

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.

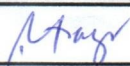
Print legibly. Tick appropriate boxes ( ) ☐ use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION			
2. SURNAME	NAYRE		
FIRST NAME	SHIRLEY	NAME EXTENSION (JR., SR)	
MIDDLE NAME	TANO		
3. DATE OF BIRTH (mm/dd/yyyy)	9/19/62	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input checked="" type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Hipusngo, Baybay, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	<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	0188 House/Block/Lot No. Street ZONE 5 GUADALUPE Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.56"	18. PERMANENT ADDRESS	0188 House/Block/Lot No. Street ZONE 5 GUADALUPE Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	60 kilos	19. TELEPHONE NO.	N/A
9. BLOOD TYPE	"O"	20. MOBILE NO.	0965 924 2148 / 0968 259 8736
10. GSIS ID NO.	620919002635	21. E-MAIL ADDRESS (if any)	shirley.nayre@vsu.edu.ph / shirleynayre@gmail.com
11. PAG-IBIG ID NO.	0801 088287 09		
12. PHILHEALTH NO.	13-000015747-4		
13. SSS NO.	N/A		
14. TIN NO.	116-625-890		
15. AGENCY EMPLOYEE NO.	V000635		

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
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			
FIRST NAME	JOSE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	GUITGUITIN			
25. MOTHER'S MAIDEN NAME				
SURNAME	JACA			
FIRST NAME	FRANCISCA			
MIDDLE NAME	TANO		(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	ESQUINA ELEMENTARY SCHOOL	ELEMENTARY CERTIFICATE	1969	1975	CERTIFICATE	1975	NONE
SECONDARY	BAYBAY HIGH SCHOOL	HIGH SCHOOL DIPLOMA	1977	1981	CERTIFICATE	1981	NONE
VOCATIONAL / TRADE COURSE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	2 YRS SECRETARIAL COURSE	1981	1983	DIPLOMA	1983	NONE
COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	BS COMMERCE	1986	1991	DIPLOMA	1991	NONE
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	Dec. 19, 2022

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
DATA ENCODER CONVERTED TO CS ELIGIBILITY	80.6	04/20/98	ORMOC & TACLOBAN CITY	980 803 040 258	N/A
DRIVER'S LICENCE	N/A	N/A	N/A	H03-96-023193	N/A

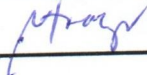
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V. WORK EXPERIENCE

(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						
01/01/2017	PRESENT	Administrative Aide III	OVPREI, VISAYAS STATE UNIVERSITY	14,125.10	SG-3	CASUAL	Y
01/01/2016	12/31/2016	Administrative Aide III	OVPREI, VISAYAS STATE UNIVERSITY	10,882.96	SG-3	CASUAL	Y
01/01/2014	12/31/1915	Administrative Aide III	OVPREI, VISAYAS STATE UNIVERSITY	10,401.00	SG-3	CASUAL	Y
01/07/1913	12/31/1913	Administrative Aide III	OVPREI, VISAYAS STATE UNIVERSITY	9,628.08	SG-3	CASUAL	Y
01/01/2011	06/30/1913	Administrative Aide III	OVPREI, VISAYAS STATE UNIVERSITY	8,853.90	SG-3	CASUAL	Y
01/01/2010	12/31/2010	Administrative Aide III	OVPREI, VISAYAS STATE UNIVERSITY	8,079.94	SG-3	CASUAL	Y
01/07/2008	na	Administrative Aide III	OVPREI, VISAYAS STATE UNIVERSITY	7,307.08	SG-3	CASUAL	Y
01/07/2007	na	Administrative Aide III	OVPREI, VISAYAS STATE UNIVERSITY	na	SG-3	CASUAL	Y
01/03/2004	06/30/2007	Administrative Aide III	OVPREI, VISAYAS STATE UNIVERSITY	6,039.00	SG-3	CASUAL	Y
01/01/2004	02/29/2004	Administrative Aide III	ODREx, LEYTE STATE UNIVERSITY	6,039.00	SG-3	CASUAL	Y
01/01/2003	12/31/2003	Administrative Aide III	ODREx, LEYTE STATE UNIVERSITY	6,039.00	SG-3	CASUAL	Y
01/01/2002	12/31/2002	Administrative Aide III	ODREx, LEYTE STATE UNIVERSITY	6,039.00	SG-3	CASUAL	Y
01/07/2001	12/31/2001	Administrative Aide III	VISAYAS STATE COLLEGE OF AGRICULTURE	6,039.00	SG-3	CASUAL	Y
01/01/2000	06/30/2001	Administrative Aide III	VISAYAS STATE COLLEGE OF AGRICULTURE	5,751.02	SG-3	CASUAL	Y
01/01/1999	12/31/1999	Administrative Aide III	VISAYAS STATE COLLEGE OF AGRICULTURE	5,228.08	SG-3	CASUAL	Y
01/01/1997	12/31/1998	Clerk 1	VISAYAS STATE COLLEGE OF AGRICULTURE	5,228.08	SG-3	CASUAL	Y
01/01/1996	12/31/1996	Clerk 1	VISAYAS STATE COLLEGE OF AGRICULTURE	4,955.94	SG-3	CASUAL	Y
01/01/1995	12/31/1995	Clerk 1	VISAYAS STATE COLLEGE OF AGRICULTURE	3,956.04	SG-3	CASUAL	Y
01/01/1994	12/31/1994	Clerk 1	VISAYAS STATE COLLEGE OF AGRICULTURE	2,955.82	SG-3	CASUAL	Y
01/07/1989	12/31/1993	Clerk 1	VISAYAS STATE COLLEGE OF AGRICULTURE	2,156.00	na	CASUAL	Y
01/01/1989	06/30/1989	Clerical 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	Y
01/07/1986	02/28/1987	Clerk Aide	VISAYAS STATE COLLEGE OF AGRICULTURE	19.90/day	na	CASUAL	Y
03/12/1986	06/30/1986	Clerk Aide	VISAYAS STATE COLLEGE OF AGRICULTURE	18.10/day	na	CASUAL	Y
01/01/1985	09/30/1985	Laborer	VISAYAS STATE COLLEGE OF AGRICULTURE	20.55/day	Proj. Based	Contractual	Y
01/05/1984	12/31/1984	Laborer	VISAYAS STATE COLLEGE OF AGRICULTURE	18.70/day	Proj. Based	Contractual	Y
01/01/1984	04/30/1984	Laborer	VISAYAS STATE COLLEGE OF AGRICULTURE	17.00/day	Proj. Based	Contractual	Y
04/05/1983	12/31/1983	Laborer	VISAYAS STATE COLLEGE OF AGRICULTURE	17.00/day	Proj. Based	Contractual	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Dec. 19, 2022
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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		
	HOLY SPIRIT PARISH, VSU (Pre-Jordan)	2ND	4TH	1 hr	Lecturer
	HOLY SPIRIT PARISH, VSU (COW)	Monday	Sunday	1 hr	Vice-Chair

(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)

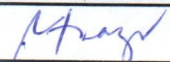
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Webinar Presentation on "Document Tracking System"	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
	Procurement Planning Workshop	Sept. 13, 2016	Sept. 13, 2016	4 hrs	Technical	SPPMO & ODHRD
	Orientation on RA 9184 Procurement Law	Sept. 8, 2016	Sept. 8, 2016	4 hrs	Supervisory	Office of the Director for Administration and Human Resource Developemnt (ODHRD)
	Presentation on Anti Red Tape Account (ARTA) Watch and Customer Service	Sept. 1, 2016	Sept. 1, 2016	4 hrs	Supervisory	Office of the Director for Administration and Human Resource Developemnt (ODHRD)
	ISO 9001-2008 & Writeshop Among Clerk and Secretaries	Sept. 21, 2015	Sept. 21, 2015	4 hrs	Technical	Office of the Director for Administration and Human Resource Developemnt (ODHRD)
	Planning-Workshop: On the Preparation and Processing of Documents Relative to Procurement	May 27, 2015	May 27, 2015	6 hrs	Technical	Supply Procurement & Property Mgt. Office
	Forum on Anti-Red Tape Law & CSC Policy on Cash Advances	Sept. 24, 2012	Sept. 24, 2012	4 hrs	Supervisory	Office of the Director for Administration and Human Resource Developemnt (ODHRD)

(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)
	Computer Literate (Basic)		Loyalty Service Award		30 years of Continuous and Dedicated Service to Visayas State University
	Driving (Motorcycle)		Loyalty Award		29 years of Patronizing Visayas State University Credit Cooperative (VSUCC)
			Loyalty Award		12 years of Serving the Guadalupe Catholic Choir Ensemble (Guadalupe)
					22 years of Serving the Holy Spirit Parish in the Commission on Worship (COW)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Dec. 19, 2022
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## 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 2<sup>nd</sup> & 3<sup>rd</sup> 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.

*Handwritten signature:*  
JIMMY T. NAYNE  
KA 11