

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	MANAPSAL		
FIRST NAME	SHAIRA	N/A	
MIDDLE NAME	BALLICUD		
3. DATE OF BIRTH (mm/dd/yyyy)	3/3/1998	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Catarman, Northern Samar	If holder of dual citizenship, please indicate the details	Philippines
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	N/A House/Block/Lot No. Street N/A LINAO Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province
7. HEIGHT (m)	1.58	18. PERMANENT ADDRESS	N/A House/Block/Lot No. Street N/A LINAO Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province
8. WEIGHT (kg)	69	19. TELEPHONE NO.	N/A
9. BLOOD TYPE	A+	20. MOBILE NO.	09754989970
10. GSIS ID NO.	in process	21. E-MAIL ADDRESS (if any)	manapsalshaira@gmail.com
11. PAG-IBIG ID NO.	121271649570		
12. PHILHEALTH NO.	130 0 806 3129		
13. SSS NO.	06-4497287-9		
14. TIN NO.	607-973-190-00000		
15. AGENCY EMPLOYEE NO.	in process		

II. FAMILY BACKGROUND

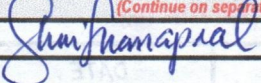
22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	JON KYLE MANAPSAL AYENSA	08/14/2018
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	MANAPSAL			
FIRST NAME	CIELITO	N/A		
MIDDLE NAME	BISNAR			
25. MOTHER'S MAIDEN NAME	JOSEFINA EVA BALLICUD			
SURNAME	MANAPSAL			
FIRST NAME	JOSEFINA			
MIDDLE NAME	BALLICUD			

(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	INOPACAN CENTRAL SCHOOL	Primary Education	1/6/2004	1/5/2010	N/A	2010	SPECIAL HONORS
SECONDARY	TINAGO NATIONAL HIGH SCHOOL	Secondary Education	1/6/2010	1/5/2014	N/A	2014	1ST HONORABLE MENTION
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN BIOTECHNOLOGY (MAJOR IN PLANT BIOTECHNOLOGY)	1/6/2014	6/15/2019	N/A	2019	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MS IN PLANT PATHOLOGY	06/17/2020	02/26/2021	9 units	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 20, 2023
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[illegible]

V. WORK EXPERIENCE

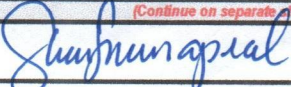
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SIGNATURE	<i>Shayma Patel</i>	DATE	June 20, 2023
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S				
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		POSITION / NATURE OF WORK
		From	To	
	Southern Leyte State U Emergency Response Volunteer Corps	July 16, 2022	Present	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)
		From	To		
	Youth and Environmental Awareness Forum	29-Aug-17	29-Aug-17	8.0	Participant
	Micronutrients in Soil for Increased Yield and Improved Nutritional Quality of Sweet Potato and Purple Yam by Dr. Edgardo E. Tulin	20-Mar-18	20-Mar-18	8.0	Participant
	CAS Job-Seeking Seminar	4-Jun-19	4-Jun-19	8.0	Participant
	Training on the Application Management of Learning Management System	3-Jun-20	4-Jun-20	16.0	Participant, Facilitator
	Hand Sanitizer Production	27-Jul-20	27-Jul-20	8.0	Participant
	Mindanao-Wide Webinar on Omics Research with theme Moving Past Pandemics: Omics in Agriculture	9-Oct-20	9-Oct-20	8.0	Participant
	Enviotech Forum: Promoting Biotechnologies for a Healthy Environment	25-Nov-20	25-Nov-20	8.0	Participant
	Webinar Training on the Fundamentals of Data Analytics in Collaborative Research	10-Dec-20	10-Dec-20	8.0	Participant
	4 th International STEAM Research Congress	3-Feb-21	5-Feb-21	24.0	Participant
	Webinar on "Empowering Support Staff in The New Normal: A Professional and Personal Enhancement Series"	17-Aug-21	27-Oct-21	40.0	Participant
	1st International Webinar Series with the theme "Biotechnology: Breaking Scientific Limitations"	21-Jul-21	23-Jul-21	24.0	Participant
	"History of Ferminism" during the Women's Month Celebration with the 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
	Faculty Manual Revision Workshop	19-May-22	20-May-22	16.0	Participant, Facilitator
	Training on Community-based Disaster Risk Reduction and Management (CBDRRM) for Volunteers	13-Jul-22	15-Jul-22	24.0	Participant
	Emergency Response Training Course: Advanced First aid For SLSU-Emergency Response Volunteer (SLSU-SERVE) Corps	16-Aug-22	19-Aug-22	32.0	Participant
	Target Setting Workshop for July-December 2022	15-Sep-22	15-Sep-22	8.0	Facilitator
	4th Quarter Nationwide Simultaneous Earthquake Drill	10-Nov-22	10-Nov-22	8.0	Facilitator
	7th National Fisheries Biotechnology Symposium (NFBS)	23-Nov-22	24-Nov-22	16.0	Participant
	Social Responsibility and Personality Development of Employees	9-Dec-22	9-Dec-22	8.0	Participant
	FOI Orientation and eFOI Portal Training	21-Feb-23	21-Feb-23	8.0	Participant
	In-house Training on Republic Act No. 9184, a.k.a Government Reform Act (GPRA) and Latest Updates on its Implementing Rules and Regulations	15-Mar-23	17-Mar-23	24.0	Participant
	Efficient Techniques in taking Minutes of the Meeting and Policy Memo	15-Jun-23	15-Jun-23	8.0	Participant
	Japanese Language and Culture	6-Jul-23	5-Jul-23	9.0	Participant
(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)
Interpersonal Skills	Athlete of the Year	Visayas State University Alumni Association
Critical Thinking		Southern Leyte State U Emergency Response Volunteer Corps
Teamwork Skill		
Art and Creativity		
Sport		

SIGNATURE		DATE
		June 20, 2023

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)

NAME	ADDRESS	TEL. NO.
ANNABELLE M. HUFALAR	RIZAL, SOGOD, SO. LEYTE	9452309230
JOHN PAUL M. GAPASIN	SAN MIGUEL, SOGOD, SO. LEYTE	9171448368
MARK DONALD S. OJA	SOGOD, SO. LEYTE	9176228206

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.

Shaira B. Manapsal

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID:	Philippine National ID
ID/License/Passport No.:	7389-6408-1697-4271
Date/Place of Issuance:	03 November 2021

Signature (Sign inside the box)
June 20, 2023
Date Accomplished

SUBSCRIBED AND SWORN to before me this 19 SEP 2023, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN E. GUINOCOR
Atty. in Law
Person Administering Oath

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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.

- 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;
 - 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 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 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)

- 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;
- Prepared and processed Purchase Requests and RIS for office supplies and other 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;
- 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,
- 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.

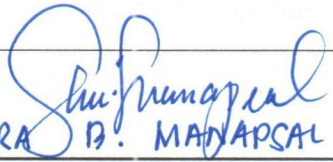
- Duration: Nov. 8 – Dec. 12, 2019
- Position: Student- assistant
- Name of Office/Unit: Department of Biotechnology
- Immediate Supervisor: Ma. Theresa P. Loreto
- Name of Agency/Organization and Location: Visayas State University-Main Campus, ViSCA, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Gathered essential documents on Areas 1-10 for AACUP Accreditation;
- Sorted and packaged the AACUP Accreditation documents;
- Follow any work-related orders from the immediate supervisor.
-

- Summary of Actual Duties

- Responsible in performing administrative and technical tasks in support to the department's AACUP Accreditation.


SHAIRA D. MANAPSAI

(Signature over Printed Name
of Employee/Applicant)

Date: 09/11/2023