

# 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	JANET	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	ODICTA		
3. DATE OF BIRTH (mm/dd/yyyy)	1/8/1992	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Brgy. Higuloan 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	N/A House/Block/Lot No. N/A Subdivision/Village BAYBAY City/Municipality ZIP CODE 6521
7. HEIGHT (m)	1.46	18. PERMANENT ADDRESS	None House/Block/Lot No. N/A Subdivision/Village BAYBAY City/Municipality ZIP CODE 6521
8. WEIGHT (kg)	51.5		
9. BLOOD TYPE	O		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	121220782493		
12. PHILHEALTH NO.	13-025498607-1		
13. SSS NO.	N/A	19. TELEPHONE NO.	NONE
14. TIN NO.	721-260-723	20. MOBILE NO.	09091647974
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	janet.pasa@vsu.edu.ph

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	PASA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	GERONICO	NAME EXTENSION (JR., SR)	KWINN SOPHIA O. PASA	1/22/2016
MIDDLE NAME	DIZON	N/A		
OCCUPATION	DRIVER			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ODICTA			
FIRST NAME	DANILO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ORADA	N/A		
25. MOTHER'S MAIDEN NAME	TORREGOSA			
SURNAME	ODICTA			
FIRST NAME	MARIA LINDA			
MIDDLE NAME	PAÑA			

(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	HIGULOAN ELEMENTARY SCHOOL	ELEMENTARY	2002	2005	NA	2005	VALEDICTOR IAN
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	SECONDARY	2005	2009	NA	2009	NA
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	2009	2014	NA	2014	ACAD. SCHOLAR

(Continue on separate sheet if necessary)

SIGNATURE	DATE	12/08/21
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27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	CAREER SERVICE PROFESSIONAL EXAMINATION	80.71%	5/3/2015	TACLOBAN CITY	NA	NA

**V. WORK EXPERIENCE**  
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

(Continue on separate sheet if necessary)

12/8/2021



# 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

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

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			
	Dealing with Plastic Waste Mgmt for Better Circular Economy	11/25/2021	11/25/2021	3		European Union Delegation to the Philippines
	Re-Orientation of Employees' Duties and Responsibilities and Good Customer Service	9/23/2021	9/23/2021	4		Visayas State University
	ISO 9001:2015 Awareness/Re-awareness Webinar	09/13/2021	09/13/2021	4		Visayas State University
	Extension Then and Now: Focus on the New Extensionist	8/11/2021	8/11/2021	3		Central Luzon State University
	Grit and Passion in Extension Service	06/24/2021	06/24/2021	3		College of Agriculture and Food Science, UPLB
	Extension Then and Now: Focus on the New Extensionist	06/11/2021	06/11/2021	3		Central Luzon State University
	Webinar on Gender, Climate, and Disaster Resilience: Challenges of Equity & Sustainability	03/01/2021	30/01/2021	4		CCARPH-NRC
	Webinar on Corona vaccine: Are you willing to take the shot?"	02/23/2021	02/23/2021	2		Dept. of Biotechnology, CAS, VSU
	Webinar on "Is COVID Vaccine Right for you?"	02/23/2021	02/23/2021	1.5		UPLB, College, Laguna
	ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	8		Visayas State University
	Webinar on Organizing on your VSU email for Stress Free Productivity	11/20/2020	11/20/2020	3		Visayas State University
	Webinar on Document Tracking System	11/13/2020	11/13/2020	3		Visayas State University
	Cyber Security Training	12/18/2019	12/19/2019	17		Visayas State University
	Seminar Workshop on Records Matrix and NAP Form-1 Completion	12/13/2019	12/13/2019	8		Visayas State University
	Training on the developed RSP, PDS and Plantilla Management System	11/25/2019	11/26/2019	8		Visayas State University
	Risk Assessment & Documentation Training Workshop	01/16/19	01/17/19	16		Visayas State University
	Orientation-Workshop for JO Clerks and Laboratory Technicians	01/15/19	01/15/19	8		Visayas State University
	Website Content Workshop	09/06/18	09/06/18	8		Visayas State University
	Self-Awareness Seminar held in Brgy. Bubon Baybay City, Leyte	10 / 16 /14	10 / 16 /14	10		City Agriculture's Office (CAO)
	Leveling Off Session on Gender and Development on New Guidelines and Review of GHD Plan and Budget for 2015 of Baybay City held in Kuting Reef, Macrohon,	7 / 09 /14	7 / 11 /14	48		Local Government Unit (LGU)
	Personality Development and Business Ethics Seminar	9 / 14 /13	9 / 14 /13	8		College of Management and Economics- Visayas State University







(Continue on separate sheet if necessary)

# VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Computer Literate		N/A	N/A
	Public Relation			
	Dancing			
	Editing (Tarp, invitations cards, brochures, ect.)			

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	12/8/2021

<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: center;">Date Filed: _____</p> <p>Status of Case/s: _____</p>														
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>														
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>														
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>HENRY Y. GOLTIANO</td> <td>VSU, Visca, Baybay City, Leyte</td> <td></td> </tr> <tr> <td>FATIMA T. BALIÑA</td> <td>VSU, Visca, Baybay City, Leyte</td> <td></td> </tr> <tr> <td>MILAGROS C. BALES</td> <td>VSU, Visca, Baybay City, Leyte</td> <td></td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	HENRY Y. GOLTIANO	VSU, Visca, Baybay City, Leyte		FATIMA T. BALIÑA	VSU, Visca, Baybay City, Leyte		MILAGROS C. BALES	VSU, Visca, Baybay City, Leyte			
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<p>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.</p>															
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<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 300px; height: 60px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p>															