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 READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM. 1. CS ID No. (Do not fill up. For CSC use only) Print legibly. Tick appropriate boxes [] and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. 2. SURNAME **PAUSANOS** NAME EXTENSION (JR., SR) FIRST NAME **EMELITA** MIDDLE NAME SAGARAL 3. DATE OF BIRTH 16. CITIZENSHIP 10/23/1981 Dual Citizenship **✓** Filipino (mm/dd/yyyy) by birth by naturalization 4. PLACE OF BIRTH LOAY, BOHOL If holder of dual citizenship, Pls. indicate country: please indicate the details 5 SEX ☐ Male √ Female * Single ✓ Married 17. RESIDENTIAL ADDRESS 6 CIVIL STATUS House/Block/Lot No Street Widowed Separated PANGASUGAN VISCA Other/s: Subdivision/Village Barangay BAYBAY CITY LEYTE 1.25 7. HEIGHT (m) City/Municipality Province 58 KG ZIP CODE 6521 8. WEIGHT (kg) 1113 ANDRES ABELLANA ST 18 PERMANENT ADDRESS A+ 9 BLOOD TYPE House/Block/Lot No. Street VELOSO COMPOUND GUADALUPE 10. GSIS ID NO N/A Subdivision/Village Barangay CITY CEBU CITY 11 PAG-IBIG ID NO 1640-0188-8588 City/Municipality Provinc 12. PHILHEALTH NO N/A ZIP CODE 6000 13 SSS NO 33-7781809-0 19 TELEPHONE NO N/A 14 TIN NO 225-085-344-00 20. MOBILE NO. 09974123302 15. AGENCY EMPLOYEE NO VJ001245 21 F-MAIL ADDRESS (if anv) emelita.pausanos@vsu.edu.ph DATE OF BIRTH (mm/dd/yyyy) 22 SPOUSE'S SURNAME PAUSANOS 23. NAME of CHILDREN (Write full name and list all) NAME EXTENSION (JR., SR) PAUSANOS, MIKAELA VERGELL FIRST NAME MIKE 3/22/2006 PAUSANOS, MIKAEL VIANEY BEHASA 5/17/2014 MIDDLE NAME OCCUPATION DRIVER EMPLOYER/BUSINESS NAME VISAYAS STATE UNIVERSITY **BUSINESS ADDRESS** VISCA, BAYBAY CITY, LEYTE TELEPHONE NO 9351857759 24. FATHER'S SURNAME SAGARAL NAME EXTENSION (JR., SR) FRANCISCO FIRST NAME **AVELINO** MIDDLE NAME 25. MOTHER'S MAIDEN NAME APIT SURNAME FIRST NAME SHIRLEY **ILOGON** MIDDLE NAME (Continue on separate sheet if necessary)

NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED	YEAR GRADUATED	SCHOLARSHIP ACADEMIC HONORS
		From	То	(if not graduated)		RECEIVED
LOAY CENTRAL SCHOOL	Primary Education	1988	1994	N/A N/A	1994	N/A N/A
HOLY TRINITY ACADEMY	Secondary Education	1994				
N/A	N/A N/A					
HOLY NAME UNIVERSITY	BACHELOR OF SCIENCE IN COMMERCE (MAJOR IN MANAGEMENT)	1998	2002	N/A	2002	N/A
					10 to	
	(Continue on separate sheet if necessary)					
	(Write in full) LOAY CENTRAL SCHOOL HOLY TRINITY ACADEMY N/A	(Write in full) LOAY CENTRAL SCHOOL Primary Education HOLY TRINITY ACADEMY Secondary Education N/A N/A HOLY NAME UNIVERSITY BACHELOR OF SCIENCE IN COMMERCE (MAJOR IN MANAGEMENT)	(Write in full) From LOAY CENTRAL SCHOOL Primary Education 1988 HOLY TRINITY ACADEMY Secondary Education 1994 N/A N/A HOLY NAME UNIVERSITY BACHELOR OF SCIENCE IN COMMERCE (MAJOR IN MANAGEMENT) 1998	(Write in full) From To LOAY CENTRAL SCHOOL Primary Education 1988 1994 HOLY TRINITY ACADEMY Secondary Education 1994 1998 N/A N/A HOLY NAME UNIVERSITY BACHELOR OF SCIENCE IN COMMERCE (MAJOR IN MANAGEMENT) 1998 2002	Write in full) BASIC EDUCATION/DEGREE/COURSE (Write in full) From To LOAY CENTRAL SCHOOL Primary Education 1988 1994 N/A HOLY TRINITY ACADEMY BACHELOR OF SCIENCE IN COMMERCE (MAJOR IN MANAGEMENT) 1998 2002 N/A	Write in full) BASIC EDUCATION/DEGREE/COURSE (Write in full) From To LOAY CENTRAL SCHOOL Primary Education 1988 1994 N/A HOLY TRINITY ACADEMY BACHELOR OF SCIENCE IN COMMERCE (MAJOR IN MANAGEMENT) 1998 2002 N/A UNITS EARNED (if not graduated) FROM To VEAR GRADUATED YEAR G

CS FORM 212 (Revised 2017), Page 1 of 4

77. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE (If Applicable)		DATE OF EXAMINATION / CONFERMENT PLACE OF EXAMINATION /		ATION / CONFERMENT		LICENSE (if applicable) Date of NUMBER			
<u> </u>	CSC Sub-Professional 83.96 Aug. 7, 2022 Maasin City, Leyte		en turkian		Validity				
			7 (47 (937) 277 (47 (87) 7 (4 (8) 58 (-37)	This follows an appropriate the					
		Norman a					76 4714 4		
		11 1			<u> </u>			- Fig. 2	
			(Cor	ntinue on separate sheet	if necessary)	10.20 (2)			
	EXPERIENCE vate employme	ent. Start from your recen	t work) Descriptio	n of duties should l	be indicated in the attach	ed Work Ex	perience shee	t	
(1	LUSIVE DATES mm/dd/yyyy)	POSITION T. (Write in full/Do not			ENCY / OFFICE / COMPANY	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From 3.11.2020	To PRESENT	CLERK/Do	re	VISAYAS S	TATE UNIVERSITY	12174.80	N/A	JO	YES
6.27.2017	03.10.2020	PURCHASER/			DING CORP/ ULTRAMART	17800.00	N/A	PERMANENT	NO
4.23.2010	06.26.2017	PURCHASING STA		BLUE OCEAN HOL	DINGS INC / THREESIXTY	12500.00	N/A	PERMANENT	NO
5.29.2003	04.22.2010	PHARMACY ASSISTANT/BR	RANCH IN CHARGE	ROSE PHARMACY INC		10500.00	N/A	PERMANENT	NO
						-			
	-							0 000	
-									
ot an owner to	-					general se	100 to 10		
	7 10		1 2 2	- 1			RA.		- Alexandra
					1				
Apple							75 31 11 11		
-									
-				1					
							and the		
				45					
					MAY BE SHOULD BE		-		-
			(Co	ntinue on separate shee	et if necessary)				

VI. VOLUNTARY WORK OR INVOLVEMENT II	N CIVIC / NON-GOVERNMENT	/ PEOPLE / V	OLUNTARY (ORGANIZATION	//S	
NAME & ADDRESS OF ORGANIZATION (Write in full)			INCLUSIVE DATES (mm/dd/yyyy) From To		J. 340. 0	POSITION / NATURE OF WORK
N/A			N/A	N/A	N/A	gartgard - Winggio Stiggion & Jai 12
0.15				- Constinue	ista ii ii	TO SERVE EXCEPTION OF A PROPERTY AND A SERVER BEING
	2 30 5 5 27 1					
		+				
	The state of the s	ontinue on separat	NAME AND ADDRESS OF THE OWNER, WHEN PERSONS AND ADDRESS O	ny)		
VII. LEARNING AND DEVELOPMENT (L&D)	INTERVENTIONS/TRAINING P		TTENDED VE DATES OF			AREA HIE O TIBOA VO
	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		ATTENDANCE (mm/dd/yyyy)		Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
ORIENTATION /REORIENTATION OF DUTIES AND RESPONS	SIBILITIES OF dDRCs and AdDRC	9/7/2022	9/27/2022	4.0	TECHNICAL	PAMELA P. ORANO - University Document and Records
						Controller /Aleli A. Villocino -QAM DOH-Eastern Visayas Center for Health and
HANDS ONLY CARDIOPULMONARY RESUCITATION	245 (1)	7/21/2022 6/9/2022	7/22/2022		TECHNICAL	Development Development
TYPHOON AWARENESS & CALAMITY READINESS VIRTUAL DATA PRIVACY ACT OF 2012 AWARENESS SEMINAR			04.07.2022	8.0	TECHNICAL	Department of Meterology Virtuaal VISCA, BAYBAY CITY, LEYTE
WEBINAR ON MENOPAUSE AND OTHER COMMON GYNECO	DLOGIC PROBLEMS	03.31.2022	03.31.2022	8.0	TECHNICAL	GENDER RESOURCE CENTER
WOMEN INSPIRING WOMEN	car E.J.	03.07.2022	03.07.2022	8.0	TECHNICAL	GENDER RESOURCE CENTER
ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR		11.27.2022	11.27.2020	8.0	TECHNICAL	QUALITY ASSURANCE CENTER, VSU
	4.16.1	Han e Sy	Had all ye	sie DamaiAr		e l'action, è gi montére l'i pl'inggraphi. Al
		- Sre	r powalka en	i sw am ezabe	AST P. IA.	Distant Assemble discretized by this
79 (9)						DE BURK OF THE RESIDENCE OF SAME OF SAME OF
M 173	22V T					end seep office or opening end as
	711 11 6760-0,027 11		-			
					THE ST. ST. ST.	
				a Companyora		
		- 350	30			74()
	AMBERCANIE	Y 10	30			20264 9 1182
		-	-			
		1182.20	AUDAN .			White Saturd
	The Low Country	To a series	DESCRIPTION OF THE PROPERTY OF	Land Contract		
	No stated horses	16 0 10 0 0 0	Devilor C	urisinės ir ka	Busile (122)	te an juliopa eni eshi mesi e sen guligiri ini
	(C	Continue on separa	te sheet if necessi	ary)		
VIII. OTHER INFORMATION	N	ON-ACADEMIC DIS	TINCTIONS / DEC	OCNUTION		MEMPERSURIN ASSOCIATION/OPCANIZATION
31. SPECIAL SKILLS and HOBBIES	32.		rite in full)	OGNITION	1.80 a.75 J. Paris 3.75 J.	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Baking	N/A					N/A
		redital list time and suracular				
		CRO URBIT I PORTUGO ROSPITATO				
pp. 2 1 1 2 2 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3	No. of Assessment Company	A COLUMN TO THE TOTAL TO THE TOTAL TO THE				
	100000000000000000000000000000000000000					
	(C	Continue on separa	te sheet if necessa	ny)		
SIGNATURE	Promoci	M	191	D	ATE	3. 31.23
	Water the last of	CONTRACTOR OF THE PARTY OF THE	or May 1 and 1 and 1	of the same of the		CS FORM 212 (Revised 2017), Page 3 of 4

34.	Are you related by consanguinity or affinity to the appointing or rechief of bureau or office or to the person who has immediate sup Bureau or Department where you will be apppointed,		*					
	a. within the third degree?	YES NO						
	b. within the fourth degree (for Local Government Unit - Career E	☐ YES ☑ NO						
			If YES, give details:	- 1				
35.	a. Have you ever been found guilty of any administrative offense	?	☐ YES ☑] NO				
		If YES, give details:						
	b. Have you been criminally charged before any court?	☐ YES ☐	√ NO					
	and the second summary of the good period and country	If YES, give details:						
		Date Filed:						
		Status of Case/s:						
36.	Have you ever been convicted of any crime or violation of any lar	YES	✓ NO					
	any court or tribunal?	52 1 A 2 A 2 D 2 D 2 D 2 D 2 D 2 D 2 D 2 D 2	If YES, give details:	HI I				
	Experience of page 1							
37.	Have you ever been separated from the service in any of the followers of the rolls displayed termination, and of term finish.		✓ YES	□ NO				
	dropped from the rolls, dismissal, termination, end of term, finished the public or private sector?	If YES, give details: RESIGNATION						
38.	a. Have you ever been a candidate in a national or local election	held within the last year (except	☐ YES ☑ NO					
	Barangay election)?	If YES, give details:						
	b. Have you resigned from the government service during the thi		☐ YES	✓ NO				
	election to promote/actively campaign for a national or local cano	If YES, give details:						
39.	Have you acquired the status of an immigrant or permanent residual	dent of another country?	☐ YES	✓ NO				
		If YES, give details (o	country):					
40		entre presidente de la companya del companya de la companya del companya de la companya del la companya de la c						
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna (and (c) Solo Parents Welfare Act of 2000 (RA 8972), please and							
a.	Are you a member of any indigenous group?		YES	✓ NO				
			If YES, please specify:					
b.	Are you a person with disability?		☐ YES ☑ NO If YES, please specify ID No:					
C.	Are you a solo parent?		☐ YES ☑ NO					
			If YES, please specify II					
41.	REFERENCES (Person not related by consanguinity or affinity to applicant /app	ointee)						
	NAME	ADDRESS	TEL. NO.					
Red Kenthali	ARIEL P ANGUS	CEBU CITY	9176216878					
and the same	ALILINE S. LOYOLA	CEBU CITY	9173096702					
	NOELYN Q. TAGHOY	MANDAUE CITY	9567602663					
42	I declare under oath that I have personally accomplished the	is Personal Data Sheet which is a to	rue, correct and					
	complete statement pursuant to the provisions of pertinent			informat				
	Philippines. I authorize the agency head/authorized representa		the filter of the control of the filter of the control of the cont	EMEUTA S. PANSADOS				
	agree that any misrepresentation made in this docume	nt and its attachments shall caus	e the filing of	PHOTO				
	administrative/criminal case/s against me.		Park - Halling over the action of supplementation is a					
	Sovernment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)		the supplies that I then the second	The state of the s				
	PLEASE INDICATE ID Number and Date of Issuance							
	Sovernment Issued ID: SSS ID		The second secon					
H	D/License/Passport No.: 33-77818090	ox)	HAIGA					
	oate/Place of Issuance: CEBU CITY		Right Thumbmark					
H	2 MAY 2023							
	SUBSCRIBED AND SWORN to before me this	, affiant exhil	orung nis/her validly issued	I government ID as indicated above.				
1		All "						
		and burney commences						
		ALLY MISSAY C. GUINCOM VSU Crist Legal Officer						
		Person Administering Oa	th					

WORK EXPERIENCE SHEET

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

- 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: March 11, 2020 Present
- · Position: Clerk I
- Name of Office/Unit: Performance Management and Rewards and Recognition Office
- Immediate Supervisor: Miriam M. De La Torre
- Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions (if any)
- Acted as OHPMRR dDRC.
- 2. Received documents for RSPPRO, PLB and PMRR includes DTR (regular, casual and Part Time), JO and Part time Contract, for APB and NAPB, IPCR etc.
- 3. Released documents to other offices includes payroll.
- 4. Segregated and attached copies of leave & DTR of regular and casual employees to the payroll.
- 5. Assisted manual checking of DTR and leave application.
- 6. Attached DTRs and other supporting documents to general payrolls for submission to COA.
- 7. Performed other functions as assigned by supervisors & other staff.
 - Summary of Actual Duties
 - 1. Receiving and releasing in charge
 - 2. Filing of documents

EMELITA S. PAUSANOS

(Signature over Printed Name of Employee/Applicant)

Date: 3/3/2020