CS Form No. 212 Revised 2017

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. 1. CS ID No. (Do not fill up. For CSC use only Print legibly, Tick appropriate boxes () 📑 use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. PERSONAL INFORMATIO 2. SURNAME NAYRE NAME EXTENSION (JR., SR) FIRST NAME SHIRLEY TANO MIDDLE NAME 3. DATE OF BIRTH 16. CITIZENSHIP (mm/dd/yyyy) ✓ Filipino Dual Citizenship 9/19/62 by birth ✓ by naturalization Pls. indicate country: 4. PLACE OF BIRTH Hipusngo, Baybay, Leyte If holder of dual citizenship. please indicate the details. ✓ Female 5. SEX Male ✓ Single 17. RESIDENTIAL ADDRESS 0188 Married 6 CIVIL STATUS House/Block/Lot No Widowed Separated ZONE 5 GUADALUPE Other/s: Barangay **BAYBAY CITY** LEYTE 1.56 7. HEIGHT (m) City/Municipality 8 WEIGHT (kg) 60 kilos ZIP CODE 6521 18 PERMANENT ADDRESS 0188 "0" 9. BLOOD TYPE Street House/Block/Lot N ZONE 5 GUADALUPE 10. GSIS ID NO 620919002635 Subdivision/Villad Barangay **BAYBAY CITY** LEYTE 11. PAG-IBIG ID NO 0801 088287 09 City/Municipality 12. PHILHEALTH NO 13-000015747-4 ZIP CODE 6521 13 SSS NO N/A 19. TELEPHONE NO N/A 14. TIN NO 116-625-890 0965 924 2148 / 0968 259 8736 20. MOBILE NO V000635 15. AGENCY EMPLOYEE NO 21. E-MAIL ADDRESS (if any) shirley.nayre@vsu.edu.ph / shirleynayre@gmail.com **FAMILY BACKGROUND** 22. SPOUSE'S SURNAME N/A 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) N/A FIRST NAME N/A N/A MIDDLE NAME N/A OCCUPATION N/A EMPLOYER/BUSINESS NAME VISAYAS STATE UNIVERSITY BUSINESS ADDRESS VSU, ViSCA, Baybay City, Leyte TELEPHONE NO 1085 (VOIP) 24. FATHER'S SURNAME NAYRE NAME EXTENSION (JR., SR) FIRST NAME JOSE MIDDLE NAME GUITGUITIN 25. MOTHER'S MAIDEN NAME SURNAME JACA FRANCISCA FIRST NAME MIDDLE NAME TANO (Continue on separate sheet if necessary) SCHOLARSHIP HIGHEST LEVEL/ PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE YEAR ACADEMIC LEVEL UNITS EARNED (Write in full) (Write in full) GRADUATED HONORS (if not graduated) RECEIVED From То **ESQUINA ELEMENTARY SCHOOL** ELEMENTARY **ELEMENTARY CERTIFICATE** CERTIFICATE 1969 1975 1975 NONE **BAYBAY HIGH SCHOOL** SECONDARY HIGH SCHOOL DIPLOMA 1977 1981 CERTIFICATE 1981 NONE FRANCISCAN COLLEGE OF THE VOCATIONAL / 2 YRS SECRETARIAL COURSE DIPLOMA 1981 1983 1983 NONE TRADE COURSE IMMACULATE CONCEPTION FRANCISCAN COLLEGE OF THE COLLEGE BS COMMERCE 1986 1991 DIPLOMA 1991 NONE IMMACULATE CONCEPTION GRADUATE STUDIES N/A N/A N/A N/A N/A N/A (Continue on separate sheet if necessary) SIGNATURE Tay Du. 19, 2022 DATE

7. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE DATA ENCODER CONVERTED TO CS ELIGIBILITY DRIVER'S LICENCE N/A				EXAMINATION /		/ CONFERMENT		NUMBER 980 803 040	Date of Validity
			80.6	04/20/98	ORMOC & TACL	ORMOC & TACLOBAN CITY			
			N/A	N/A	N/A			H03-96-023193	N/A
		,	(Co	ntinue on separate sheet	if necessary)				
WORK EX	PERIENCE					Work Evno	rionca sheet		
INCLUSI	employment VE DATES dd/yyyy)	Start from your receiption POSITION (Write in full/Do no	TITLE	DEPARTMENT / AGE	e indicated in the attached ENCY / OFFICE / COMPANY //Do not abbreviate)	MONTHLY SALARY	GRADE (if applicable)& STEP (Format "00-0")/	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	То				O OTATE UNIVERSITY	14,125.10	SG-3	CASUAL	Y
	RESENT	Administrativ			AS STATE UNIVERSITY AS STATE UNIVERSITY	10,882.96	\$G-3	CASUAL	Y
	2/31/2016	Administrativ Administrativ		OVPREI, VISAYA	AS STATE UNIVERSITY	10,401.00	SG-3	CASUAL	Y
	2/31/1915	Administrativ		OVPREI, VISAYA	AS STATE UNIVERSITY	9,628.08	SG-3	CASUAL	Y
-	6/30/1913	Administrativ	ve Aide III		AS STATE UNIVERSITY	8,853.90	SG-3	CASUAL	<u>Y</u>
	2/31/2010	Administrativ			AS STATE UNIVERSITY AS STATE UNIVERSITY	8,079.94 7,307.08	SG-3	CASUAL	Y
/07/2008 n	na	Administrati			AS STATE UNIVERSITY	na	SG-3	CASUAL	Y
	na .	Administrati Administrati			AS STATE UNIVERSITY	6,039.00	SG-3	CASUAL	Υ
	06/30/2007	Administrati			E STATE UNIVERSITY	6,039.00	SG-3	CASUAL	Y
	12/31/2003	Administrati			E STATE UNIVERSITY	6,039.00	SG-3	CASUAL	Y
-	12/31/2002	Administrati	ve Aide III	ODREx, LEYT	E STATE UNIVERSITY	6,039.00	SG-3	CASUAL	Y
1/07/2001	12/31/2001	Administrati	ve Aide III	VISAYAS STATE C	OLLEGE OF AGRICULTURE	6,039.00	SG-3	CASUAL	Y
	06/30/2001	Administrat	ive Aide III		OLLEGE OF AGRICULTURE	5,751.02	SG-3	CASUAL	Y
1/01/1999	12/31/1999	Administrat	ive Aide III	VISAYAS STATE C	OLLEGE OF AGRICULTURE	5,228.08	SG-3	CASUAL	-
01/01/1997	12/31/1998	Cler	k 1		COLLEGE OF AGRICULTURE	5,228.08 4,955.94	SG-3	CASUAL	Y
01/01/1996	12/31/1996	Cler	·k 1		COLLEGE OF AGRICULTURE	-		CASUAL	Y
01/01/1995	12/31/1995	Cler	·k 1		COLLEGE OF AGRICULTURE	3,956.04	-		Y
01/01/1994	12/31/1994	Cle	rk 1	VISAYAS STATE (COLLEGE OF AGRICULTURE	2,955.82	SG-3	CASUAL	+
01/07/1989	12/31/1993	Cle	rk 1	VISAYAS STATE (COLLEGE OF AGRICULTURE	2,156.00	na	CASUAL	Y
01/01/1989	06/30/1989	Clerica	al Aide	VISAYAS STATE	COLLEGE OF AGRICULTURE	32.85/day	na	CASUAL	Y
12/14/1987	12/31/1998	Clerk	Aide	VISAYAS STATE	COLLEGE OF AGRICULTURE	32.85/day	na	CASUAL	Y
01/03/1987	12/31/1987	Clerk	Aide	VISAYAS STATE	COLLEGE OF AGRICULTURE	22.90/day	na	CASUAL)
			Aide	VISAYAS STATE	COLLEGE OF AGRICULTURE	19.90/day	na	CASUAL	
01/07/1986	02/28/1987		Aide		COLLEGE OF AGRICULTURE		na	CASUAL	\
03/12/1986	06/30/1986		oorer		COLLEGE OF AGRICULTURE	+	Proj. Base	ed Contractua	,
01/01/1985	09/30/1985		oorer		COLLEGE OF AGRICULTURE	-	Proj. Base	ed Contractua	
01/05/1984	12/31/1984		oorer		COLLEGE OF AGRICULTUR	-	Proj. Base	ed Contractua	ı
01/01/1984	04/30/1984		borer		COLLEGE OF AGRICULTUR		y Proj. Bas	ed Contractua	ı
0.410=11000	12/31/1983	La		(Continue on separate si	heet if necessary)	1	1) /: 1:	9 2 42 2 4	
04/05/1983	IATURE		whorn	(DATE		DM. 10	CS FORM 212 (Revise	

W 70 TURADY WOOV OR HIVOLUTEUR	***************************************						
W. VOLUNTARY WORK OR INVOLVEME				ORGANIZATI	ON/S		
	NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy) From To			POSITION / NATURE OF WORK	
HOLY SPIRIT PARISH, VSU (Pre-Jordan)	2ND	4TH	1 hr		Lecturer		
HOLY SPIRIT PARISH, VSU (COW)	Monday Sunday		1 hr	Vice-Chair			
/II. LEARNING AND DEVELOPMENT (Le	&D) INTERVENTIONS/TRAINING		TTENDED		nagerial positions)		
30. TITLE OF LEARNING AND DEVELOPMENT (Write in	INTERVENTIONS/TRAINING PROGRAMS	INCLUSIV	E DATES OF NDANCE dd/yyyy)	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
Vebinar Presentation on "Document Tracking Sys	tem"	Nov. 13, 2020	Nov. 13, 2020	3 hrs	Supervisory	Human Resource Information System	
Reorientation Among Dept./Office Secretaries		Nov. 15, 2016	Nov. 15, 2016	4 hrs	Technical	Human Resource Management Development Office	
rocurement Planning Workshop		Sept. 13, 2016	Sept. 13, 2016	4 hrs	Technical	SPPMO & ODHRD	
Prientation on RA 9184 Procurement Law		Sept. 8, 2016	Sept. 8, 2016	4 hrs	Supervisory	Office of the Director for Administration and Hum Resource Developemnt (ODHRD)	
resentation on Anti Red Tape Account (ARTA) W		Sept. 1, 2016	Sept. 1, 2016	4 hrs	Supervisory	Office of the Director for Administration and Hum Resource Developemnt (ODHRD)	
60 9001-2008 & Writeshop Among Clerk and Secr lanning-Workshop: On the Preparation and Proc		Sept. 21, 2015	Sept. 21, 2015	4 hrs	Technical	Office of the Director for Administration and Hun Resource Developemnt (ODHRD)	
rocurement orum on Anti-Red Tape Law & CSC Policy on Cas		May 27, 2015	May 27, 2015	6 hrs	Technical	Supply Procurement & Property Mgt. Office Office of the Director for Administration and Hun	
		Sept. 24, 2012	Sept. 24, 2012	4 hrs	Supervisory	Resource Developemnt (ODHRD)	
	(Coi	ntinue on separate	sheet if necessary,				
III. OTHER INFORMATION							
31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)					33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
Computer Literate (Basic) Driving (Motorcycle)		30 years of Continuous and Dedicated Service to Visayas State University 29 years of Patronizing Visayas State					
		Loyalty Award Loyalty Award				University Credit Cooperative (VSUCC 12 years of Serving the Guadalupe Catho Choir Ensemble (Guadalupe) 22 years of Serving the Holy Spirit Parisl the Commission on Worship (COW)	
	(Cor	ntinue on separate s	heet if necessary)				
SIGNATURE	Maria	11		DA	TE	DM. 19 2022	

34.	Are you related by consanguinity or affinity to the appointing of chief of bureau or office or to the person who has immediate sureau or Department where you will be apppointed,					
	a. within the third degree?	YES	NO			
	b. within the fourth degree (for Local Government Unit - Caree	er Employees)?	YES	NO		
		If YES, give details:				
35.	a. Have you ever been found guilty of any administrative offer	nse?	YES	NO		
			If YES, give details:			
			. 0			
				7 .:-		
	b. Have you been criminally charged before any court?			✓ NO		
			If YES, give details: Date Filed:			
			Status of Case/s:	-		
	Have been assisted at any arms or violation of any	Janu dagga andinanaa ar ragulatian				
36.	Have you ever been convicted of any crime or violation of any by any court or tribunal?		✓ NO			
	by any court of indunary	If YES, give details:				
37.	Have you ever been separated from the service in any of the		YES	✓ NO		
	retirement, dropped from the rolls, dismissal, termination, end	If YES, give details:				
	out (abolition) in the public or private sector?					
38.	a. Have you ever been a candidate in a national or local elect	ion held within the last year (except	YES	✓ NO		
	Barangay election)?		If YES, give details	:		
	b. Have you resigned from the government service during the	three (3)-month period before the last	YES	✓ NO		
	election to promote/actively campaign for a national or local c		If YES, give details			
39	Have you acquired the status of an immigrant or permanent re	esident of another country?	□ vcc	[] NO		
00.	, , , , , , , , , , , , , , , , , , , ,		YES If YES, give details	✓ NO		
			ii i Lo, give details	(oouridy).		
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magr					
	7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), p	please answer the following items:				
a.	Are you a member of any indigenous group?		YES Places appoint	✓ NO		
h	Are you a person with disability?		If YES, please specify:			
b.	Are you a person with disability?		☐ YES If YES, please specify	ID No. ✓ NO		
C.	Are you a solo parent?		YES	✓ NO		
	, iio jou a colo paronti		If YES, please specify			
41.	REFERENCES (Person not related by consanguinity or affinity to applicant /	appointee)				
	NAME	ADDRESS	TEL. NO.			
	Prof. Poss Opholic D. Volenda	OVEREL VIEW VIEWA	9613 280 848	1	picture taken within he last 6 months	
	Prof. Rosa Ophelia D. Velarde Dr. Maria Hazel I. Bellezas	OVPREI, VSU, VISCA	0933 539 0460		4.5 cm. X 3.5 cm (passport size)	
		DOE, VSU, VISCA			omputer generated	
	Dr. Milagros C. Bales	DAEEx, VSU, VISCA	0942 451 4524		photocopied picture is not acceptable	
42.	I declare under oath that I have personally accomplished					
	complete statement pursuant to the provisions of pertiner					
	Philippines. I authorize the agency head/authorized repres I agree that any misrepresentation made in this docu				PHOTO	
The second	administrative/criminal case/s against me.	ment and its attachments shall caus	se the filling of			
_	22					
0	Sovernment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)				addin *	
	PLEASE INDICATE ID Number and Date of Issuance			Alle		
G	Sovernment Issued ID: PHILIPPINE PASSPORT	Show				
	D/License/Passport No.: P 6245355A	Signature (Sign inside the b		7/4		
F		oox)				
	Date/Place of Issuance: March 2, 2018 / Tacloban City			Right Thumbmark		
F	SUBSCRIBED AND SWORN to before me this	affiant exhibi	ting his/her validly issued	government ID	as indicated above.	
	GODOGIANDED AND ON OTHE TO BEIDIE THE THIS	, amant exhibit		J 3		
		1 Pour				
		ATTY RYSAY C. GUINOCOR				
	<u> </u>	Person Administering Oa	th			
		1 Groot Administering Od				
				CS	ORM 212 (Revised 2017). Page 4 of	

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

Sample: If applying to Supervising Administrative Officer

- Duration: January 1, 2020 present
- · Position: Administrative Aide III
- Name of Office/Unit: OVPREI-Extension
- Immediate Supervisor: Dr. Antonio P. Abamo
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Received, recorded and released all official documents to and going out from the extension unit/office.
 - Typed vouchers, payrolls, PRs, PPMPs, RIS, Trip Tickets, Application for Leaves, DTRs, Travel Orders, Reimbursements/Replenishments, Appointments, OICships, attendance sheets, mailing envelopes, RATA, and other documents related to extension unit/office.
 - Prepared and sent communications/notice of meetings to different depts./centers and handed in and mailed letter of invitations to LGUs, POs during VSU Anniversary/Farmers and Fisherfolks' Day.
 - Filed official extension documents.
 - Assisted the technical staff in the performance of their functions on tasks related to her/his functions.
 - Facilitated trainings, in-house reviews, agri-fairs/exhibits and other related RDE activities.
 - Performed other tasks assigned e.g. photocopying and collating of official documents.
 - Acted as Co-chairman in the Anniversary Thanksgiving Mass.
 - Acted as Chairman in the Baccalaureate Mass.
 - Checked/reconciled balances of extension budget at the end of the 2nd & 3rd quarter of the year.
 - Performed other tasks assigned by the supervisor.

Summary of Actual Duties

 Responsible in performing administrative works e.g., receives and releases official documents, types/prepares/files official forms/documents such as communications/notices, travel orders, trip tickets, PRs, RATAs, RIS, leaves, envelopes, appointments, RATA, DTRs etc., assists/facilitates technical works and acts/performs other tasks related to extension unit/office.

SMILEY T. NAYLE