

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	Pagpagon		
FIRST NAME	Lea	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Erne		
3. DATE OF BIRTH (mm/dd/yyyy)	01/02/1990	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	Abuyog, Leyte	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX AT BIRTH	<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	
7. HEIGHT (m)	1.50	House/Block/Lot No.	Street
8. WEIGHT (kg)	52.00	Subdivision/Village	Tabigue
9. BLOOD TYPE	N/A	ABUYOG	LEYTE
10. UMID ID NO.		City/Municipality	Province
11. PAG-IBIG ID NO.	121138694889	ZIP CODE	6510
12. PHILHEALTH NO.	N/A	18. PERMANENT ADDRESS	
13. PhilSys NO. (PSN)		House/Block/Lot No.	Street
14. TIN NO.	N/A	Subdivision/Village	Barangay
15. AGENCY EMPLOYEE NO.	V02590	ABUYOG	LEYTE
		City/Municipality	Province
		ZIP CODE	6510
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	935-209-3735
		21. E-MAIL ADDRESS (if any)	lea.pagpagon@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	PAGPAGON		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JOMAR	NAME EXTENSION (JR., SR)	LEMAR ERNE PAGPAGON	07/16/2012
MIDDLE NAME	OROT			
OCCUPATION	LABORER			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ERNE (DECEASED)			
FIRST NAME	IRENEO (DECEASED)	NAME EXTENSION (JR., SR)		
MIDDLE NAME	TOMINES (DECEASED)			
25. MOTHER'S MAIDEN NAME	GAVIÑO			
SURNAME	ERNE			
FIRST NAME	ROSALITA			
MIDDLE NAME	FRESNIDO			(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	Tabigue Elementary School	Elementary Graduate	1996	2002		2002	Class Salutatorian
SECONDARY	ABUYOG NATIONAL HIGH SCHOOL	High School Graduate	2002	2006		2006	N/A
VOCATIONAL/ TRADE COURSE	VISAYAS CHRISTIAN INSTITUTE OF TECHNOLOGY	DIPLOMA IN COMPUTER PROGRAMMING	2006	2008		2008	2ND HIGHEST ACADEMIC HONORS
COLLEGE	Philippine Christian University	BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION (ETEEAP)	2024	2024		2024	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/29/2025
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IV. CIVIL SERVICE ELIGIBILITY

27.	CES/CSEE/CAREER SERVICE/RA 1080 (BOARD/BAR)/UNDER SPECIAL LAWS/CATEGORY II/ IV ELIGIBILITY and ELIGIBILITIES FOR UNIFORMED PERSONNEL	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Valid Until
	Civil service Sub-professional Examination	81.62	03/26/2023	TACLOBAN CITY	N/A	N/A
	Civil Service Examination Professional Level	80.00	03/03/2024	TACLOBAN CITY	N/A	N/A

(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.

28.	INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
	From	To				
	01/01/2025		Administrative Aide VI	Visayas State University	Permanent	Y
	01/01/2025		Administrative Aide VI	Visayas State University	Permanent	Y
	09/01/2024	12/31/2024	Administrative Aide VI	Visayas State University	Permanent	Y
	07/01/2024	08/31/2024	Administrative Aide I	Visayas State University	Casual	Y
	01/01/2024	06/30/2024	Administrative Aide I	Visayas State University	Casual	Y
	07/01/2023	12/31/2023	Administrative Aide I	Visayas State University	Casual	Y
	01/01/2023	06/30/2023	Administrative Aide I	Visayas State University	Casual	Y
	07/01/2022	12/31/2022	Administrative Aide I	Visayas State University	Casual	Y
	01/01/2022	06/30/2022	Administrative Aide I	Visayas State University	Casual	Y
	01/01/2022		Administrative Aide I	Visayas State University	Casual	Y
	07/01/2021	12/31/2021	Administrative Aide I	Visayas State University	Casual	Y
	01/01/2021	06/30/2021	Administrative Aide I	Visayas State University - Tolosa	Casual	Y
	07/01/2020	12/31/2020	Administrative Aide I	Visayas State University - Tolosa	Casual	Y
	07/01/2020	12/31/2020	Administrative Aide I	Visayas State University - Tolosa	Casual	Y
	01/01/2020	06/30/2020	Administrative Aide I	Visayas State University - Tolosa	Casual	Y
	07/01/2019	12/31/2019	Administrative Aide I	Visayas State University - Tolosa	Casual	Y
	01/01/2019	06/30/2019	Administrative Aide I	Visayas State University - Tolosa	Casual	N
	07/01/2018	12/31/2018	Administrative Aide I	Visayas State University - Tolosa	Casual	Y
	01/01/2018	06/01/2018	Administrative Aide I	Visayas State University - Tolosa	Casual	Y
	01/01/2018		Administrative Aide I	Visayas State University - Tolosa	Casual	Y
	07/01/2017	12/31/2017	Administrative Aide I	Visayas State University - Tolosa	Casual	Y
	01/01/2017	06/30/2017	Administrative Aide I	Visayas State University - Tolosa	Casual	Y
	07/01/2016	12/31/2016	Administrative Aide I	Visayas State University - Tolosa	Casual	Y
	01/01/2016	06/30/2016	Administrative Aide I	Visayas State University - Tolosa	Casual	Y
	07/01/2015	12/31/2015	Administrative Aide I	Visayas State University - Tolosa	Casual	Y
	01/01/2015	06/30/2015	Administrative Aide I	Visayas State University - Tolosa	Casual	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/29/2025
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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? YES NO

b. within the fourth degree (for Local Government Unit - Career Employees)? YES NO

If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense? YES NO

If YES, give details: _____

b. Have you been criminally charged before any court? 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)? YES NO

If YES, give details: _____

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: _____

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? YES NO

If YES, please specify: _____

b. Are you a person with disability? YES NO

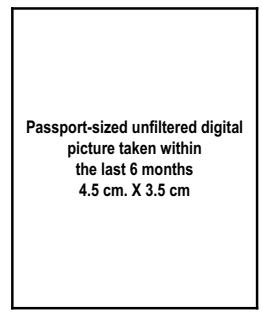
If YES, please specify ID No _____

c. Are you a solo parent? YES NO

If YES, please specify ID No _____

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

NAME	OFFICE / RESIDENTIAL ADDRESS	CONTACT NO. AND/OR EMAIL



PHOTO

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.

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

Government Issued ID: **N/A**

ID/License/Passport No.: **N/A**

Date/Place of Issuance: **N/A**

Signature (Sign inside the box)

10/29/2025

Date Accomplished

Right Thumbmark

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

Person Administering Oath