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 concerned.

Print legibly. Tick appropriate boxe	es () and use separate sheet if necessary. Indic			IATE.	1. CS ID No.	อด Java และเล่าตัว	(Do not fill up. Fo	r CSC use only
I. PERSONAL INFORMATI								
2. SURNAME	Pausanos							
FIRST NAME	Emelita NAME EXTENSION (JR., SR) N/A							
MIDDLE NAME	Sagaral							
3. DATE OF BIRTH (mm/dd/yyyy)	10/23/1981	16. CITIZENSHIP	16. CITIZENSHIP		ino 🗌	Dual Citizenship	o by naturali	ization
4. PLACE OF BIRTH	Loay, Bohol	If holder of dual citize	enship,			Pls. indicate of	country:	
5. SEX	☐ Male	please indicate the d	letails. Philippines					
6. CIVIL STATUS	☐ Single ☑ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Subdivision/Village BAYBAY			Street Pangasungan		
		The statement of the original states to the Albago Newton, 20			Barangay			
7. HEIGHT (m)	1.56		BAYBAY City/Municipality		LEYTE Province			
8. WEIGHT (kg)	56.00	ZIP CODE	6521		6521	et	F on	
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	1113 House/Block/Lot No.		A	Andres Abella St Street		
10. GSIS ID NO.	N/A	A constitution of the second	Veloso Compound			Guadalupe		
11. PAG-IBIG ID NO.	164001888588	ACCOMPANIAN		ubdivision/Villag BU CITY (Capit		8	Barangay CEBU	0440361023
100000	94.500 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	710 0005	City/Municipality		Province 6000			
12. PHILHEALTH NO.	120504798068	ZIP CODE	6000			050575 805 940575380		
13. SSS NO.	3377808190	19. TELEPHONE NO.		N/A			Trospesial in	nresa e
14. TIN NO.	225085344000	20. MOBILE NO.	2.200		906	906-614-6730		
15. AGENCY EMPLOYEE NO.	V02093	21. E-MAIL ADDRESS (if any)		emelita.pausanos@vsu.edu			.ph	LCOOKERSON
II. FAMILY BACKGROUNL	D.							
22. SPOUSE\'S SURNAME	Pausanos	V.	23, NAME of C	HILDREN (Writ	e full name an	d list all)	DATE OF BIRTI	H (mm/dd/yyyy
FIRST NAME	Mike	NAME EXTENSION (JR., SR)		Mikaela Vergell S. Pausanos		03/22/2006		
MIDDLE NAME	Behasa	Behasa		Mikael Vianey S. Pausanos			05/17/2014	
OCCUPATION	Driver							
EMPLOYER/BUSINESS NAME	Visayas State University							
BUSINESS ADDRESS	Visca, Baybay City, Leyte							
TELEPHONE NO.	09351857759	09351857759						
24, FATHER\'S SURNAME	Sagaral	king syr						
FIRST NAME	Francisco	NAME EXTENSION (JR., SR)						
MIDDLE NAME	Avelino							
25. MOTHER\'S MAIDEN NAME	Shirley Ilogon A	Shirley llogon Apit						
SURNAME	Sagaral	Sagaral						
FIRST NAME	Shirley							
MIDDLE NAME	Apit		man grammar	. (0	Continue on se	parate sheet if nece	ssary)	
III. EDUCATIONAL BACK	GROUND					HIGHEST		SCHOLARSHI
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGI (Write in full)		PERIOD OF	To	LEVEL/UNITS EARNED (if not graduated)	YEAR GRADUATED	ACADEMIC HONORS RECEIVED
ELEMENTARY	Loay Central Elem. School	Elementary		1988	1994		1994	N/A
SECONDARY	HOLY TRINITY ACADEMY	High School		1994	1998		1998	N/A
VOCATIONAL/ TRADE COURSE	. N/A	B-21 - 12 - 15						
COLLEGE	Holy Name University	Bachelor of Science in Comm Management)		1998	2002		2002	N/A
GRADUATE STUDIES	N/A							
		(Continue on separate sheet if need	cessary)				•	er enemana enemana
SIGNATURE	a presson			D	ATE		06/11/2025	ADIZ

7. CAREE	R SERVICE/ RA 1	RVICE ELIGIBILITY SERVICE/ RA 1080 (BOARD/ BAR) UNDER DATING DATE OF				LICENSE (if a	pplicable)		
	SPECIAL LAY	NS/ CES/ CSEE TY / DRIVER'S LICENSE	RATING (If Applicable)	EXAMINATION / CONFERMENT	MINATION / PLACE OF EXAMINATION / CONFERMENT			NUMBER	Date o
988 180 164 180 180 180	CSC Sub-Pro	ofessional	83.96	08/07/2022	Maasin City		N/A	N/A	
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	EXPERIEN			(Continue on separate sheet		d Work Exper	ience sheet.		
nclude private employment. Start from your recent INCLUSIVE DATES POSITION TITL		LE	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)		MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format*00-0*)/ INCREMENT	STATUS OF APPOINTMENT	GOV" SERVIO	
01/01/2025	PRESENT	Administrative A	ide IV	Visayas Sta	ate University	16,833.00	4-1	Permanent	Υ
01/01/2024	sensimae	Administrative A	ide IV		ate University	16,209.00	4-1	Permanent	Y
04/03/2023	12/13/2023	Administrative A	ide IV		ate University	15,586.00	4-1	Permanent	Y
01/01/2023	03/31/2023	Administrative A	ide III		ate University	603.40		Job Order	Y
06/27/2017	03/31/2020	Purchaser/Bu	yer	Rell and Renn Trading Corp / Ultramart		17,800.00		Permanent	N
04/23/2010	06/26/2017	Purchasing Si	aff	Blue Ocean Holdings Inc/ ThreeSixty Pharmacy		12,500.00		Permanent	N
05/29/2003	04/22/2010	PHARMACY ASSISTANT CHARGE	T, BRANCH IN	ROSE PHARMACY INC		10,500.00	-	Permanent	N
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29. NAME & ADDRESS OF OR	SANIZATION	MOLLOS	E DATES	对的自然的程序。	The Residence	colli de la Assilio so desenta la Jorda della	
29. NAME & ADDRESS OF OR (Write in full)	ADDRESS OF ORGANIZATION INCLUSIVE DATES (mm/dd/yyyy) NUMBER OF HOURS		NUMBER OF HOURS		POSITION / NATURE OF WORK		
N/A			N/A N/A		francisavos	N/A	
	li YES, give delaler						
ON DA	L_YES - ILYES - I LES		· ·	60 6 % (178)	any adminis	e. Have you ever bear found outry of	
26.0			e sheet if necessary			No contribution page lies was	
II. LEARNING AND DEVELOPMENT (L&D) tart from the most recent L&D/training program and include					agerial 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/	CONDUCTED/ SPONSORED BY (Write in full)	
W112 21		From	То		Technical/etc)	The Army Street (1994) and the street (1994)	
Working Towards Personal Effe	tiveness	09/24/2024	09/27/2024	32	Technical	Personnel Officers Association of the Philippines, Inc. (PO	
Basic Records and Archives Ma	nagement	07/30/2024	07/31/2024	any c ⁹¹ 0's fo	Technical	HRMO, Visayas State University	
rientation of Guidelines and procedures on Process/Services o	the Offices underAdministrative Services	02/23/2024	03/23/2024	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Ley	
Attended the ISO 9001:2015 Awareness/Re	-awareness Webinar	08/29/2023	08/29/2023	choal 8 lead	Technical	Office of the Quality Assurance Center	
SPPB Basic Course Training on the RA 9184 and its Revised In 2016	plementing Rules and Regulations Act of	08/22/2023	08/24/2023	24 1 201 000000	Technical	"Visayas State University (VSU), Visca, Baybay City, Ley	
Orientation/Re-Orientation of Duties and Responsibilities of dDRCs and AdDRCs			09/07/2022	ead ty larroit	Instruction	PAMELA P. ORAÑO - University Document and Record Controller ALELI A, VILLOCINO - Quality Managemen Representative	
HANDS ONLY CARDIOPULMONARY RESUSCITATION			07/22/2022	zen inerismis 4	Technical	Department of Heath- Eastern Visayas Center for Heal Development	
TYPHOON AWARENESS & CALAMITY READINESS		06/09/2022	06/09/2022	4	Technical	Department of Meteorology	
Virtual Data Privacy Act of 2012 Awareness Seminar		04/07/2022	04/07/2022	iq , 28 65 A	Technical	"Visayas State University (VSU), Visca, Baybay City, Ley	
WEBINAR ON MENOPAUSE AND OTHER COMMON GYNECOLOGIC PROBLEMS		03/31/2022	03/31/2022	8	Technical	GENDER RESOURCE CENTER	
WOMEN INSPIRING WOMEN		03/07/2022	03/07/2022	8	Technical	GENDER RESOURCE CENTER	
ISO 9001:2015 Awareness/Re-awareness Webinar			11/27/2020	8	Technical	Quality Assurance Center, Visayas State University	
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III. OTHER INFORMATION						NEADERA UR III LACCALLE TOURS	
31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)					33. MEMBERSHIP IN ASSOCIATION/ORGANIZAT (Write in full)	
N/A	N/A N/A STATE OF THE STATE OF T						
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	24 hvid s	DATE O6/11/2025 CS FORM 212 (Revised 2				1	

34. Are you related by consanguinity or affinity to the appointi							
the chief of bureau or office or to the person who has imm Office, Bureau or Department where you will be apppointed			FOR DEPARTMENT OF THE SECOND S				
a. within the third degree?	TYES	✓ NO					
b. within the fourth degree (for Local Government Unit - C		✓NO					
	If YES, give details:						
35. a. Have you ever been found guilty of any administrative of	offense?	YES	✓NO				
a. Have you ever been round gainly or any administrative of	If YES, give details:						
b. Have you been criminally charged before any court?		YES	✓NO				
,	If YES, give details:						
	Date Filed:						
	1 5080 5080 200 2000 500 500 500	Status of Case/s:					
36. Have you ever been convicted of any crime or violation of	□YES ✓NO						
regulation by any court or tribunal?		If YES, give details:					
			i a hadid sharet die nas				
37. Have you ever been separated from the service in any of			NO				
retirement, dropped from the rolls, dismissal, termination, phased out (abolition) in the public or private sector?	end of term, finished contract or	If YES, give details:	gned from private company				
	la dian baddudda dhalla dhalla dha		✓NO				
38. a. Have you ever been a candidate in a national or local e (except Barangay election)?	lection neid within the last year	If YES, give details:	V NO				
Filtred of the second CNR Street Heart Street Committee of the	the three (2) month period before the	et telegest bios south commonant tradition and service and on the second disches 6.490 (
 b. Have you resigned from the government service during last election to promote/actively campaign for a national or 	If YES, give details:						
 Have you acquired the status of an immigrant or permane 	□YES	✓ NO					
os. Thave you acquired the status of an infilling ant of permane	If YES, give details (co	And the second of the second o					
- Committee of the Comm		<i>F</i>					
40. Pursuant to: (a) Indigenous People\'s Act (RA 8371); (b) N							
7277); and (c) Solo Parents Welfare Act of 2000 (RA 897)	2), please answer the following items:	year are attend to	Times Data Pinger Act of Act.				
Are you a member of any indigenous group?		YES If YES, please specify:	✓ NO				
b. Are you a person with disability?	YES	✓NO					
AND THE ROLL OF STREET	If YES, please specify						
c. Are you a solo parent?	YES If YES, please specify	✓NO ID No					
		in 120, piedeo opedily					
41. REFERENCES (Person not related by consanguinity or affinity to applic	ant /appointee)						
NAME Du Deciau M. Lumanao	TEL. NO.						
Dr. Dec) ay Ariel Angus	Gebu City	09855 898946					
Suzette B. Lina	Visca, Baybay City, Leyte	09196913922	- (()				
Angerica Noelyn Q. Taghoya	60127						
The state of the s	Mandaue City	09125816741					
 I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertin 			espansano				
Philippines. I authorize the agency head/authorized repre	sentative to verify/validate the contents	stated herein. I	EMELITA S. PAUSANOS				
agree that any misrepresentation made in this docu- administrative/criminal case/s against me.	ment and its attachments shall cau	se the filing of	PHOTO				
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Drivert's License,	200 x 13445		25-80r tos 2,500 (a)/1913)				
etc.) PLEASE INDICATE ID Number and Date of Issuance	4.4						
Government Issued ID: SSS		4					
ID/License/Passport No.: 3377808190	Signature (Sign inside the I	nori					
Date/Place of Issuance: 11/30/-0001 / cebu City							
		Right Thumbmark					
SUBSCRIBED AND SWORN to before me this	1 8 JUN 2025 , affiant exh	ibiting his/her validly issue	ed government ID as indicated above.				
	Altern	4					
	ATTY. KAREN ABEGAIL'S. MONTER						
DATE 18/11/2025	VSU Director, Legal Affairs and Services		SIGNATURE				
Coppe Notice Coppe (ANC) (March 9)	Person Administering Oa	th					

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: April 1, 2023- present
 Position: Admin Aide IV (ClerkII)
- · Name of Office/Unit: Department of Soil Science
- Immediate Supervisor: Deejay M. Lumanao
- Name of Agency/Organization and Location: Visayas State University
 - Summary of Actual Duties
 - Responsible for the safekeeping, organization, and filing of all official documents.
 - Attend seminars and workshops as required to enhance skills and stay updated on administrative processes.
 - Conduct regular inventory of office supplies and ensure availability of necessary materials.
 - Handle the receiving and releasing of documents in an accurate and timely manner.
 - Prepare and submit quarterly reports for the Quality Records Management (QRM) system.
 - Payroll preparations.
- Duration: May 2003-April 2010
- Position: Warehouse in Charge/Stock in charge
- Name of Office/Unit: RPI Zone B
- Immediate Supervisor: Fe D. Labe RPh
- Name of Agency/Organization and Location: Rose Pharmacy Inc

Summary of Actual Duties

- Receive Incoming Stock: Accurately receive and inspect incoming stock deliveries to ensure they match purchase orders and are free from damage.
- Monitor Outgoing Stock: Verify and process outgoing stock to ensure proper documentation and compliance with inventory procedures.
- **Stock Reconciliation:** Maintain accurate stock balances by regularly reconciling physical inventory with the system records to identify and resolve discrepancies.
- Report Preparation: Generate and submit monthly reports detailing inventory levels, stock discrepancies, and direct deliveries to management.

- Inventory Accuracy: Support stock accuracy through regular cycle counts and inventory audits.
- System Updates: Ensure inventory data is accurately entered and updated in the inventory management system.

EMELITA S. PAUSANOS

(Signature over Printed Name of Employee/Applicant)

Date: June 11, 2025