

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)	01/08/1992	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"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	N/A N/A House/Block/Lot No. Street N/A BIASONG Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521
7. HEIGHT (m)	1.46	18. PERMANENT ADDRESS	None N/A House/Block/Lot No. Street NA HIGULOAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521
8. WEIGHT (kg)	50.95	19. TELEPHONE NO.	NONE
9. BLOOD TYPE	O	20. MOBILE NO.	09091647974
10. GSIS ID NO.	N/A	21. E-MAIL ADDRESS (if any)	janet.pasa@vsu.edu.ph
11. PAG-IBIG ID NO.	121220782493		
12. PHILHEALTH NO.	13-025498607-1		
13. SSS NO.	N/A		
14. TIN NO.	721-260-723		
15. AGENCY EMPLOYEE NO.	V02033		

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) N/A	KWINN SOPHIA O. PASA	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			
FIRST NAME	DANILO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	ORADA			
25. MOTHER'S MAIDEN NAME				
SURNAME	PAÑA			
FIRST NAME	MARIA LINDA			
MIDDLE NAME	TORREGOSA			

(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	VALEDICTORIAN
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	01-13-2025
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

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	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			
	Workshop on Basic Records and Archives Management (BRAM)	07/30/2024	07/31/2024	16	Technical	HRMO, Visayas State University
	Attaining Work-Life Balance and Productivity	07/19/2024	07/12/2024	32	Managerial	Personnel Officers Association of the Philippines, Inc (POAP)
	Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)	02/23/2024	02/23/2024	8	Technical	HRMO, Visayas State University
	Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University	11/29/2023	11/29/2023	8	Technical	Visayas State University
	Climate Change Expenditure (CCET) Training	10/23/2023	10/23/2023	8	Technical	RCCRD, Visayas State University
	GPPB Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulations Act of 2016 for VSU	08/22/2023	08/24/2023	24	Technical	BAC, Visayas State University
	Frontline and Excellent Customer Service	11/09/2022	11/11/2022	24	Managerial	Personnel Officers Association of the Philippines, Inc (POAP)
	Webinar on the Guideline in Gender-Based Sexual Harassment in Higher Education Institutions	08/03/2022	08/03/2022	3	Technical	ISRDS, Visayas State University
	Conference on Gender and Disaster Risk Governance	07/27/2022	07/27/2022	6	Managerial	ISRDS, Visayas State University
	Virtual Awareness Seminar on RA No. 11032 "Ease of Doing Business and Efficient Government Service Delivery Act of 2018"	06/28/2022	06/28/2022	8	Technical	Office of the Chief Legal Officer and ODHRM, Visayas State University
	Webinar on the RA 11313 - Safe Spaces Act in observance of the 18-Day Campaign to End Violence Against Women	12/08/2021	12/08/2021	3	Technical	Visayas State University
	Dealing with Plastic Waste Mgmt for Better Circular Economy	11/25/2021	11/25/2021	3	Technical	European Union Delegation to the Philippines
	Re-Orientation of Employees' Duties and Responsibilities and Good Customer Service	9/23/2021	9/23/2021	4	Managerial	Visayas State University
	ISO 9001:2015 Awareness/Re-awareness Webinar	09/13/2021	09/13/2021	4	Technical	Visayas State University
	Training on Record Keeping	08/17/2021	08/17/2021	8	Technical	Dept. of Ag.Education & Extension - GTH
	Extension Then and Now: Focus on the New Extensionist	8/11/2021	8/11/2021	3	Technical	Central Luzon State University
	Grit and Passion in Extension Service	06/24/2021	06/24/2021	3	Technical	College of Agriculture and Food Science, UPLB
	Extension Then and Now: Focus on the New Extensionist	06/11/2021	06/11/2021	3	Technical	Central Luzon State University
	Webinar on Gender, Climate, and Disaster Resilience: Challenges of Equity & Sustainability	03/01/2021	30/01/2021	4	Managerial	CCARPH-NRC
	Webinar on Corona vaccine: Are you willing to take the shot?"	02/23/2021	02/23/2021	2	Technical	Dept. of Biotechnology, CAS, VSU
	Webinar on "Is COVID Vaccine Right for you?"	02/23/2021	02/23/2021	4	Technical	UPLB, College, Laguna
	ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	8	Technical	Visayas State University
	Webinar on Organizing on your VSU email for Stress Free Productivity	11/20/2020	11/20/2020	3	Technical	Visayas State University
	Webinar on Document Tracking System	11/13/2020	11/13/2020	3	Technical	Visayas State University
	Cyber Security Training	12/18/2019	12/19/2019	17	Technical	Visayas State University
	Seminar Workshop on Records Matrix and NAP Form-1 Completion	12/13/2019	12/13/2019	8	Technical	Visayas State University
	Training on the developed RSP, PDS and Plantilla Management System	11/25/2019	11/26/2019	8	Managerial	Visayas State University
	Risk Assessment & Documentation Training Workshop	01/16/19	01/17/19	16	Managerial	Visayas State University
	Orientation-Workshop for JO Clerks and Laboratory Technicians	01/15/19	01/15/19	8	Technical	Visayas State University
	Self-Awareness Seminar held in Brgy. Bubon Baybay City, Leyte	10 / 16 /14	10 / 16 /14	10	Managerial	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 Kutang Reef, Macarhon, Southern, Leyte	7 / 09 /14	7 / 11 /14	48	Technical	Local Government Unit (LGU)
	Personality Development and Business Ethics Seminar	9 / 14 /13	9 / 14 /13	8	Managerial	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, etc.)			

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	01-18-2025

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	ADDRESS	TEL. NO.
HENRY Y. GOLTIANO	VSU, Visca, Baybay City, Leyte	9473967554
MILAGROS C. BALES	VSU, Visca, Baybay City, Leyte	9199116700
MARLON M. TAMBIS	VSU, Visca, Baybay City, Leyte	9397203797



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: **BIR**

ID/License/Passport No.: **721-260-723**

Date/Place of Issuance: **09-18-18/ORMOC CITY**

Signature (Sign inside the box)

[Signature]

Date Accomplished: **01-13-2025**



SUBSCRIBED AND SWORN to before me this **15 JAN 2025**, affiant exhibiting his/her validly issued government ID as indicated above.

[Signature]
ATTY. KAREN ABEGAIL S. MONTERON
VSU Director, Legal Affairs and Services
Person Administering Oath