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WARNING: Any misrepresenta concerned.	ation made in the Personal Data Sheet and the	Work Experience Sheet sha	all cause the fi		s against the person	
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	s ( ) and use separate sheet if necessary. Indicate			1. CS ID No.	(Do not fill up. For CSC use only)	
I. PERSONAL INFORMATION	ON					
2. SURNAME	MANAPSAL					
FIRST NAME	SHAIRA			N/A		
MIDDLE NAME	BALLICUD					
3. DATE OF BIRTH						
(mm/dd/yyyy)	3/3/1998	16. CITIZENSHIP		Filipino Dual Citizen	Dual Citizenship	
				✓ by birth	by birth by naturalization	
4. PLACE OF BIRTH	Catarman, Northern Samar	If holder of dual citize	enship,	Pls. indica	ate country:	
		- places indicate the	dataila			
5. SEX	☐ Male ✓ Female	please indicate the o	Jetails.	Philippines		
6 CIVIL STATUS	✓ Single	17. RESIDENTIAL ADDRESS		N/A	N/A	
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13. SSS NO.	06-4497287-9	19. TELEPHONE NO.	N/A			
14. TIN NO.	607-973-190-00000	20, MOBILE NO.			11/2019 (2/12/2019	
15. AGENCY EMPLOYEE NO.	in process	21. E-MAIL ADDRESS (if any)	manapsalshaira@gmail.com		nail.com	
II. FAMILY BACKGROUND						
22. SPOUSE'S SURNAME	N/A		23. NAME of C	HILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)	
		NAME EXTENSION (JR., SR)		N KYLE MANAPSAL AYENSA	and the same for the same of t	
FIRST NAME	N/A		301	N KTLE WANAFSAL ATENSA	08/14/2018	
MIDDLE NAME	N/A		-			
OCCUPATION	N/A					
EMPLOYER/BUSINESS NAME	N/A					
BUSINESS ADDRESS	N/A					
TELEPHONE NO.	N/A	√A				
24. FATHER'S SURNAME	MANAPSAL					
FIRST NAME	CIELITO	N/A				
MIDDLE NAME	BISNAR					
25. MOTHER'S MAIDEN NAME	JOSEFINA EVA BAI	LICUD				
SURNAME	MANAPSAL					
FIRST NAME	JOSEFINA					
MIDDLE NAME	BALLICUD	and the second s		(Continue on separate sheet if	necessary)	

SCHOLARSHIP/ ACADEMIC HONORS HIGHEST LEVEL 26. PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE YEAR LEVEL UNITS EARNED GRADUATED (Write in full) (Write in full) (if not graduated) RECEIVED From To SPECIAL INOPACAN CENTRAL SCHOOL ELEMENTARY **Primary Education** N/A 2010 1/6/2004 1/5/2010 HONORS 1ST SECONDARY TINAGO NATIONAL HIGH SCHOOL Secondary Education 1/6/2010 1/5/2014 N/A 2014 HONORABLE VOCATIONAL / N/A N/A N/A N/A N/A N/A N/A TRADE COURSE BACHELOR OF SCIENCE IN BIOTECHNOLOGY COLLEGE VISAYAS STATE UNIVERSITY 1/6/2014 6/15/2019 N/A 2019 N/A (MAJOR IN PLANT BIOTECHNOLOGY) GRADUATE STUDIES VISAYAS STATE UNIVERSITY MS IN PLANT PATHOLOGY 06/17/2020 02/26/2021 9 units NA N/A hm hamapral SIGNATURE DATE June 20, 2023

CS FORM 212 (Revised 2017), Page 1 of 4

IV. CIVIL	SERVICE ELIGIE	BILITY						4	
27. CAF	REER SERVICE/ RA 108 SPECIAL LAWS	80 (BOARD/ BAR) UNDER	RATING	DATE OF EXAMINATION /	PLACE OF EXAMINAT	TION / CONFER	MENT	LICENSE (if a	
E		Y / DRIVER'S LICENSE	(If Applicable)	CONFERMENT	PLACE OF EXAMINATION / CONFERMENT			NUMBER	Date of, Validity
Caree	r Service Professi	onal Examination	80.65	June 19, 2022	Ormoc C	ity, Leyte	2 24 13 074	N/A	N/A
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V. WORK	EXPERIENCE		(Con	itinue on separate sheet h	f necessary)				
Shirts Washington		Start from your recent	twork) Description	of duties should be	indicated in the attached	Work Exper	salaryi Jobi Pay		
	CLUSIVE DATES (mm/dd/yyyy)	POSITION T (Write in full/Do not		DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)		MONTHLY SALARY	GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
5/7/2021	9/11/2023	Job Order-	Clerk	Southern Ley	e State University	11,900.00	N/A	Job Order	Υ
12/8/2022	12/16/2022	Part-time Fa		Institute of Arts and	Sciences, Southern Leyte	12,852.00	N/A	Contractual	Y
3/2/2020	06/30/2021	Consortium Se	CAR C. CARA	Visayas-Mindanao	University  Consortium of Journal	11,900.00	N/A	Contractual	N
9/10/2020	02/19/2021	Part-time Fa	aculty	Publication, Inc., Southern Leyte State Institute of Arts and Sciences, Southern Leyte		12,852.00	N/A	Contractual	Υ
8/11/2019	12/12/2019	Student Ass		State University  Department of Biotechnology, Visayas State		2,000.00	N/A	Contractual	Υ
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SIG	NATURE		inframapia	ntinue on separate sheet	DATE		June	20, 2023	
313	MICHE			_					

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT			PRGANIZATIO	N/S	
29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIV (mm/di		NUMBER OF HOURS	POSITION / NATURE OF WORK	
Southern Leyte State U Emergency Response Volunteer Corps	July 16, 2022	Present	N/A		Member
(Con II. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PI	ntinue on separate : ROGRAMS AT				
tart from the most recent L&D/training program and include only the relevant L&D/training taken for t	he last five (5) years	s for Division Chie	/Executive Manay	erial positions)	
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	То		Participant	Visayas State University
Youth and Environmental Awareness Forum  cronutrients in Soil for Increased Yield and Improved Nutritional Quality of Sweet Potato		29-Aug-17		Participant	Visayas State University
and Purple Yam by Dr. Edgardo E. Tulin	20-Mar-18	20-Mar-18		Participant	College of Arts and Sciences, Visayas State
CAS Job-Seeking Seminar  Training on the Application Management of Learning Management System	4-Jun-19	4-Jun-19		Participant,	University  Southern Leyte State University
	3-Jun-20	4-Jun-20		Facilitator	
Hand Sanitizer Production  Indanao-Wide Webinar on Omics Research with theme Moving Past Pandemics: Omics	27-Jul-20	27-Jul-20	8.0	Participant Participant	Department of Science and Technology
in Agriculture	9-Oct-20	9-Oct-20	8.0	Participant	Philippine Genome Center Mindanao
Enviotech Forum: Promoting Biotechnologies for a Healthy Environment	25-Nov-20	25-Nov-20	8.0		Department of Environment and Natural Resour
Webinar Training on the Fundamentals of Data Analytics in Collaborative Research	10-Dec-20	10-Dec-20	8.0	Participant	Philippine-California Advances Research Institu
4 <sup>th</sup> International STEAM Research Congress  (ebinar on "Empowering Support Staff In The New Normal: A Professional and Personal	3-Feb-21	5-Feb-21		Participant	Eastern Visayas State University
Enhancement Series"  1st International Webinar Series with the theme "Biotechnology: Breaking Scientific	17-Aug-21	27-Oct-21	40.0	Participant	Southern Leyte State University  Department of Biotechnology, College of Arts a
Limitations"  "History of Ferminism" during the Women's Month Celebration with the	21-Jul-21	23-Jul-21	24.0	Participant	Sciences, Visayas State University
theme "We Make CHANGE Work for Women" with the sib-theme of "Agenda ng Kababaihan, Tungo sa Kaunlaran"	25-Mar-22	25-Mar-22	8.0	Participant	Southern Leyte State University
Faculty Manual Revision Workshop		20-May-22	16.0	Participant, Facilitator	Southern Leyte State University
raining on Community-based Disaster Risk Reduction and Management (CBDRRM) for Volunteers	13-Jul-22	15-Jul-22	24.0	Participant	Southern Leyte State University
Emergency Response Training Course: Advanced First aid For SLSU-Emergency Response Volunteer (SLSU-SERVE) Corps		19-Aug-22	32.0	Participant	Southern Leyte State University, PDDRMO
Target Setting Workshop for July-December 2022		15-Sep-22	8.0	Facilitator	09754989970
4th Quarter Nationwide Simultaneous Earthquake Drill	10-Nov-22	10-Nov-22	8.0	Facilitator	Southern Leyte State University
7th National Fisheries Blotechnology Symposium (NFBS)	23-Nov-22	24-Nov-22	16.0	Participant	Department of Agriculture
Social Responsibility and Personality Development of Employees	9-Dec-22	9-Dec-22	8.0	Participant	Southern Leyte State University
FOI Orientation and eFOI Portal Training In-house Training on Republic Act No. 9184, a.k.a Government Reform Act (GPRA) and	21-Feb-23	21-Feb-23	8.0	Participant	Southern Leyte State University, Freedom of Information Office
Latest Updates on its Implementing Rules and Regulations	15-Mar-23	17-Mar-23	24.0	Participant	Southern Leyte State University
Efficient Techniques in taking Minutes of the Meeting and Policy Memo	15-Jun-23	15-Jun-23	8.0	Participant	Southern Leyte State University
Japanese Language and Culture	6-Jul-23	5-Jul-23	9.0	Participant	Southern Leyte State University
III. OTHER INFORMATION					
31. SPECIAL SKILLS and HOBBIES 32. NON	-ACADEMIC DISTIN (Write	ICTIONS / RECOGN	NITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Interpersonal Skills	Athlete of t	he Year			Visayas State University Alumni Association
Critical Thinking					Southern Leyte State U Emergency Respon
Teamwork Skill					Volunteer Corps
Art and Creativity					
Sport					
	tinue on separate	THE REAL PROPERTY AND PERSONS ASSESSED.			
SIGNATURE	agrial		Di	ATE	June 20, 2023

	chief of bureau or office or to the person who has immediate Bureau or Department where you will be apppointed, a. within the third degree?	☐ YES ☑ NO			
	b. within the fourth degree (for Local Government Unit - Care	☐ YES ☑ NO If YES, give details:			
35.	a. Have you ever been found guilty of any administrative offe	☐ YES ☑ NO If YES, give details:			
	b. Have you been criminally charged before any court?	☐ YES ☑ NO  If YES, give details:  Date Filed:  Status of Case/s:			
36.	Have you ever been convicted of any crime or violation of an any court or tribunal?	☐ YES ☑ NO If YES, give details:			
37.	Have you ever been separated from the service in any of the dropped from the rolls, dismissal, termination, end of term, fi 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 electron Barangay election)?	☐ YES ☑ NO If YES, give details: ##			
	b. Have you resigned from the government service during the election to promote/actively campaign for a national or local	☐ YES  If YES, give details:	☑ NO		
39.	Have you acquired the status of an immigrant or permanent	☐ YES ☑ NO If YES, give details (country):			
a. b. c.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag and (c) Solo Parents Welfare Act of 2000 (RA 8972), please Are you a member of any indigenous group?  Are you a person with disability?  Are you a solo parent?	☐ YES If YES, please specify: ☐ YES If YES, please specify ID ☑ YES If YES, please specify ID	□ NO		
41.	REFERENCES (Person not related by consanguinity or affinity to applicant	/appointee)			
	NAME	ADDRESS	TEL. NO.		
_	ANNABELLE M. HUFALAR	RIZAL, SOGOD, SO. LEYTE	9452309230		
_	JOHN PAUL M. GAPASIN	SAN MIGUEL, SOGOD, SO. LEYTE	9171448368		
42	MARK DONALD S. OJA	SOGOD, SO. LEYTE	9176228206		
72.	I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertine Philippines. I authorize the agency head/authorized represer agree that any misrepresentation made in this docur administrative/criminal case/s against me.	ent laws, rules and regulations of the ntative to verify/validate the contents state	Republic of the ed herein.	SHAIRA B MANAPSAL	
PI	overnment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)  LEASE INDICATE ID Number and Date of Issuance	Shur hem ap	al l		
1	overnment Issued ID: Philippine National ID	Supply of the state of the stat			
ID/License/Passport No.: 7389-6408-1697-4271  Signature (Sign inside the bo			ox)		
Da	ate/Place of Issuance: 03 November 2021	Date Accomplished		Right Thumbmark	
	SUBSCRIBED AND SWORN to before me this	SEP 2023 , affiant exhib	iting his/her validly issued go	evernment ID as indicated above.	
		ATTY, RYSAN / GUINOCOR			
		Person Administering Oath			

## **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.
- Duration: March 1, 2023 September 11, 2023
- Position: Job Order Clerk
- Name of Office/Unit: Guidance and Counseling Office
- Immediate Supervisor: Nenita V. Flores, MAEd, RGC
- Name of Agency/Organization and Location: Southern Leyte State University-Main Campus, Sogod, Southern Leyte
  - List of Accomplishments and Contributions (if any)
    - Received, disseminated, and filed the communications received;
    - o Prepared monthly, quarterly, bi-annual and annual Client Satisfaction Survey Result;
    - Encoded Academic Affairs related documents:
    - Prepared and processed Purchase Requests and RIS for office supplies and other
    - o supplies reflected on the office' PPMP;
    - Prepared travel claims, purchase requests, cash advances, and liquidation reports of the Guidance Counselor;
    - Assisted in the documentation of student-related activities;
    - Assisted in making all the preparation such as activity proposals for the conduct of activities spearheaded by the office;
    - Submitted monthly report.
  - Summary of Actual Duties
    - Responsible in performing administrative and technical tasks in support to the Office of the Guidance and Counseling.
- Duration: January 5, 2022 February 28, 2023
- Position: Job Order Clerk
- Name of Office/Unit: Office of the Vice- President for Academic Affairs
- Immediate Supervisor: Annabelle M. Hufalar, DevEdD
- Name of Agency/Organization and Location: Southern Leyte State University-Main Campus, Sogod, Southern Leyte
  - List of Accomplishments and Contributions (if any)
    - Received, disseminated, and filed the communications received;
    - Received payment for the alumni ID and membership fee;
    - Prepared VPAA memorandum orders and disseminated them to the concerned personnel;
    - Prepared recommendation and endorsement letters;
    - Encoded Academic Affairs related documents;
    - Prepared the attachments of the VPAA's daily time record and submit to the Office of Human Resources.
    - Facilitated in the preparation of the VPAA's OPCR and IPCR:
    - Prepared and processed Purchase Requests and RIS for office supplies and other
    - o supplies reflected on the office' PPMP;

- Prepared travel claims, purchase requests, cash advances, and liquidation reports of SAS staff and Vice-President;
- Prepared the quarterly accomplishment report for the office of the Vice-President for Academic Affairs:
- Assisted in the documentation of Academic Affairs activities;
- Assisted in making all the preparation such as activity proposals for the conduct of activities spearheaded by the office;
- Submitted monthly accomplishment report.

## Summary of Actual Duties

- Responsible in performing administrative and technical tasks in support to the Office of the Vice-President of Academic Affairs.
- Duration: July 26, 2021 December 29, 2021
- Position: Job Order Clerk
- Name of Office/Unit: Office of the Vice- President for Students and Auxiliary Services
- Immediate Supervisor: Annabelle M. Hufalar, DevEdD
- Name of Agency/Organization and Location: Southern Leyte State University-Main Campus, Sogod, Southern Leyte
  - List of Accomplishments and Contributions (if any)
    - o Received, disseminated, and filed the communications received;
    - Received payment for the alumni ID and membership fee;
    - Prepared VPSAS memorandum orders and disseminated them to the concerned personnel;
    - Encoded Students and Auxiliary Services related documents;
    - Prepared the attachments of the VPSAS' daily time record and submit to the Office of Human Resources;
    - Facilitated in the preparation of the VPSAS' OPCR and IPCR;
    - o Prepared and processed Purchase Requests and RIS for office supplies and other
    - o supplies reflected on the office' PPMP;
    - Prepared travel claims, purchase requests, cash advances, and liquidation reports of SAS staff and Vice-President;
    - Prepared the quarterly accomplishment report for the office of the Vice-President for Student and Auxiliary Services;
    - Prepared the annual PPMP of the VPSAS Office, and consolidate the PPMPs under the VPSAS Office;
    - Assisted in the documentation of SAS activities;
    - Assisted in making all the preparation such as activity proposals for the conduct of activities spearheaded by the office;
    - Prepared a tool for the Vaccination Survey of the SLSU's faculty and students and weekly submit the consolidated data to the Office of the President and CHED Office;
    - Submitted monthly accomplishment reports.

## Summary of Actual Duties

- Responsible in performing administrative and technical tasks in support to the Office of the Vice-President for Student and Auxiliary Services.
- Duration: October 9,2020 February 19, 2021
- Position: Part-Time Faculty

- Name of Office/Unit: Institute of Arts and Sciences
- Immediate Supervisor: Mark Donald S. Oja, MS
- Name of Agency/Organization and Location: Southern Leyte State University-Main Campus, Sogod, Southern Leyte
  - List of Accomplishments and Contributions (if any)
    - Prepared course syllabus, course map, class record, and other academic-related documents;
    - o Prepared information materials, questionnaires, and table of specifications;
    - Conducted face-to-face and virtual classes.
  - Summary of Actual Duties
    - Responsible in providing high-quality education and facilitate the learning process for students at the college level.
- Duration: October 9,2020 February 19, 2021
- Position: Consortium Secretariat
- Name of Office/Unit: Visayas-Mindanao Consortium of Journal Publication, Inc.
- Immediate Supervisor: Francis Ann R. Sy, PhD
- Name of Agency/Organization and Location: Visayas-Mindanao Consortium of Journal Publication, Inc., Southern Leyte State University-Main Campus, Sogod, Southern Leyte
  - List of Accomplishments and Contributions (if any)
    - Prepared communications such as invitation letters, memorandum orders, resolutions, billing statements,
    - o liquidation reports, cash advances and other office- related documents;
    - Prepared important documents for BIR and SEC registration renewal;
    - Facilitated and hosted face-to- face and virtual meetings and events;
    - Maintain the VMCJPI website;
    - Assisted in making all the preparation such as activity proposals for the conduct of activities spearheaded by the office.
  - Summary of Actual Duties
    - Responsible in performing administrative and technical tasks in support to Visayas-Mindanao Consortium of Journal Publication, Inc and to the Office of the Vice-President for Academics, Research and Innovation.
- Duration: Nov. 8 Dec. 12, 2019
- Position: Student- assistant
- Name of Office/Unit: Department of Biotechnology
- Immediate Supervisor: Ma. Theresa P. Loreto
- Name of Agency/Organization and Location: Visayas State University-Main Campus, ViSCA, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - Gathered essential documents on Areas 1-10 for AACUP Accreditation;
    - Sorted and packaged the AACUP Accreditation documents;
    - o Follow any work-related orders from the immediate supervisor.

C

Summary of Actual Duties

o Responsible in performing administrative and technical tasks in support to the

department's AACUP Accreditation.

SHAIRA D. MANAPSAL (Signature over Printed Name

of Employee/Applicant)

Date: 09/11/2023