

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	Lemos		
FIRST NAME	Sheila Marie	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Correa		
3. DATE OF BIRTH (mm/dd/yyyy)	06/15/1979	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	Manila	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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	9 Tab-ang House/Block/Lot No. Street Kayaw Kilim Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.53	ZIP CODE	6521
8. WEIGHT (kg)	61.00		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	5 Tab-ang House/Block/Lot No. Street Kayaw Kilim Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. UMID ID NO.		ZIP CODE	6521
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A	19. TELEPHONE NO.	(053) 563-1853
14. TIN NO.	N/A	20. MOBILE NO.	917-328-8769
15. AGENCY EMPLOYEE NO.	V00624	21. E-MAIL ADDRESS (if any)	slemos@vsu.edu.ph

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	N/A	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	LE MOS			
FIRST NAME	EDUARDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MASON			
25. MOTHER'S MAIDEN NAME	ROBERTA MATEO CORREA			
SURNAME	LE MOS			
FIRST NAME	ROBERTA			
MIDDLE NAME	CORREA		(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	San Lorenzo School of San Pedro	Elementary	1986	1992		1992	N/A
SECONDARY	Canossa School	High School	1992	1996		1996	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Development Communication	1996	2000		2000	N/A
GRADUATE STUDIES	Visayas State University	Master of Science in Language Teaching	2017	2023	40 units	2023	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/03/2025
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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
	Career Service Sub-Professional	80.63	10/26/2014	Tacloban City	R0820210810006	N/A
	Career Service Eligibility - Professional	80.00	11/11/2024	Tacloban City	240811-008913	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				
01/02/2025		Administrative Assistant II	Visayas State University	Permanent	Y
01/02/2025		Administrative Assistant II	Visayas State University	Permanent	Y
01/01/2025		Administrative Aide VI	Visayas State University	Permanent	Y
08/02/2024		Administrative Aide VI	Visayas State University	Permanent	Y
01/01/2024		Administrative Aide VI	Visayas State University	Permanent	Y
01/01/2023		Administrative Aide VI	Visayas State University	Permanent	Y
12/31/2022		Administrative Aide VI	Visayas State University	Permanent	Y
08/02/2022		Administrative Aide VI	Visayas State University	Permanent	Y
01/01/2021		Administrative Aide IV	Visayas State University	Permanent	Y
05/01/2020		Administrative Aide IV	Visayas State University	Permanent	Y
01/01/2020	04/30/2020	Administrative Aide IV	Visayas State University	Permanent	Y
01/01/2019		Administrative Aide IV	Visayas State University	Permanent	Y
01/01/2019		Administrative Aide IV		Permanent	Y
01/01/2018	12/31/2018	Administrative Aide IV		Permanent	Y
05/01/2017	12/31/2017	Administrative Aide IV		Permanent	Y
01/01/2017	04/30/2017	Administrative Aide III		Permanent	Y
01/01/2016	12/31/2016	Administrative Aide III		Permanent	Y
09/16/2015	12/31/2015	Administrative Aide III		Permanent	Y
01/01/2014	09/15/2015	Administrative Aide IV		Casual	Y
07/01/2013	12/31/2013	Administrative Aide IV		Casual	Y
01/01/2011	06/30/2013	Administrative Aide IV		Casual	Y
01/01/2010	12/31/2010	Administrative Aide IV		Casual	Y
07/01/2008	12/31/2009	Administrative Aide IV		Casual	Y
07/01/2007	06/30/2008	Administrative Aide IV		Casual	Y
03/01/2004	06/30/2007	Administrative Aide IV		Casual	Y
01/01/2004	02/29/2004	Clerk II		Casual	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/03/2025
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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		
	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)

[illegible]

(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)
N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/03/2025
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<div>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,</div> <div>a. within the third degree?</div> <div>b. within the fourth degree (for Local Government Unit - Career Employees)?</div>			<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div> <div></div>												
<div>35. a. Have you ever been found guilty of any administrative offense?</div> <div></div> <div>b. Have you been criminally charged before any court?</div>			<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div> <div></div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div> <div>Date Filed: </div> <div>Status of Case/s: </div>												
<div>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</div>			<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div> <div></div>												
<div>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?</div>			<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div> <div></div>												
<div>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</div> <div>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?</div>			<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div> <div></div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div> <div></div>												
<div>39. Have you acquired the status of an immigrant or permanent resident of another country?</div>			<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country):</div> <div></div>												
<div>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:</div> <div>a. Are you a member of any indigenous group?</div> <div>b. Are you a person with disability?</div> <div>c. Are you a solo parent?</div>			<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify:</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No</div>												
<div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <table><thead><tr><th>NAME</th><th>OFFICE / RESIDENTIAL ADDRESS</th><th>CONTACT NO. AND/OR EMAIL</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table>				NAME	OFFICE / RESIDENTIAL ADDRESS	CONTACT NO. AND/OR EMAIL									
NAME	OFFICE / RESIDENTIAL ADDRESS	CONTACT NO. AND/OR EMAIL													
<div>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.</div>			<div>Passport-sized unfiltered digital picture taken within the last 6 months 4.5 cm. X 3.5 cm</div> <div>PHOTO</div> <div></div> <div>Right Thumbmark</div>												
<table><tr><td>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: N/A</td></tr><tr><td>ID/License/Passport No.: N/A</td></tr><tr><td>Date/Place of Issuance: N/A</td></tr></table>		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	<table><tr><td>Signature (Sign inside the box)</td></tr><tr><td>10/03/2025</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	10/03/2025	Date Accomplished					
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<div>SUBSCRIBED AND SWORN to before me this , affiant exhibiting his/her validly issued government ID as indicated above.</div> <div></div> <div>Person Administering Oath</div>															