

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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	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:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Tab-ang Kilim Subdivision/Village Barangay Baybay Leyte City/Municipality Province
7. HEIGHT (m)	1.524 m	ZIP CODE	6521
8. WEIGHT (kg)	57.6 kg	18. PERMANENT ADDRESS	270 Isaiah House/Block/Lot No. Street Adelina 1 San Antonio Subdivision/Village Barangay San Pedro Laguna City/Municipality Province
9. BLOOD TYPE	O	ZIP CODE	4023
10. GSIS ID NO.	006-0017-6518-6	19. TELEPHONE NO.	053 5637760
11. PAG-IBIG ID NO.	1700-0027-5186	20. MOBILE NO.	09173283869 / 09472257751
12. PHILHEALTH NO.	13-000047145-4	21. E-MAIL ADDRESS (if any)	slomos@vsu.edu.ph/smclemos79@yahoo.com
13. SSS NO.	33-6731755-6		
14. TIN NO.	922-427-143		
15. AGENCY EMPLOYEE NO.	V000624		

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	NAME EXTENSION (JR., SR) N/A		N/A	N/A
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	LE MOS			
FIRST NAME	EDUARDO	NAME EXTENSION (JR., SR) N/A		
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	High School	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 Development Communication	1996	2000	graduated	2000	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	April 25, 2017
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[illegible]

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	April 25, 2017

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			
	HIV in the Workplace Seminar	December 9, 2016		N/A	participant	Visayas State University Hospital
	Workshop to Review and Improve Citizen's Charter	September 1, 2016		N/A	participant	Visayas State University - Office of the Director for Administration and Human Resource Development
	27th Joint VICARP and RRDEN Regional Research, Development and Extension Symposium	December 3-4, 2015		N/A	facilitator	Visayas Consortium for Agriculture, Aquatic and Resource Program / Regional Research Development and Extension Network
	Reorientation of Frontliners on Good customer Service, Work Values and Anti-Red Tape Law	September 10, 2014		N/A	participant	Visayas State University - Office of the Director for Administration and Human Resource Development
	Seminar on Best Practices for Laboratory Management	May 22, 2013		N/A	participant	Visayas State University - Office of the Vice President for Research and Extension
	Seminar on Fire Prevention	September 21, 2012		N/A	participant	Visayas State University - Office of the Director for Administration and Human Resource Development
	Seminar on ATTRACT-and-KILL: A New Technology for the Management of the Potato Tuber Moth	July 18, 2012		N/A	participant	Visayas State University - Office of the Vice President for Research and Extension
	2012 Annual RDE In-House Consultative Review and Planning Workshop	June 20, 2012		N/A	participant	Visayas State University - Office of the Vice President for Research and Extension
	Seminar on Renewable Energy Sources for Rural Development	March 26, 2012		N/A	participant	Visayas State University - Office of the Vice President for Research and Extension
	PARFFI Professorial Chair Lecture	January 20, 2012		N/A	participant	Visayas State University - Office of the Vice President for Research and Extension

(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, Corel Draw)		N/A		VSU Administrative Personnel Association
	news writing, editing				
	internet surfing				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 25, 2017
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WORK EXPERIENCE SHEET

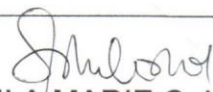
Instructions: 1. Include only the work experiences relevant to the position being applied to.

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.

Position Applied: Administrative Aide IV

- Duration: May 1, 2017 - present
- Position: Administrative Aide IV
- Name of Office/Unit: Information Office
- Immediate Supervisor: Wolfreda T. Alesna, PhD
- Name of Agency/Organization and Location: Visayas State University, Baybay, Leyte
- List of Accomplishments and Contributions (if any)
 - Facilitated layout of publication (The Obelisk) issues from July-December 2016 and January-March 2017.
- Summary of Actual Duties
 - Responsible for the documentation of University activities, write articles, layout for publication to The Obelisk (University Organ); prepares documents for payment to suppliers and utilities, payroll of Job Order staff, processing and follow-up of said documents.

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SHEILA MARIE C. LEMOS
 (Signature over Printed Name
 of Employee/Applicant)

Date: 23 August 2017