

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	ORAÑO		
FIRST NAME	PAMELA	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	POSAS		
3. DATE OF BIRTH (mm/dd/yyyy)	08/12/1975	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	☐ Male ☒ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	N/A PUROK ILANG-ILANG House/Block/Lot No. Street N/A Marcos Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.52	ZIP CODE	6521
8. WEIGHT (kg)	68.00		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	N/A PUROK ILANG-ILANG House/Block/Lot No. Street N/A Marcos Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	000625887640	ZIP CODE	6521
11. PAG-IBIG ID NO.	121018775083		
12. PHILHEALTH NO.	130500605198	19. TELEPHONE NO.	(
13. SSS NO.	0625887840	20. MOBILE NO.	938-274-2998
14. TIN NO.	949072246	21. E-MAIL ADDRESS (if any)	pamela.orano@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00785		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Oraño		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Angelo	NAME EXTENSION (JR., SR)	Mariell Nicole Posas Oraño	10/11/2000
MIDDLE NAME	Pedrosa		Phoenielope Posas Oraño	12/11/2006
OCCUPATION	n/a		June Antonella Posas Oraño	06/18/2009
EMPLOYER/BUSINESS NAME	n/a		Martina Angela Posas Oraño	04/08/2013
BUSINESS ADDRESS	n/a			
TELEPHONE NO.	n/a			
24. FATHER'S SURNAME	Posas			
FIRST NAME	Oscar	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Bagarinao			
25. MOTHER'S MAIDEN NAME	Martina Godines Bagarinao			
SURNAME	Posas			
FIRST NAME	Martina			
MIDDLE NAME	Bagarinao		(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	Visca Foundation Elementary School	Elementary	1981	1988	graduated	1988	N/A
SECONDARY	Visayas State University Laboratory High School	High School	1988	1992	graduated	1992	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Statistics	1992	1997	graduated	1997	N/A
GRADUATE STUDIES	Visayas State University	Master of Management	2014	2019	graduated	2019	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/29/2025
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IV. CIVIL SERVICE ELIGIBILITY

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
	Civil Service Examination Professional Level	80.00	07/22/2006	SJC Maasin Southern Leyte	N/A	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)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format"00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
01/01/2025	PRESENT	Administrative Officer IV	Visayas State University	40,208.00	15-1	Permanent	Y
08/01/2024		Administrative Officer IV	Visayas State University	38,413.00	15-1	Permanent	Y
01/01/2024		Administrative Aide VI	Visayas State University	18,255.00	6-1	Permanent	Y
01/01/2023		Administrative Aide VI	Visayas State University	17,553.00	6-1	Permanent	Y
01/01/2023		Administrative Aide VI	Visayas State University	17,553.00	6-1	Permanent	Y
03/21/2022		Administrative Aide VI	Visayas State University	16,877.00	6-1	Permanent	Y
01/01/2022		Administrative Aide IV	Visayas State University	15,109.00	4-2	Permanent	Y
01/01/2021		Administrative Aide IV	Visayas State University	14,511.00	4-2	Permanent	Y
01/01/2020		Administrative Aide IV	Visayas State University	13,914.00	4-2	Permanent	Y
01/01/2019	12/18/2019	Administrative Aide IV	Visayas State University	13,316.00	4-2	Permanent	Y
01/01/2018	12/31/2018	Administrative Aide IV	Visayas State University	12,674.00	4-1	Permanent	Y
01/01/2017	12/31/2017	Administrative Aide IV	Visayas State University	12,155.00	4-1	Permanent	Y
12/19/2016	12/31/2016	Administrative Aide IV	Visayas State University	11,658.00	4-1	Permanent	Y
07/01/2016	12/18/2016	Administrative Aide III	Visayas State University	10,985.00	3-2	Permanent	Y
01/01/2016	06/30/2016	Administrative Aide III	Visayas State University	10,883.00	3-1	Permanent	Y
07/01/2013	12/31/2015	Administrative Aide III	Visayas State University	10,401.00	-	Permanent	Y
05/16/2013	03/06/2013	Administrative Aide III	Visayas State University	402.45	-	Casual	Y
01/07/2013	06/30/2013	Clerk/Data Encoder	Visayas State University, Library	4,400.00	-	Job Order	N
01/02/2012	12/31/2012	Clerk/Data Encoder	Visayas State University, Library	4,400.00	-	Job Order	N
01/03/2011	12/30/2011	Clerk/Data Encoder	Visayas State University , Library	4,400.00	-	Job Order	N
01/04/2010	12/31/2010	Clerk	Visayas State University , Library	4,400.00	-	Job Order	N
06/01/2006	12/31/2009	Customer Service Representative	Cinemar Honda Traders	4,400.00	-	Temporary	N

(Continue on separate sheet if necessary)

SIGNATURE			DATE		07/29/2025		
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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		
	KABALIKAT CIVICOM Baybay Chapter	07/02/2018	PRESENT	1	Member

(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			
	DOST-STII Library Hybrid Seminar Series on Data Privacy and Protection in Libraries	06/24/2025	06/24/2025	8	Technical	DOST-STII Library Hybrid Seminar Series on Data Privacy and Protection in Libraries in partnership with ASLP
	2024 National Internal Quality Audit Forum	04/04/2024	04/04/2024	1	Technical	AGF
	2024 National Internal Quality Audit Forum	04/04/2024	04/05/2024	16	Technical	AGF
	023 Management System Standards Forum, Training & Workshops	11/28/2023	11/29/2023	16	Technical	AGF
	Seminar-Workshop on Electronic Records Management	11/13/2023	11/17/2023	24	Technical	National Archives of the Philippines (NAP)
	Internal Quality Audit Course based ISO 19011:2018 Auditing Guidelines	08/14/2023	08/15/2023	16	Technical	AGF
	Personality Development and Developing Customer Satisfaction	06/13/2023	06/16/2023	32	Technical	POAP
	Regional Seminar -workshop on Records Disposition Administration	05/16/2023	05/18/2023	24	Technical	National Archives of the Philippines (NAP)
	Training-Workshop on Risk Assessment"	11/24/2022	11/25/2022	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Seminar-Workshop on the Establishment of Records Center and Archival Systems (ERCAS)	09/13/2022	09/15/2022	24	Technical	National Archives of the Philippines
	ISO 9001:2015 Awareness/Re-awareness Seminar conducted on August 30-31, 2022 at VSU RDE Hall	08/30/2022	08/31/2022	16	Technical	Visayas State University
	IRCA ISO 9001:2015 Lead Auditors' Training Course on August 22 – 26, 2022	08/22/2022	08/26/2022	40	Technical	TUV Rheinland Philippines Inc.
	IQA Course based ISO 19011:2018 Auditing Guidelines	08/17/2022	08/19/2022	24	Technical	AGF Consulting Group and Visayas State University
	ISO 9001:2015 QMS Documentation Training and Manual Preparation	07/07/2022	07/08/2022	16	Technical	Department of Agriculture
	Virtual Data Privacy Act of 2012 Awareness Seminar	04/07/2022	04/07/2022	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Document Control and Records Management Training	09/21/2021	09/23/2021	24	Managerial	AGF Consulting Group
	Corrective Action Reporting	08/05/2021	08/05/2021	8	Technical	AGF Consulting Group

PLEASE SEE ATTACHMENT A

(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	07/29/2025
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Attachment A.1

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			
	One Hour Free Webinar on Integrated Management System Awareness	07/16/2021	07/16/2021	1	Technical	AGF Consulting Group, Philippines
	Webinar on Five Key Audit Points in Conducting a QMS Audit Held on July 9, 2021, 9:00-10:00AM	07/09/2021	07/09/2021	1	Technical	"UPLB-BIDANI Network, College, Laguna "
	"Control your Records before They Control You: The Basics of Records Management and Records Control"	01/27/2021	01/27/2021	4	Technical	"UPLB-BIDANI Network, College, Laguna "
	ISO 9001:2015 Awareness/ Re-awareness Webinar	11/12/2020	11/12/2020	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	"Seminar-Workshop on Records Matrix and NAP Form-1 Completion"	12/13/2019	12/13/2019	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Attaining Work-Life Flexibility	12/13/2018	12/13/2018	8	Technical	"UPLB-BIDANI Network, College, Laguna "
	Institutional Sustainability Assessment Mentoring Workshop for Higher Education Institution	10/10/2017	10/11/2017	24	Technical	Commission on Higher Education Region VIII
	Orientation pn Preparation for the Internal Audit	07/26/2017	07/26/2017	8	Technical	Farming Systems Development Project Eastern Visayas (FSDP-EV), ViSCA, Baybay, Leyte
	Records Management Training	07/07/2017	07/07/2017	8	Technical	Farming Systems Development Project Eastern Visayas (FSDP-EV), ViSCA, Baybay, Leyte
	Orientation-Workshop on Application Forms for the Horizontal Typology and Institutional Sustainability Assessment (ISA)	06/02/2017	06/02/2017	8	Technical	Commission on Higher Education Region VIII
	ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	03/02/2017	03/03/2017	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Seminar-Workshop on 5S & Records Management	02/18/2017	02/18/2017	8	Technical	"Farming Systems Development Project Eastern Visayas (FSDP-EV), DA, Regional Office & Farm and Resource Managemant Institute (FARMI), ViSCA, Baybay City, Leyte "
	Internal Quality Audit Training	01/23/2017	01/25/2017	24	Technical	AJA
	Procurement Planning Workshop	09/13/2016	09/13/2016	8	Technical	"Farming Systems Development Project Eastern Visayas (FSDP-EV), DA, Regional Office & Farm and Resource Managemant Institute (FARMI), ViSCA, Baybay City, Leyte "
	Orientation on "Meeting your Horizontal Type"	08/22/2016	08/22/2016	8	Technical	Commission on Higher Education Region VIII
	Zonal Orientation and Simulation Workshop on the Levelling of State Universities and Colleges	07/21/2016	07/21/2016	8	Technical	"UPLB-BIDANI Network, College, Laguna "
	Workshop for AACCU Institutional Accreditation (2nd Round)	05/10/2016	05/12/2016	24	Technical	Visayas State University
	Seminar Workshop on the Implementation of Outcomes BasedEducation (OBE)	05/05/2015	05/05/2015	8	Technical	Visayas State University
	AY 2014-2015 HEMIS DATA COLLECTION USING THE CHED Electronic Collection and Knowledge (CHECK) System	08/01/2014	08/01/2014	8	Technical	"UPLB-BIDANI Network, College, Laguna "
	Personality Development Seminar for Frontliners	09/20/2012	09/20/2012	8	Technical	Visayas State University
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	07/29/2025	

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? b. within the fourth degree (for Local Government Unit - Career Employees)?		☐ YES☒ NO ☐ YES☒ NO If YES, give details: _____												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?		☐ YES☒ NO If YES, give details: _____ ☐ 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)? 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: _____ ☐ 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? b. Are you a person with disability? c. Are you a solo parent?		☐ YES☒ NO If YES, please specify: _____ ☐ YES☒ NO If YES, please specify ID No _____ ☐ YES☒ NO If YES, please specify ID No _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>Luz O. Moreno</td><td>VSU, Baybay City Leyte</td><td>09164239381</td></tr><tr><td>Elvira E. Ongy</td><td>VSu,Vaybay City , Leyte</td><td>0938669267</td></tr><tr><td>Alberto Paris</td><td>Marcos, Baybay Leyte</td><td>09351941712</td></tr></table>			NAME	ADDRESS	TEL. NO.	Luz O. Moreno	VSU, Baybay City Leyte	09164239381	Elvira E. Ongy	VSu,Vaybay City , Leyte	0938669267	Alberto Paris	Marcos, Baybay Leyte	09351941712
NAME	ADDRESS	TEL. NO.												
Luz O. Moreno	VSU, Baybay City Leyte	09164239381												
Elvira E. Ongy	VSu,Vaybay City , Leyte	0938669267												
Alberto Paris	Marcos, Baybay Leyte	09351941712												
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.		ID picture taken within the last 6 months 3.5 cm x 4.5 cm (passport size) With full and handwritten name tag and signature over printed name Computer generated or photocopied picture is not acceptable PHOTO Right Thumbmark												
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i> Government Issued ID: GSIS ID/License/Passport No.: 000625887640 Date/Place of Issuance: 11/30/-0001 / Maasin City	Signature (Sign inside the box) 07/29/2025 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														