

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 (☐) and 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	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	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: Philippines
4. PLACE OF BIRTH	Loay, Bohol	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
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:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.56	ZIP CODE	6521
8. WEIGHT (kg)	56.00	18. PERMANENT ADDRESS	1113 Andres Abella St House/Block/Lot No. Street Veloso Compound Guadalupe Subdivision/Village Barangay CEBU CITY (Capital) CEBU City/Municipality Province
9. BLOOD TYPE	A+	ZIP CODE	6000
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	164001888588	20. MOBILE NO.	906-614-6730
12. PHILHEALTH NO.	120504798068	21. E-MAIL ADDRESS (if any)	emelita.pausanos@vsu.edu.ph
13. SSS NO.	3377808190		
14. TIN NO.	225085344000		
15. AGENCY EMPLOYEE NO.	V02093		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Pausanos		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Mike	NAME EXTENSION (JR., SR)	Mikaela Vergell S. Pausanos	03/22/2006
MIDDLE NAME	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			
24. FATHER'S SURNAME	Sagaral			
FIRST NAME	Francisco	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Avelino			
25. MOTHER'S MAIDEN NAME	Shirley Ilogon Apit			
SURNAME	Sagaral			
FIRST NAME	Shirley			
MIDDLE NAME	Apit			

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	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						
COLLEGE	Holy Name University	Bachelor of Science in Commerce (Major in Management)	1998	2002		2002	N/A
GRADUATE STUDIES	N/A						

SIGNATURE	DATE	06/11/2025
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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)

SIGNATURE	<i>spawson</i>	DATE	06/11/2025
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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			
	Working Towards Personal Effectiveness	09/24/2024	09/27/2024	32	Technical	Personnel Officers Association of the Philippines, Inc. (POAP)
	Basic Records and Archives Management	07/30/2024	07/31/2024	16	Technical	HRMO, Visayas State University
	Orientation of Guidelines and procedures on Process/Services of the Offices underAdministrative Services	02/23/2024	03/23/2024	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Attended the ISO 9001:2015 Awareness/Re-awareness Webinar	08/29/2023	08/29/2023	8	Technical	Office of the Quality Assurance Center
	GPPB Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulations Act of 2016	08/22/2023	08/24/2023	24	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Orientation/Re-Orientation of Duties and Responsibilities of dDRCs and AdDRCs	09/07/2022	09/07/2022	4	Instruction	PAMELA P. ORAÑO - University Document and Records Controller ALELI A. VILLOCINO - Quality Management Representative
	HANDS ONLY CARDIOPULMONARY RESUSCITATION	07/21/2022	07/22/2022	4	Technical	Department of Heath- Eastern Visayas Center for Health 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	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	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	11/27/2020	8	Technical	Quality Assurance Center, 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)
	N/A		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/11/2025
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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)?

☐ YES☒ NO

☐ YES☒ 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?

☐ YES☒ NO

☐ 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 by any court or tribunal?

☐ YES☒ 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?

☒ YES☐ NO

If YES, give details:
Resigned from private company

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?

☐ YES☒ NO

☐ YES☒ NO

If YES, give details:
If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES☒ 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?

☐ YES☒ NO

☐ YES☒ NO


☐ YES☒ NO

If YES, please specify:
If YES, please specify ID No
If YES, please specify ID No

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

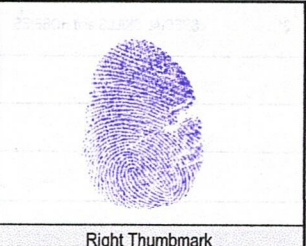
NAME	ADDRESS	TEL. NO.
Dr. Dejay M. Umanao Ariel Angus	VSU Cebu City	09855 898906
Suzette B. Lina	Visca, Baybay City, Leyte	09196913922
Angelica Asot Noelyn Q. Taghoy	VSU Mandaue City	09125816741

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.



EMELITA S. PAUSANOS

PHOTO



Right Thumbmark

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: SSS

ID/License/Passport No.: 3377808190

Date/Place of Issuance: 11/30/0001 / cebu City

Signature (Sign inside the box)

06/11/2025

Date Accomplished

SUBSCRIBED AND SWORN to before me this 18 JUN 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ABEGAIL S. MONTERO
VSU Director, Legal Affairs and Services

Person Administering Oath

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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.

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EMELITA S. PAUSANOS

(Signature over Printed Name
of Employee/Applicant)

Date: June 11, 2025