

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)	15/01/1994	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 BIASONG Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.524 m	18. PERMANENT ADDRESS	PUROK 1 SAGKAAN House/Block/Lot No. Street BAYBAY Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	40 kg	19. TELEPHONE NO.	N/A
9. BLOOD TYPE	N/A	20. MOBILE NO.	09280831200
10. GSIS ID NO.	N/A	21. E-MAIL ADDRESS (if any)	elyoung231@gmail.com
11. PAG-IBIG ID NO.	1211-4771-9918		
12. PHILHEALTH NO.	12-051454819-1		
13. SSS NO.	0637123787		
14. TIN NO.	322-989-480-000		
15. AGENCY EMPLOYEE NO.	N/A		

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
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	DIZON		
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	HIFUSNGO ELEMENTARY SCHOOL	PRIMARY EDUCATION	2001	2006	GRADUATED	2006	WITH HONOR
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	2006	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	04/21/2023
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[illegible]

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

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[illegible]

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	04/21/2023

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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		
NONE	NONE	NONE	NONE	NONE

(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			
ISO 9001:2005 AWARENESS/RE-AWARENESS SEMINAR	08/30/2022	08/31/2022	16 HOURS	N/A	RDE HALL, VSU, Baybay City, Leyte
HANDS-ONLY CARDIOPULMONARY RESUSCITATION	07/21/2022	07/22/2022	16 HOURS	N/A	Visayas State University, Visca, Baybay, Leyte
DATA PRIVACY CONTRACT	04/07/2022	04/07/2022	8 HOURS	N/A	Visayas State University, Visca, Baybay, Leyte
KAALAM: CREATIVE FORMS AND NARRATIVES OF THE CONTEMPORARY	03/09/2022	03/09/2022	8 HOURS	N/A	INSTITUTE OF HUMAN KINETICS - VSU
ON-THE-JOB TRAINING STAFF (SWEET SPRING COUNTRY FARM)	12/01/2014	01/31/2015	300 HOURS	N/A	KAYSUYO, ALFONSO, CAVITE, PHILIPPINES
PERSONALITY DEVELOPMENT AND BUSINESS ETHICS SEMINAR	09/14/2013	09/14/2013	8 HOURS	N/A	CONVENTION CENTER, VSU, BAYBAY, LEYTE
TWO-DAY EDUCATIONAL TOUR/SEMINAR	01/24/2013	01/25/2013	16 HOURS	N/A	CEBU CITY
NATIONAL SERVICE TRAINING PROGRAM-CWTS	11/03/2011	03/22/2012	54-90 HRS	N/A	VSU GYMNASIUM, BAYBAY CITY, LEYTE

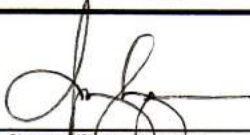
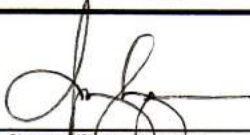
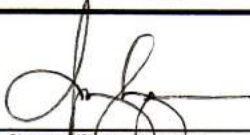



(Continue on separate sheet if necessary)

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	NONE
COMPUTER SKILLS	TOP AGENT PERFORMER FOR THE Q4 FY19-WIPRO CEBU, PHILIPPINES	NONE
	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	
	BEST IN JOURNAL WRITING AWARD-NSTP-CWTS, UNIVERSITY OF CEBU-BANILAD	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/21/2023
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<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>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>JUBEMARIE E. POSAS</td> <td>BRGY. POMPONAN, BAYBAY, LEYTE</td> <td>9053510059</td> </tr> <tr> <td>CECILE ORTIZ</td> <td>CEBU CITY</td> <td>9229022903</td> </tr> <tr> <td>JEZIEL ELA O. SAYCON</td> <td>LABANGON, CEBU CITY</td> <td>9070517473</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	JUBEMARIE E. POSAS	BRGY. POMPONAN, BAYBAY, LEYTE	9053510059	CECILE ORTIZ	CEBU CITY	9229022903	JEZIEL ELA O. SAYCON	LABANGON, CEBU CITY	9070517473
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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: 200px; height: 50px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p>													



PHOTO

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