

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	PASA		
FIRST NAME	ELIZABETH	NAME EXTENSION (JR., SR)	
MIDDLE NAME	DIZON	N/A	
3. DATE OF BIRTH (mm/dd/yyyy)	01/15/1994	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	BRGY., BIASONG, BAYBAY, LEYTE	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	PUROK 1 SAGKAAN
7. HEIGHT (m)	1.524 m	House/Block/Lot No.	Street
8. WEIGHT (kg)	40 kg	Subdivision/Village	BIASONG
9. BLOOD TYPE	N/A	BAYBAY	LEYTE
10. GSIS ID NO.	2006340375	City/Municipality	Province
11. PAG-IBIG ID NO.	1211-4771-9918	ZIP CODE	6521
12. PHILHEALTH NO.	12-051454819-1	18. PERMANENT ADDRESS	N/A
13. SSS NO.	0637123787	House/Block/Lot No.	Street
14. TIN NO.	322-989-480-000	Subdivision/Village	BIASONG
15. AGENCY EMPLOYEE NO.	N/A	BAYBAY	LEYTE
		City/Municipality	Province
		ZIP CODE	6521
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09280831200
		21. E-MAIL ADDRESS (if any)	clyoung231@gmail.com


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	N/A	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	N/A		
OCCUPATION	N/A		
EMPLOYER/BUSINESS NAME	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	PASA		
FIRST NAME	MARCIAL	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CALDERON		
25. MOTHER'S MAIDEN NAME			
SURNAME	DIZON		
FIRST NAME	PERLITA		
MIDDLE NAME	ASEGENTE		

(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	HIPUSNGO ELEMENTARY SCHOOL	PRIMARY EDUCATION	2001	2006	GRADUATED	2006	WITH HONOR
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	2006	2010	GRADUATED	2010	VALEDICTORIAN
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF CEBU-BANILAD CAMPUS	BACHELOR OF SCIENCE IN ACCOUNTANCY	2010	2010	UNITS EARNED	N/A	N/A
	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	2011	2015	GRADUATED	2015	NONE
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

SIGNATURE		DATE	December 12, 2023
-----------	---	------	-------------------

(Continue on separate sheet if necessary)



## IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

**SIGNATURE**

DATE \_\_\_\_\_

December 12, 2023



## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

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


[illegible]

(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)
COMMUNICATION SKILLS	TOP AGENT FOR THE MONTH OF MARCH FY20 - WIPRO CEBU, PHILIPPINES	N/A
COMPUTER SKILLS	TOP AGENT PERFORMER FOR THE Q4 FY19-WIPRO CEBU, PHILIPPINES	
	TOP AGENT FOR THE MONTH OF DECEMBER FY19 - WIPRO CEBU, PHILIPPINES	
	TOP NPS PERFORMER FOR MONTH OF MAY 2017-WIPRO CEBU, PHILIPPINES	
	OUTSTANDING PERFORMACE FOR JUNE 2016 -WIPRO CEBU, PHILIPPINES	
	TOP NPS CONTRIBUTOR/OUTSTANDING PERFORMANCE WB JULY 23 - WIPRO	
	TOP NPS CONTRIBUTOR/OUTSTANDING PERFORMANCE WB JUNE 18 - WIPRO	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/12/2023
-----------	---	------	------------

CS FORM 212 (Revised 2017), Page 3



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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
NICK FREDDY R. BELLO	VISAYAS STATE UNIVERSITY	9353256803
CECILE ORTIZ	CEBU CITY	9229022903
JEZIEL ELA O. SAYCON	LABANGON, CEBU CITY	9070517473
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.		



ELIZABETH D. PASA

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID:	PASSPORT
ID/License/Passport No.:	P6126008B
Date/Place of Issuance:	01/19/2021 -DFA TACLOBAN

Signature (Sign inside the box)	
12/12/2023	
Date Accomplished	



SUBSCRIBED AND SWORN to before me this <u>19 DEC 2023</u> , affiant exhibiting his/her validly issued government ID as indicated above.	
<div>ATTY. RYSAM E. GUINOCOR VSU Chief Legal Officer 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: July 10, 2023 - Present
- Position: Administrative Aide III (Casual)
- Name of Office/Unit: VSU-ACCOUNTING OFFICE
- Immediate Supervisor: Nick Freddy R. Bello
- Name of Agency/Organization and Location: VISAYAS STATE UNIVERSITY
- List of Accomplishments and Contributions (if any):
- Summary of Actual Duties:
  - Prepares and generates report of agency remittances from payroll.
  - Prepares/Consolidates Tax Remittance Advice (TRA) within mandated time.
  - Remit compensation, documentary stamp and honorarium taxes monthly
  - Prepares tax remittances of suppliers and remit them monthly according to fund type.
  - Prepares consolidated monthly report of tax remittances according to fund type and forward them to designated fund in-charge.
  - Prepares monthly consolidated remittance list to various agencies (Philhealth, Pag-IBIG, GSIS, VSUCC, VSU-FA, Philam, Globe, and etc.)
  - Prepares disbursement vouchers for remittances to different agencies.
  - Prepares Obligation Request and Status (ORS) or Budget Utilization Request and Status (BURS).
  - Monitors and encodes entries of employees BIR remittances for JANNOV report.
  - Assist colleagues and performed other assigned tasks.

- Duration: January 1, 2023 – July 9, 2023
- Position: Administrative Aide III
- Name of Office/Unit: VSU-ACCOUNTING OFFICE
- Immediate Supervisor: Nick Freddy R. Bello
- Name of Agency/Organization and Location: VISAYAS STATE UNIVERSITY
- List of Accomplishments and Contributions (if any):
- Summary of Actual Duties:
  - Posts the following payments/payrolls in their individual subsidiary ledgers:
    1. Job Order payrolls under GF, STF, IGP, PCC and 101T Projects;
    2. Student assistants' payrolls, scholars and GTA;
    3. Casual and contractual employee payrolls.
  - Prepares monthly list of Job Order and Casual tax deductions for remittance;
  - Prepares summary list of deductions (CONSOL, Pag-ibig, Philhealth, VSUCC and other loans);
  - Prepares monthly Job Order, Part-Timer and Casual/Contractual Pag-ibig Remittances
  - Assist in processing Job Order payrolls (pre-audit and accounting entries)
  - Print certifications for staffs and faculties with no financial accountability in the office.



- Duration: October 13, 2021 – December 31, 2022
- Position: Administrative Aide I
- Name of Office/Unit: VSU-ACCOUNTING OFFICE
- Immediate Supervisor: Nick Freddy R. Bello
- Name of Agency/Organization and Location: VISAYAS STATE UNIVERSITY
- Summary of Actual Duties:
  - In-charge in the electricity and miscellaneous accounts for the first two months in the office.
  - Given a different role and was then in-charge in posting the following payments/payrolls in their individual subsidiary ledgers:
    1. Job Order payrolls under GF, STF, IGP, PCC and 101T Projects.
    2. Student assistants' payrolls, scholars and GTA.
    3. Casual and contractual employee payrolls.
  - Prepares monthly list of Job Order and Casual tax deductions for remittance.
  - Prepares summary list of deductions (CONSOL, Pag-ibig, Philhealth, VSUCC and other loans).
  - Prepares monthly Job Order, Part-Timer, and Casual/Contractual Pag-ibig Remittances.
  - Assist in processing Job Order payrolls (pre-audit and accounting entries)
  - Print certifications for staffs and faculties with no financial accountability in the office.

- Duration: June 18, 2015 – December 3, 2020
- Position: Customer Service Associate
- Name of Office/Unit: WIPRO Philippines Inc., Cebu City
- Immediate Supervisor: Hurricane Norteza
- Name of Agency/Organization and Location: WIPRO Philippines Inc., Cebu City
- Summary of Actual Duties:
  - Answers escalated cases, analyze, and provide accurate documentation and investigation in every customer's interaction.
  - Maintain good relationship with customers by answering business emails and doing outbound calls concerning with their accounts query and issues when resolved.
  - Assist clients/customers on their online purchases/orders payments using their credit cards/visa cards.
  - Checks order shipping, delivery, and in-store pick-up status to make sure that items purchased are shipped/delivered and picked-up on time.
  - Assist in purchase returns & exchanges.
  - Offers price match guarantee on online and in-store purchases to be compared to other competitors.
  - Process refunds whenever accounts have been fraudulently used in an online and in-store purchases.
  - Answers inbound calls and forward them to the correct department to get proper assistance.
  - Generate reports related to team's performance and perform audit on cases handled by team members.
  - Assist team members on their escalated concerns when Supervisor is not around and do coaching if necessary.

  
ELIZABETH D. PASA  
(Signature over Printed Name  
of Employee/Applicant)

Date: December 12, 2023