

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:		
7. HEIGHT (m)	1.524 m	17. RESIDENTIAL ADDRESS	PUROK 1 SAGKAAN
8. WEIGHT (kg)	42 kg		House/Block/Lot No. Street
9. BLOOD TYPE	A+		Subdivision/Village Barangay
10. GSIS ID NO.	2006340375		BAYBAY LEYTE
11. PAG-IBIG ID NO.	1211-4771-9918		City/Municipality Province
12. PHILHEALTH NO.	12-051454819-1	ZIP CODE	6521
13. SSS NO.	0637123787	18. PERMANENT ADDRESS	N/A PUROK 1 SAGKAAN
14. TIN NO.	322-989-480-000		House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	V02112		N/A BIASONG
			Subdivision/Village Barangay
			BAYBAY LEYTE
			City/Municipality Province
			6521
19. TELEPHONE NO.	N/A		
20. MOBILE NO.	09280831200		
21. E-MAIL ADDRESS (if any)	elyoung231@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	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	20016	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

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 28, 2025
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IV. CIVIL SERVICE ELIGIBILITY


[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

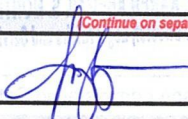
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(Continue on separate sheet if necessary)

SIGNATURE	
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DATE _____

May 28, 2025

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						
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			
	GSIS AAOs and ERF HANDLERS' ORIENTATION- Webinar	05/23/2025	05/23/2025	3 HOURS	TECHNICAL TRAINING	GSIS BACOLOD via Zoom
	GSIS INDIVIDUAL ACCOUNT PREMIUM RECONCILIATION SEMINAR	03/04/2025	03/04/2025	4 HOURS	TECHNICAL TRAINING	Ampil Function Hall, Maasin City, Southern Leyte
	LAWS AND REGULATIONS ON GOVERNMENT EXPENDITURES	09/16/2024	09/19/2024	32 HOURS	TECHNICAL TRAINING	COA RO No. VIII, Candahug, Palo, Leyte
	2024 2ND PAGBA SEMINAR AND MEETING	08/21/2024	08/24/2024	32 HOURS	TECHNICAL TRAINING	Waterfront Hotel and Casino, Cebu City
	From Policy to Practice: EODB, Data Privacy Act of 2012, and PIA Reorientation for Visayas State University (VSU) Personnel	07/29/2024	07/29/2024	8 HOURS	TECHNICAL TRAINING	RDE HALL, VSU, Baybay City, Leyte
	GSIS ERF HANDLERS' RE-ORIENTATION & RECONCILIATION WORKSHOP	06/26/2024	06/26/2024	7 HOURS	TECHNICAL TRAINING	Ampil Function Hall, Maasin City, Southern Leyte
	ACCOUNTING FOR NON-ACCOUNTANTS TRAINING	10/23/2023	10/26/2023	32 HOURS	TECHNICAL TRAINING	COA RO No. VIII, Candahug, Palo, Leyte
	ISO 9001:2005 AWARENESS/RE-AWARENESS WEBINAR	08/29/2023	08/29/2023	8 HOURS	QUALITY TRAINING	Visayas State University, Visca, Baybay, Leyte
	MENTAL HEALTH WELLNESS SEMINAR	04/25/2023	04/25/2023	4 HOURS	SOFT-SKILLS DEVELOPMENT	RDE HALL, VSU, Baybay City, Leyte
	ISO 9001:2005 AWARENESS/RE-AWARENESS SEMINAR	08/30/2022	08/31/2022	16 HOURS	QUALITY TRAINING	RDE HALL, VSU, Baybay City, Leyte
	HANDS-ONLY CARDIOPULMONARY RESUSCITATION	07/21/2022	07/22/2022	16 HOURS	SAFETY TRAINING	Visayas State University, Visca, Baybay, Leyte
	DATA PRIVACY ACT OF 2012 AWARENESS SEMINAR	04/07/2022	04/07/2022	8 HOURS	QUALITY TRAINING	Visayas State University, Visca, Baybay, Leyte
	KAALAM: CREATIVE FORMS AND NARRATIVES OF THE CONTEMPORARY	03/09/2022	03/09/2022	8 HOURS	TEAM TRAINING	INSTITUTE OF HUMAN KINETICS - VSU
(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	May 28, 2025	

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:

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

If YES, give details:

☐ YES☒ NO

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

If YES, please specify:

☐ YES☒ NO

If YES, please specify ID No:


☐ YES☒ NO

If YES, please specify ID No:


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

NAME	ADDRESS	TEL. NO.
JUBEMARIE E. POSAS	VISAYAS STATE UNIVERSITY	9384156664
NENIA FE PENING	VISAYAS STATE UNIVERSITY	9675579282
JEZIEL ELA O. SAYCON	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



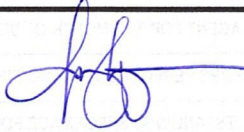
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Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: PASSPORT

ID/License/Passport No.: P6126008B

Date/Place of Issuance: 01/19/2021 -DFA TACLOBAN



Signature (Sign inside the box)

May 28, 2025

Date Accomplished

SUBSCRIBED AND SWORN to before me this 02 JUN 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ABEGAIL S. MONTERON
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.

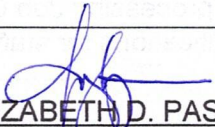
2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: 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.
 - Process online payments of withheld taxes from suppliers, compensation, documentary stamp and honorarium taxes monthly
 - 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, etc.)
 - Prepares disbursement vouchers for remittances to different agencies.
 - Prepares Obligation Request and Status (ORS) or Budget Utilization Request and Status (BURS).
 - Monthly monitors and encodes entries of employees BIR remittances for JANNOV report.
 - Process online filing of alpha list of payees for supplier (1604-E) and employees (1604-C) and produce printed and scanned copy of BIR 2316 for all employees.
 - Assist colleagues and performed other assigned tasks.

- Duration: January 1, 2023 – July 9, 2023
- Position: Administrative Aide III (Job Order)
- 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 (Job Order)
- 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: May 29, 2025