

# 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 House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.524 m	ZIP CODE	6521
8. WEIGHT (kg)	42 kg		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	N/A PUROK 1 SAGKAAN House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	2006340375	ZIP CODE	6521
11. PAG-IBIG ID NO.	1211-4771-9918		
12. PHILHEALTH NO.	12-051454819-1		
13. SSS NO.	0637123787	19. TELEPHONE NO.	N/A
14. TIN NO.	322-989-480-000	20. MOBILE NO.	09280831200
15. AGENCY EMPLOYEE NO.	V02112	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	12/06/2024
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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)

December 6, 2024



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	CONDUCTED/ SPONSORED BY (Write in full)
	From	To		
LAWS AND REGULATIONS ON GOVERNMENT EXPENDITURES	09/16/2024	09/19/2024	32 HOURS	COA RO No. VIII, Candahug, Palo, Leyte
2024 2ND PAGBA SEMINAR AND MEETING	08/21/2024	08/24/2024	32 HOURS	Waterfront Hotel and Casino, Cebu City
ACCOUNTING FOR NON-ACCOUNTANTS TRAINING	10/23/2023	10/26/2023	32 HOURS	COA RO No. VIII, Candahug, Palo, Leyte
ISO 9001:2005 AWARENESS/RE-AWARENESS WEBINAR	08/29/2023	08/29/2023	8 HOURS	Visayas State University, Visca, Baybay, Leyte
MENTAL HEALTH WELLNESS SEMINAR	04/25/2023	04/25/2023	4 HOURS	RDE HALL, VSU, Baybay City, Leyte
ISO 9001:2005 AWARENESS/RE-AWARENESS SEMINAR	08/30/2022	08/31/2022	16 HOURS	RDE HALL, VSU, Baybay City, Leyte
HANDS-ONLY CARDIOPULMONARY RESUSCITATION	07/21/2022	07/22/2022	16 HOURS	Visayas State University, Visca, Baybay, Leyte
DATA PRIVACY ACT OF 2012 AWARENESS SEMINAR	04/07/2022	04/07/2022	8 HOURS	Visayas State University, Visca, Baybay, Leyte
KAALAM: CREATIVE FORMS AND NARRATIVES OF THE CONTEMPORARY	03/09/2022	03/09/2022	8 HOURS	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 PERFORMANCE 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	December 6, 2024
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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)?

☐ 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

If YES, give details:  
\_\_\_\_\_

☐ 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.
NICK FREDDY R. BELLO	VISAYAS STATE UNIVERSITY	9292255015
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




Right Thumbmark

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

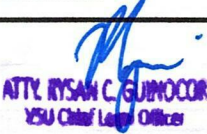


Signature (Sign inside the box)

December 4, 2024

Date Accomplished

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



ATTY. RYSAN C. GUINOCOR  
YSU Chief Legal Officer

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, and 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.
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- 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: December 04, 2024