath