CS Form No. 212
Revised 201

PERSONAL DATA SHEET

WARNING: Any misreput intation 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 SH	EET (PDS) BEFORE ACCOM	IPLISHING TH	E PDS FORM				
Print legibly. Tick appropriate boxe	as) and use separate sheet if necessary. Indicate				. CS ID No.		Do not fill up. For	CSC use only)
PERSONAL INFORMATION	PASA							
2. SURNAME FIRST NAME	JANET				1	NAME EXTENSION (JR.,	SR) N	/A
		1	+				0.00	
MIDDLE NAME 3. DATE OF BIRTH	ODICTA	V section 2 to 2 to 3 to 3 to 3 to 3 to 3 to 3 to	e legge					
(mm/dd/yyyy)	08/01/1992	16. CITIZENSHIP		✓ Filipin	0	Dual Citizenship by birth	by naturaliz	ration
4. PLACE OF BIRTH	Brgy, Higuloan Baybay, Leyte	If holder of dual citize		100 mm 2 mm 2 mm	and the second second	Pls. indicate co	untry:	
5. SEX	☐ Male ☐ Female	please indicate the d	etails.				mel large	_
6 CIVIL STATUS	☐ Single ☐ Married ☐ Widowed ☐ Separated	17. RESIDENTIAL ADDRESS	Hou	N/A use/Block/Lot No.			N/A Street	
	Widowed Separated Other/s:	n krażnektyk		N/A	readal		BIASONG	
7. HEIGHT (m)	1.46	— suburijā to insenturiju? polano∞1	100	BAYBAY	nision (dA	5.300	Barangay LEYTE	
8. WEIGHT (kg)	51.5	ZIP CODE	C	City/Municipality	1501 - 34	6521	Province	
property constitution and a second constitution of the second	The second secon	18. PERMANENT ADDRESS		None	of the metal	V 871	N/A	Witte I
9. BLOOD TYPE	0	HERRICA TUST MEAN OF HERRICALE	Нои	use/Block/Lot No.			Street	
10. GSIS ID NO.	N/A	ace const. Anticología la repensión del	Su	NA ubdivision/Village			HIGULOAN Barangay	
11. PAG-IBIG ID NO.	121220782493	note that we		BAYBAY City/Municipality		1 11 12 12 1	LEYTE Province	360.80
12. PHILHEALTH NO.	13-025498607-1	ZIP CODE		6521		8165		
13. SSS NO.	N/A	19. TELEPHONE NO.	I ISIST CO	aspa College		NONE		Tantan
14. TIN NO.	721-260-723	20. MOBILE NO.		(North d	090	091647974	- E781	Cirta.
15. AGENCY EMPLOYEE NO.	V02033	21. E-MAIL ADDRESS (if any)		janet.pasa@vsu.edu.ph				
II. FAMILY BACKGROUN	D							
22. SPOUSE'S SURNAME	PASA		23. NAME of Ch	HILDREN (Write	full name and l	ist all)	DATE OF BIRTI	H (mm/dd/yyyy)
FIRST NAME	GERONICO	NAME EXTENSION (JR., SR) N/A		KWINN SOPHIA O. PASA 22/0			22/01	/2016
MIDDLE NAME	DIZON							
OCCUPATION	DRIVER							
EMPLOYER/BUSINESS NAME	N/A							
BUSINESS ADDRESS	N/A						-	
TELEPHONE NO.	N/A					***		
24. FATHER'S SURNAME	ODICTA							4
FIRST NAME	DANILO	NAME EXTENSION (JR., SR) N/A						
MIDDLE NAME	ORADA							
25. MOTHER'S MAIDEN NAME								
SURNAME	PAÑA		and the second s				-	
FIRST NAME	MARIA LINDA		-			-		TACK HOTE
MIDDLE NAME			(Co	ntinue on sep	parate sheet if neces	sary)	acenter esta esta acente al	
III. EDUCATIONAL BACK	(GROUND							
26.	NAME OF SCHOOL	BASIC EDUCATION/DEGREE/COURSE (Write in full)				HIGHEST LEVEL/	YEAR	SCHOLARSHIP ACADEMIC
LEVEL	(Write in full)			From	То	UNITS EARNED (if not graduated)	GRADUATED	
ELEMENTARY	HIGULOAN ELEMENTARY SCHOOL	ELEMENTA	RY	2002	2005	NA	2005 VALEDIC	
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	SECONDAR	RY	2005	2009	NA	2009	NA
VOCATIONAL / TRADE COURSE	NA	NA		NA	NA	NA	NA	NA
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SC AGRIBUSINE	SS	2009	2014	NA	2014	ACAD. SCHOLAR
	2710	(Continue on separate sheet if no	ecessary)				2111-	
SIGNATURE	A			DA	ATE .	1	12 6 22 FORM 212 (Revised	

		0.155(5.15)555		DATE OF			I	LICENSE (if ap	plicable)
	LAWS/ CE	OARD/ BAR) UNDER SPECIAL SS/ CSEE Y / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINA		MENT	NUMBER	Date of Validity
AREER SER	RVICE PROFESS	SIONAL EXAMINATION	80.71%	03/05/2015	TACLO	BAN CITY		NA	NA
2 - 1			Pop 4-14 (1884) 31-41-14-83	KASANA BARANA 104 masara		1		1500 0 1 e a 15000 - 1500	1 13 3411 1911 alba
		And Wife and					40		
		8 / 1	COMPANY OF THE STREET					×	196 (8
			(Co	ntinue on separate sheet	if necessary)		2021		
	KPERIENCE te employment.	Start from your recent v	ork) Description	of duties should be	indicated in the attached	Work Experi	ience sheet.	<u> </u>	
	SIVE DATES n/dd/yyyy)	POSITION TIT (Write in full/Do not a			ENCY / OFFICE / COMPANY II/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/N)
From	То						INCREMENT		
3/21/2022	Present	Administrative a			Rootcrops gricultural Education and	642.05/day	3	Casual	Yes
1/1/2022	20/03/2022	Administrative A	de/Clerk	E	xtension	553.4/day	N/A	Job Order	Yes
1/1/2021	31/12/2021	Administrative A	de/Clerk	E	gricultural Education and xtension	553.4/day	N/A	Job Order	Yes
01/01/2020	31/12/2020	Administrative A	de/Clerk		gricultural Education and xtension	553.4/day	N/A	Job Order	Yes
01/01/2019	31/12/2019	Administrative A	ide/Clerk	Department of A	gricultural Education and	603.71/day	N/A	Job Order	Yes
16/04/2018	31/12/2018	Administrative A	ide/Clerk	Department of A	gricultural Education and xtension	300/day	N/A	Job Order	Yes
15/03/2018	15/04/2018	Cashier			II, Baybay Branch	305/day	N/A	Contractual	No
01/05/2015	01/06/2015	Enumerat	or	30000	Coconut Authority	3,000.00	N/A	1 Month only	Yes
04/06/2014	04/12/2014	Government Internship	Progarm (GIP)	-	iculture's Office	175/day	N/A	Contractual	Yes
25/11/2013	15/01/2014	On-The-Job Tr			n of Dairy Cooperatives	-	N/A	3 Months	No
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*			LUNTARY ORGA	AINEATION O		
29. NAME & ADDRESS OF ORG (Write in full)	ANIZATION	(mm/	IVE DATES dd/yyyy)	NUMBER OF HOURS	oracco ad t	POSITION / NATURE OF WORK
WA	20 Only 25 4 H	From N/A	To N/A	N/A	eminensi)	N/A
Ox. 1	231	(Continue on separate s	had if passages a	Talo evi salar	man ya x	a state concentration to and graffy
III. LEARNING AND DEVELOPMENT (L&D) In Start from the most recent L&D/training program and include		PROGRAMS ATT	TENDED	utive/Managerial po	sitions)	
30. TITLE OF LEARNING AND DEVELOPMENT INTERV (Write in full)	ENTIONS/TRAINING PROGRAMS		S OF ATTENDANCE dd/yyyy)	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
Frontline and Excellent Customer Service	deal well and	11/09/2022	11/11/2022	24	Managerial	Personnel Officers Association of the Philippines, Inc (POAP)
Vebinar on the Guideline in Gender-Based Seaxu ducation Institutions	al Harassment in Higher	08/03/2022	08/03/2022	3	Technical	ISRDS, Visayas State University
Conference on Gender and Disaster Risk Governa		07/27/2022	07/27/2022	6	Managerial	ISRDS, Visayas State University
Webinar on Typhoon Awareness and Calamity Re	adiness Part II	07/22/2022	07/22/2022	3 3	Technical	College of Engineering and Technology Visayas State University
Vebinar on Typhoon Awareness and Calamity Re	adiness	06/29/2022	06/29/2022	3	Technical	College of Engineering and Technology
/irtual Awareness Seminar on RA No. 11032 "Ease Efficient Government Service Delivery Act of 2018		06/28/2022	06/28/2022	8	Technical	Visayas State University Office of the Chief Legal Officer and
Nebinar on the RA 11313 - Safe Spaces Act in obs					recimical	ODHRM,Visayas State University Visayas State University
Campaign to End Violence Against Women Dealing with Plastic Waste Mgmt for Better Circula		12/08/2021	12/08/2021	3	Technical	
realing with Flastic Waste might for Detter Circuis	reconomy	11/25/2021	11/25/2021	3	Technical	European Union Delegation to the Philippines
Re-Orientation of Employees' Duties and Responis	bilities and Good Customer	9/23/2021	9/23/2021	4	Managerial	Visayas State University
SO 9001:2015 Awareness/Re-awareness Webinar	TO STREET, DEVINE TO THE	09/13/2021	09/13/2021	4	Technical	Visayas State University
raining on Record Keeping		08/17/2021	08/17/2021	8	Technical	Dept. of Ag.Education & Extension - GTI
xtension Then and Now: Focus on the New Exten	sionist	8/11/2021	8/11/2021	3	Technical	Central Luzon State University
Grit and Passion in Extension Service	ar f	06/24/2021	06/24/2021	3	Technical	c. Politica un la science e guy a P
Systematican Theorem and Natura Francisco 4th No. 5.4		06/11/2021	06/11/2021	3		College of Agriculture and Food Science, UPI
extension Then and Now: Focus on the New Exter Webinar on Gender, Climate, and Disaster Resilier					Technical	Central Luzon State University
Sustainability Vebinar on Corona vaccine: Are you willing to tak	249	03/01/2021	30/01/2021	4	Managerial	CCARPH-NRC
Vebinar on "Is COVID Vaccine Right for you?"	e trie snot?	02/23/2021	02/23/2021	2	Technical	Dept. of Biotechnology, CAS, VSU
SO 9001:2015 Awareness/Re-awareness Webinar		11/27/2020	11/27/2020	8	Technical	UPLB, College, Laguna
Vebinar on Organizing on your VSU email for Stre	ss Free Productivity				Technical	Visayas State University
Veninar on Document Tracking System	and the tributed with	11/20/2020	11/20/2020	3	Technical	Visayas State University
Cyber Security Training		12/18/2019	11/13/2020	3	Technical	Visayas State University
Seminar Workshop on Records Matrix and NAP Fo	orm-1 Completion	12/13/2019	12/13/2019	8	Technical	Visayas State University
raining on of the developed RSP, PDS and Planti	The second secon	11/25/2019	11/26/2019	8	Technical	Visayas State University
lisk Assessment & Documentation Training Work		01/16/19	01/17/19	10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Managerial	Visayas State University
Prientation-Workshop fof JO Clerks and Laborato		01/15/19	01/17/19	16	Managerial Technical	Visayas State University Visayas State University
Vebsite Content Workshop	y rediments	09/06/18	09/06/18	8	Technical	Visayas State University Visayas State University
self-Awareness Seminar held in Brgy. Bubon Bayl	pay City, Leyte	10 / 16 /14	10 / 16 /14	10	Managerial	City Agriculture's Office (CAO)
eveling Off Session on Gender and Development deview of GHD Plan and Budget for 2015 of Bayba flacrohon, Southern, Leyte	on New Guidelines and y City held in Kuting Reef,	7 / 09 /14	7 / 11 /14	48	Technical	Local Government Unit (LGU)
Personality Development and Business Ethics Ser	ninar	9 / 14 /13	9 / 14 /13	8	Managerial	College of Management and Economics- Visay State University
III. OTHER INFORMATION		(Continue on separate si	heet if necessary)			The state of the s
31. SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTII	NCTIONS / RECOGNITION of the full)	ON .	770	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Computer Literate		N/A				N/A
Public Relation	ee geriev opt av jost doore,	ϵ	S-JAN 2002	-Çad		FOME DOLOGISH REPO
Dancing	The transport of the second se		554	- į		
Editing (Tarp, invitations cards, brochures, etc.)	•	- Marie				
SIGNATURE		(Continue on separate s	sheet if necessary)	DA	TE	12/6/22
SIGNATURE	A	\		UA		1-14/06

C E	te villi related by consandulities of attitute to the appointing	or recommending authority, or to the		•
Е	hief of bureau or office or to the person who has immediate	g or recommending authority, or to the e supervision over you in the Office,		1
	ureau or Department where you will be apppointed,			
8	. within the third degree?		YES 4	NO
	. within the fourth degree (for Local Government Unit - Ca	reer Employees)?	☐ YES ✓	NO
	. Within the fourth degree (for 2004) Coroninal Com		If YES, give details:	
_	. Have you ever been found guilty of any administrative of	fense?	T VEC] NO
c	. Have you ever been lound guilty of any autilinistrative of	icitac:		NO
		AND	If YES, give details:	
,	b. Have you been criminally charged before any court?		YES [√ NO
	. Have you been chiminally offergod boloro any court.	The second of th	If YES, give details:	
			Date Filed:	
			Status of Case/s:	The second secon
	Have you ever been convicted of any crime or violation of	any law, decree, ordinance or regulation by	YES	√ NO
	any court or tribunal?	L cadalestau) cadalestau	If YES, give details:	NO
		\$25 VICTO \$206 VICTO	ii 120, give detaile.	
	the same of the sa	and the second s		
	Have you ever been separated from the service in any of t	he following modes: resignation,	YES	✓ NO
	retirement, dropped from the rolls, dismissal, termination, e	end of term, finished contract or phased out	If YES, give details:	
	abolition) in the public or private sector?			
	a. Have you ever been a candidate in a national or local el	ection held within the last year (except	YES	✓ NO
	Barangay election)?	renciarios renciamer	If YES, give details	The state of the s
	b. Have you resigned from the government service during	the three (3)-month period before the last	YES	✓ NO
	election to promote/actively campaign for a national or loca	al candidate?	If YES, give details	3.
_	Have you acquired the status of an immigrant or permanel	nt resident of another country?	□ vec	√ NO
9.	Trave you acquired the status of all illumigrant of politicalist	1000 A	YES If YES, give details	
		1905.CM00 1206V-1190 (II 120, give details	(oodinay).
		On to the Disabled Deserve (DA		
0.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) M 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972	agna Carra for Disabled Persons (RA	70.1	
		2), please answer the following items.		
	Are you a member of any indigenous group?		YES	✓ NO
		1808-080 060 060 060 060 060 060 060 060 060		
	mass appears on the mass to make a	150505-60 150505-60 1506115000 1506115000 150611500 150611500 150611500 150611500 150611500 1506115000 1506115000 1506115000 1506115000 1506115000 1506115000 150611500000 15061150000000000	If YES, please specify:	
	Are you a person with disability?	10001166 188011150		✓ NO
	Are you a person with disability?	06.24.8021 06.74.02.011 06.74.02.021 66.74.02.021 06.74.02.021 66.74.02.021	If YES, please specify: YES	✓ NO
	mass appears on the mass to make a	10001166 188011150	If YES, please specify: YES If YES, please specify	ID No:
	Are you a person with disability? Are you a solo parent?	10001100 1000110001 1000110001 1000110001	If YES, please specify: YES If YES, please specify YES	ID No:
	Are you a person with disability?	10001100 1000110001 1000110001 1000110001	If YES, please specify: YES If YES, please specify YES	ID No:
	Are you a person with disability? Are you a solo parent?	10001100 1000110001 1000110001 1000110001	If YES, please specify: YES If YES, please specify YES	ID No:
	Are you a person with disability? Are you a solo parent? REFERENCES (Person not related by consanguinity or affinity to applicate the solution of the soluti	ant /appointee) ADDRESS	If YES, please specify: YES If YES, please specify YES If YES, please specify If YES, please specify	ID No:
	Are you a person with disability? Are you a solo parent? REFERENCES (Person not related by consanguinity or affinity to applicate	POSSESSES ISSUEPTED POSSESSES ISSUED A VIOLE POSSESSES ISSUES ISSUES And /appointee) ISSUES ISSUES AND /appointee	If YES, please specify: YES If YES, please specify YES If YES, please specify TEL NO.	ID No:
	Are you a person with disability? Are you a solo parent? REFERENCES (Person not related by consanguinity or affinity to applicate NAME HENRY Y. GOLTIANO	ant /appointee) ADDRESS VSU, Visca, Baybay City, Leyte	If YES, please specify: YES If YES, please specify YES If YES, please specify TEL NO.	ID No:
	Are you a person with disability? Are you a solo parent? REFERENCES (Person not related by consanguinity or affinity to applicate the solution of the soluti	ant /appointee) ADDRESS	If YES, please specify: YES If YES, please specify YES If YES, please specify TEL_NO. 9473967554	ID No:
	Are you a person with disability? Are you a solo parent? REFERENCES (Person not related by consanguinity or affinity to applicate NAME HENRY Y. GOLTIANO	ant /appointee) ADDRESS VSU, Visca, Baybay City, Leyte	If YES, please specify: YES If YES, please specify YES If YES, please specify TEL_NO. 9473967554	ID No:
1.	Are you a person with disability? Are you a solo parent? REFERENCES (Person not related by consanguinity or affinity to applicate NAME HENRY Y. GOLTIANO MILAGROS C. BALES MARLON M. TAMBIS	ADDRESS VSU, Visca, Baybay City, Leyte VSU, Visca, Baybay City, Leyte VSU, Visca, Baybay City, Leyte	If YES, please specify: YES If YES, please specify YES If YES, please specify TEL NO. 9473967554 9199116700 9397203797	ID No:
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1. 2.	Are you a person with disability? Are you a solo parent? REFERENCES (Person not related by consanguinity or affinity to applicate NAME HENRY Y. GOLTIANO MILAGROS C. BALES MARLON M. TAMBIS I declare under oath that I have personally accomplish complete statement pursuant to the provisions of per Philippines. I authorize the agency head/authorized representation made in this documents.	ADDRESS VSU, Visca, Baybay City, Leyte VSU, Visca, Baybay City, Leyte VSU, Visca, Baybay City, Leyte ned this Personal Data Sheet which is a trainent laws, rules and regulations of the esentative to verify/validate the contents state	If YES, please specify: YES If YES, please specify YES If YES, please specify YES If YES, please specify TEL NO. 9473967554 9199116700 9397203797 Tue, correct and Republic of the ed herein.	NO ID No: NO ID No:
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WORK EXPERIENCE SHEET

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

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 starting with the most recent/present employment

Duration: March 21, 2022 - Present

- Position: Administrative Aide III
- Name of Office/Unit: PhilRootcrops
- Immediate Supervisor: Marlon M. Tambis
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Prepared all financial and personnel document (e.g. appointments, reimbursements, liquidations, replenishments, cash advances, DTR printing, vouchers, payrolls, purchase requests, travel documents, application for leave, HRIS controller, etc.);
 - Summary of Actual Duties
 - Recorded documents/memos for delivery, received and forward documents to concerned faculty/staff;
 - · Entertained visitors facilitates their request for services;
 - Performed other tasks assigned by the director and assistant director.

Duration: April 16, 2018 - March 20, 2022

- Position: Administrative Aide/Clerk/dDRC
- Name of Office/Unit: Department of Agricultural Education and Extension (DAEEx)
- Immediate Supervisor: Dr. Milagros C. Bales
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Prepared all financial and personnel document (e.g. Annual accomplishment reports, Office Performance Commitment & Review (OPCR), Individual Performance Commitment & Review (IPCR-draft), reimbursements, liquidations, replenishments, cash advances, DTR printing, vouchers, payrolls, purchase requests, RIS, trip tickets, job requests, travel documents, application for leave, actual teaching load, individual faculty workload, grade sheet printing, HRIS controller in posting of hiring of faculty, etc.);
 - Summary of Actual Duties
 - Recorded documents for delivery, received and forward documents to concerned faculty/staff;
 - Entertained visitors facilitates their request for services;
 - Assisted in Enrolment process;
 - Filed procedure manuals and guidelines in ISO 9001:2015;
 - Checked correct forms used in ISO 9001:2015:
 - · Controls, records, files, sorts and retrieves documents for easy retrieval

- Photocopies, scanned, and printed important documents/photos (e.g. Security Guard detail, letter request (communication), report letter, resolution from legal office, memos & etc.);
- a) issuing, maintaining, retrieving and controlling controlled documents; b) assigning
 document numbers and other coding controls for document in coordination with the
 DRC; c) coordinate with and inform relevant personnel on any changes' and d)
 ensuring the implementation of the control of records;
- Ensures that there is good coordination between the University Document and Records Controller and the alternate dDRC in all concerns related to document and records control;
- Performed other tasks assigned by the department head and faculty.

Duration: May 1, 2015 - June 1, 2015

- · Position: Enumerator
- Name of Office/Unit: Philippine Coconut Authority
- Immediate Supervisor: Ms. Maria Linda P. Odicta
- · Name of Agency/Organization and Location: Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Summarizes results of interview
 - Summary of Actual Duties
 - o Conducted Interview for coconut farmers and evaluated assigned area.

Duration: June 4, 2014 - December 4, 2014

- · Position: DOLE Intern
- · Name of Office/Unit: City Agriculture Office
- Immediate Supervisor: Ms. Mora C. Abarquez
- Name of Agency/Organization and Location: Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Made programs, tarpaulins, financial statements and project proposals.
 - Summary of Actual Duties
 - Responsible in facilitating trainings on Barangay's of Baybay City, Leyte conducted by City Agriculture's Office (CAO).
 - Conducted monitoring and evaluation in the Barangays' (BIDANI Program).

Signature over Printed Name of Employee/Applicant)

Date: 12/6/22