

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)	
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:
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	<div>House/Block/Lot No. Street</div> <div>VISCA PANGASUGAN</div> <div>Subdivision/Village Barangay</div> <div>BAYBAY CITY LEYTE</div> <div>City/Municipality Province</div>
7. HEIGHT (m)	1.25	ZIP CODE	6521
8. WEIGHT (kg)	58 KG		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	<div>1113 ANDRES ABELLANA ST</div> <div>House/Block/Lot No. Street</div> <div>VELOSO COMPOUND GUADALUPE</div> <div>Subdivision/Village Barangay</div> <div>CEBU CITY CITY</div> <div>City/Municipality Province</div>
10. GSIS ID NO.	N/A	ZIP CODE	6000
11. PAG-IBIG ID NO.	1640-0188-8588		
12. PHILHEALTH NO.	N/A	19. TELEPHONE NO.	N/A
13. SSS NO.	33-7781809-0	20. MOBILE NO.	09974123302
14. TIN NO.	225-085-344-00	21. E-MAIL ADDRESS (if any)	emelita.pausanos@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	VJ001245		

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)	PAUSANOS, MIKAELA VERGELL	3/22/2006
MIDDLE NAME	BEHASA		PAUSANOS, MIKAEL VIANEY	5/17/2014
OCCUPATION	DRIVER			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	VISCA, BAYBAY CITY, LEYTE			
TELEPHONE NO.	9351857759			
24. FATHER'S SURNAME	SAGARAL			
FIRST NAME	FRANCISCO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	AVELINO			
25. MOTHER'S MAIDEN NAME				
SURNAME	APIT			
FIRST NAME	SHIRLEY			
MIDDLE NAME	ILOGON			

(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	LOAY CENTRAL SCHOOL	Primary Education	1988	1994	N/A	1994	N/A
SECONDARY	HOLY TRINITY ACADEMY	Secondary Education	1994	1998	N/A	1998	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A					
COLLEGE	HOLY NAME UNIVERSITY	BACHELOR OF SCIENCE IN COMMERCE (MAJOR IN MANAGEMENT)	1998	2002	N/A	2002	N/A
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	3/31/20
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#### 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	<i>[Signature]</i>	DATE	3/31/23
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[illegible]

VII. LEARNING AND DEVELOPMENT (L&amp;D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED





[illegible]

VIII. OTHER INFORMATION

[illegible]

SIGNATURE	<i>[Signature]</i>	DATE	3.31.23
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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)?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?		<div><input checked="" type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, give details: RESIGNATION</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)														
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>ARIEL P ANGUS</td><td>CEBU CITY</td><td>9176216878</td></tr><tr><td>ALILINE S. LOYOLA</td><td>CEBU CITY</td><td>9173096702</td></tr><tr><td>NOELYN Q. TAGHOY</td><td>MANDAUE CITY</td><td>9567602663</td></tr></table>			NAME	ADDRESS	TEL. NO.	ARIEL P ANGUS	CEBU CITY	9176216878	ALILINE S. LOYOLA	CEBU CITY	9173096702	NOELYN Q. TAGHOY	MANDAUE CITY	9567602663
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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.														
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: SSS ID</div> <div>ID/License/Passport No.: 33-77818090</div> <div>Date/Place of Issuance: CEBU CITY</div>		<div> Emelita S. Pavisados PHOTO</div> <div> Right Thumbmark</div>												
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: SSS ID</div> <div>ID/License/Passport No.: 33-77818090</div> <div>Date/Place of Issuance: CEBU CITY</div>			<div> Signature (Sign inside the box)</div> <div>Date Accomplished</div>	<div> Right Thumbmark</div>										
SUBSCRIBED AND SWORN to before me this 22 MAY 2023, affiant exhibiting his/her validly issued government ID as indicated above.														
<div>Atty. Rysan L. Guinocor VSU Legal Officer</div> <div>Person Administering Oath</div>														



## 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: 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)

1. 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

*mpausanos*

EMELITA S. PAUSANOS

(Signature over Printed Name  
of Employee/Applicant)

Date: 2/21/2020