

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	Pagalan		
FIRST NAME	Pamela	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	N/A		
3. DATE OF BIRTH (mm/dd/yyyy)	01/19/1996	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Marikina, Metro Manila	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	Block 11 Lot 7 Murillo Street House/Block/Lot No. Street New Camella Homes Tambullid Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.58	ZIP CODE	6541
8. WEIGHT (kg)	47.00		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	House/Block/Lot No. Street St. Scholastica's Plains Dayhagan Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province
10. GSIS ID NO.	2006036109	ZIP CODE	6541
11. PAG-IBIG ID NO.	121167636089		
12. PHILHEALTH NO.	132507447744	19. TELEPHONE NO.	N/A
13. SSS NO.	0638096499	20. MOBILE NO.	926-368-0284
14. TIN NO.	333080033	21. E-MAIL ADDRESS (if any)	pamela.pagalan@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V02004		

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	PAGALAN			
FIRST NAME	DOMINGO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BATINO			
25. MOTHER'S MAIDEN NAME	RAQUEL LACANDULA PAGALAN			
SURNAME	PAGALAN			
FIRST NAME	RAQUEL			
MIDDLE NAME	PAGALAN		(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	N/A						
SECONDARY	St. Peter's College of Ormoc	High School	2008	2012		2012	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Leyte Normal University	Bachelor of Library and Information Science	2012	2016		2016	Cum Laude
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/06/2023
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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		
	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			
	2022 PLAI Congress and General Assembly: Working Together. Sustainability. Opportunity. Adaptability. Resiliency	11/22/2022	11/25/2022	26	Instruction	PHILIPPINE LIBRARIANS ASSOCIATION, INC. (PLAI)
	Libraries of Today: Resilience Amidst Crisis	08/31/2022	09/02/2022	24	Instruction	PLAI Eastern Visayas Region Librarians Council
	ISO 9001:2015 Awareness/ Re-awareness Seminar	08/30/2022	08/30/2022	2	Instruction	VSU Quality and Assurance Committee
	Assertive Oral and Written Communication Skills	08/24/2022	08/26/2022	24	Instruction	Personnel Officers Association of the Philippines, Inc. (POAP)
	Awareness Webinar on Data Privacy Act of 2012	04/07/2022	04/07/2022	2	Instruction	VSU Chief Legal Officer
	DOCUMENT DELIVERY SERVICE AND COPYRIGHT RISKS	03/18/2021	03/18/2021	2	Instruction	DLSU INTELLECTUAL PROPERTY OFFICE (DIPO) & DLSU INTELLECTUAL PROPERTY ADVOCATES (IPA)
	LIBRARIES AS CATALYST IN THE NEW NORMAL ENVIRONMENT: CHANGES. REFORMS. TRANSFORMATION.	11/24/2020	11/27/2020	24	Instruction	PHILIPPINE LIBRARIANS' ASSOCIATION, INC.
	IMPROVING LIBRARY SERVICES USING GOOGLE COLLABORATIVE TOOLS	11/20/2020	11/20/2020	2	Technical	DEPARTMENT OF SCIENCE AND TECHNOLOGY-SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (DOST-STII)
	GENDER SENSITIVITY AND AWARENESS FOR LIBRARIANS	11/10/2020	11/10/2020	2	Instruction	DEPARTMENT OF SCIENCE AND TECHNOLOGY-SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (DOST-STII)
	DO YOU WANT TO BUILD AN ARCHIVES? AN INTRODUCTION TO CORE ARCHIVAL FUNCTIONS	11/10/2020	11/10/2020	2	Technical	DEPARTMENT OF SCIENCE AND TECHNOLOGY-SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (DOST-STII)
	2020 FREEDOM OF INFORMATION (FOI) WEBINAR FOR LIBRARIANS	09/11/2020	09/11/2020	4	Instruction	PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
	LIBRARY PREPAREDNESS AND DEMANDS OF SERVICES DURING PANDEMIC	08/19/2020	08/19/2020	4	Managerial	CONSORTIUM OF THE SOUTH
	THE ROAD AHEAD: CHALLENGES AND RESPONSES OF LIBRARIES IN THE NEW NORMAL	08/04/2020	08/04/2020	4	Supervisory	BICOL UNIVERSITY LIBRARY SYSTEM
	PREPARED, NOT SCARED: LIBRARIES AMIDST COVID-19 PANDEMIC	07/20/2020	07/20/2020	4	Managerial	BPLAI
	LIBRARIANS TAKE OFF IN THE NEW NORMAL	06/30/2020	06/30/2020	4	Instruction	PLAI-CARLC
	RESPONDING TO THE NEW NORMAL ENVIRONMENT: KEEPING YOUR STAFF, PATRONS, & FACILITIES SAFE	06/26/2020	06/26/2020	4	Managerial	PLAI-NRLC
	INFOGRAPHICS & DATA PRIVACY ACT OF 2012	11/16/2019	11/17/2019	12	Instruction	LEYTE NORMAL UNIVERSITY

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		PLAI Eastern Visayas Region Librarians Council

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/06/2023
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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: Resignation _____												
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>Geraldine Baro</td><td>Baybay City</td><td>09324159573</td></tr><tr><td>Mariel L. Garrido</td><td>Tacloban City</td><td>09991057669</td></tr><tr><td>Rosalinda Oreo</td><td>Tacloban City</td><td>09075722065</td></tr></table>			NAME	ADDRESS	TEL. NO.	Geraldine Baro	Baybay City	09324159573	Mariel L. Garrido	Tacloban City	09991057669	Rosalinda Oreo	Tacloban City	09075722065
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Rosalinda Oreo	Tacloban City	09075722065												
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.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: PRC ID/License/Passport No.: 0007790 Date/Place of Issuance: 09/30/2016 / Ormoc City	Signature (Sign inside the box) 03/06/2023 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														