

PERSONAL DATA SHEET

Print legibly. Mark appropriate boxes with ☐ or ☒ and use separate sheet if necessary.

1. CS ID No.

(to be filled up by CSC)

I. PERSONAL INFORMATION

2. SURNAME	P A S A		
FIRST NAME	J A N E T		
MIDDLE NAME	O D I C T A	3. NAME EXTENSION (e.g. Jr., Sr.)	N/A
4. DATE OF BIRTH (mm/dd/yyyy)	01/08/1992	16. RESIDENTIAL ADDRESS	Brgy. Biasong Baybay City, Leyte
5. PLACE OF BIRTH	Brgy. Higuloan Baybay, Leyte	ZIP CODE	6521
6. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	17. TELEPHONE NO.	N/A
7. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Widowed <input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Annulled <input type="checkbox"/> Others, specify _____	18. PERMANENT ADDRESS	Brgy. Higuloan Baybay City, Leyte
8. CITIZENSHIP	Filipino	ZIP CODE	6521
9. HEIGHT (m)	150cm	19. TELEPHONE NO.	N/A
10. WEIGHT (kg)	48kg	20. E-MAIL ADDRESS (if any)	janet.pasa@vsu.edu.ph
11. BLOOD TYPE	O	21. CELLPHONE NO. (if any)	09091647974
12. GSIS ID NO.	N/A	22. AGENCY EMPLOYEE NO.	N/A
13. PAG-IBIG ID NO.	121220782493	23. TIN	721-260-723
14. PHILHEALTH NO.	13-025498607-1		
15. SSS NO.	N/A		

II. FAMILY BACKGROUND

24. SPOUSE'S SURNAME	Pasa	25. NAME OF CHILD (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Geronico	Kwinn Sophia O. Pasa	01/22/2016
MIDDLE NAME	Dizon		/ /
OCCUPATION	Self Employed (Businessman)		/ /
EMPLOYER/BUS. NAME	N/A		/ /
BUSINESS ADDRESS	N/A		/ /
TELEPHONE NO.	N/A		/ /
(Continue on separate sheet if necessary)			
26. FATHER'S SURNAME	Odicta		/ /
FIRST NAME	Danilo		/ /
MIDDLE NAME	Orada		/ /
27. MOTHER'S MAIDEN NAME			/ /
SURNAME	Paña		/ /
FIRST NAME	Maria Linda		/ /
MIDDLE NAME	Torregosa	(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND

LEVEL	NAME OF SCHOOL (Write in full)	DEGREE COURSE (Write in full)	YEAR GRADUATED (if graduated)	HIGHEST GRADE/ LEVEL/ UNITS EARNED (if not graduated)	INCLUSIVE DATES OF ATTENDANCE		SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
					From	To	
ELEMENTARY	Higuloan Elementary School	N/A	2005	N/A	2002	2005	Valedictorian
SECONDARY	Baybay National High School	N/A	2009	N/A	2005	2009	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A					
COLLEGE	Visayas State University	Bachelor of Science in AgriBusiness	2014	N/A	2009	2014	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

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(Continue on separate sheet if necessary)

V. WORK EXPERIENCE (Include private employment. Start from your current work)

[illegible]

(Continue on separate sheet if necessary)

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

31.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	N/A	/ /	/ /		
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(Continue on separate sheet if necessary)

VII. TRAINING PROGRAMS (Start from the most recent training.)

32.	TITLE OF SEMINAR/CONFERENCE/WORKSHOP/SHORT COURSES (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	CONDUCTED/ SPONSORED BY (Write in full)
		From	To		
	Cyber Security Training	12/18/2019	12/19/2019	16	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 of the developed RSP, PDS and Plantilla	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, Southern, Leyte	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
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(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

33.	SPECIAL SKILLS / HOBBIES:	34.	NON-ACADEMIC DISTINCTIONS / RECOGNITION: (Write in full)	35.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Computer Literate				
	Public Relation				
	Dancing				

(Continue on separate sheet if necessary)

36. Are you related by consanguinity or affinity to any of the following :

a. Within the third degree (for National Government Employees):
appointing authority, recommending authority, chief of office/bureau/department or person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed?

☐ YES ☒ NO
If YES, give details: _____

b. Within the fourth degree (for Local Government Employees):
appointing authority or recommending authority where you will be appointed?

☐ YES ☒ NO
If YES, give details: _____

37 a. Have you ever been formally charged?

☐ YES ☒ NO
If YES, give details: _____

b. Have you ever been guilty of any administrative offense?

☐ YES ☒ NO
If YES, give details: _____

38. 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: _____

39. 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, AWOL or phased out, in the public or private sector?

☐ YES ☒ NO
If YES, give details: _____

40. Have you ever been a candidate in a national or local election (except Barangay election)?

☐ YES ☒ NO
If YES, give details: _____

41. 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 differently abled?

☐ YES ☒ NO
If YES, please specify: _____

c. Are you a solo parent?

☐ YES ☒ NO
If YES, please specify: _____


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

NAME	ADDRESS	TEL. NO.
Henry Y. Goltiano	VSU, Visca, Baybay City, Leyte	N/A
Fatima T. Baliña	VSU, Visca, Baybay City, Leyte	N/A
Milagros C. Bales	VSU, Visca, Baybay City, Leyte	N/A


43. I declare under oath that this Personal Data Sheet has been accomplished by me, and is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines.

I also authorize the agency head / authorized representative to verify / validate the contents stated herein. I trust that this information shall remain confidential.

13033047
COMMUNITY TAX CERTIFICATE NO.
City of Baybay
ISSUED AT
01/21/2020
ISSUED ON (mm/dd/yyyy)

 SIGNATURE (Sign inside the box)
10/19/2020 DATE ACCOMPLISHED

PHOTO



RIGHT THUMBMARK

