

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 | NAYRE | | |
| FIRST NAME | SHIRLEY | NAME EXTENSION (JR., SR) | |
| MIDDLE NAME | TANO | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 09/19/1962 | 16. CITIZENSHIP | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: |
| 4. PLACE OF BIRTH | BRGY. 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 |
| 7. HEIGHT (m) | 5'2 | ZIP CODE | |
| 8. WEIGHT (kg) | 62 kilos | | |
| 9. BLOOD TYPE | O | 18. PERMANENT ADDRESS | 0188 House/Block/Lot No. Street ZONE 5 GUADALUPE Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province |
| 10. GSIS ID NO. | 62091902635 | ZIP CODE | |
| 11. PAG-IBIG ID NO. | 0801 088287 09 | | |
| 12. PHILHEALTH NO. | 13-000015747-4 | | |
| 13. SSS NO. | N/A | 19. TELEPHONE NO. | N/A |
| 14. TIN NO. | 116 625 890 | 20. MOBILE NO. | 0918 380 0045 / 0968 259 8736 / 0965 924 2148 |
| 15. AGENCY EMPLOYEE NO. | V000635 | 21. E-MAIL ADDRESS (if any) | shirleynayre@gmail.com / shirley.nayre@vsu.edu.ph |

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 | VISAYAS STATE UNIVERSITY | | | |
| TELEPHONE NO. | 563-7067 / 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 COMMUNITY 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 | NA | NA | NA | NA | NA | NA | NA |

(Continue on separate sheet if necessary)

| | | | |
|-----------|---|------|----------|
| SIGNATURE |  | DATE | 11/24/20 |
|-----------|---|------|----------|

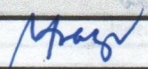
| IV. CIVIL SERVICE ELIGIBILITY | | | | | |
|-------------------------------|--|---------------------------|----------------------------------|-----------------------------------|-------------------------------|
| 27. | CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE | RATING (If Applicable) | DATE OF EXAMINATION / CONFERMENT | PLACE OF EXAMINATION / CONFERMENT | LIGENSE (if applicable) |
| | | | | | NUMBER Date of Validity |
| | Data Encoder converted to CS Eligibility | 80.6 | 20/04/1998 | Ormoc & Tacloban City | 980 803 040 258 |
| | Driver's Licence | | | | H03-96-023193 19/09/2024 |
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(Continue on separate sheet if necessary)

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 "00-00") INCREMENT | STATUS OF APPOINTMENT | GOVT SERVICE (Y/N) |
|-----|---------------------------------|------------|---|---|----------------|--|-----------------------|--------------------|
| | From | To | | | | | | |
| | 1/1/2017 | present | Administrative Aide III | OVPRE, VISAYAS STATE UNIVERSITY | 11,386.98 | SG-3 | Casual | Y |
| | 1/1/2016 | 12/31/2016 | Administrative Aide III | OVPRE, VISAYAS STATE UNIVERSITY | 10,882.96 | SG-3 | Casual | Y |
| | 1/1/2014 | 12/31/1915 | Administrative Aide III | OVPRE, VISAYAS STATE UNIVERSITY | 10,401.00 | SG-3 | Casual | Y |
| | 7/1/2013 | 12/31/1913 | Administrative Aide III | OVPRE, VISAYAS STATE UNIVERSITY | 9,628.08 | SG-3 | Casual | Y |
| | 1/1/2011 | 06/30/1913 | Administrative Aide III | OVPRE, VISAYAS STATE UNIVERSITY | 8,853.90 | SG-3 | Casual | Y |
| | 1/1/2010 | 12/31/2010 | Administrative Aide III | OVPRE, VISAYAS STATE UNIVERSITY | 8,079.94 | SG-3 | Casual | Y |
| | 7/1/2008 | | Administrative Aide III | OVPRE, VISAYAS STATE UNIVERSITY | 7,307.08 | SG-3 | Casual | Y |
| | | | | | | | | |
| | 03/01/2004 | 06/30/2007 | Administrative Aide III | OVPRE, VISAYAS STATE UNIVERSITY | 6,039.00 | SG-3 | Casual | Y |
| | 01/01/2004 | 02/29/2004 | Administrative Aide III | LEYTE STATE UNIVERSITY | 6,039.00 | SG-3 | Casual | Y |
| | 01/01/2003 | 12/31/2003 | Administrative Aide III | LEYTE STATE UNIVERSITY | 6,039.00 | | Casual | Y |
| | 01/01/2002 | 12/31/2002 | Administrative Aide III | LEYTE STATE UNIVERSITY | 6,039.00 | | Casual | Y |
| | 07/01/2001 | 12/31/2001 | Administrative Aide III | VISCA | 6,039.00 | | Casual | Y |
| | 01/01/2000 | 06/30/2001 | Administrative Aide III | VISCA | 5,751.02 | | Casual | Y |
| | 01/01/1999 | 12/31/1999 | Administrative Aide III | VISCA | 5,228.08 | | Casual | Y |
| | 01/01/1997 | 12/31/1998 | Clerk I | VISCA | 5,228.08 | | Casual | Y |
| | 01/01/1996 | 12/31/1996 | Clerk I | VISCA | 4,955.94 | | Casual | Y |
| | 01/01/1995 | 12/31/1995 | Clerk I | VISCA | 3,956.04 | | Casual | Y |
| | 01/01/1994 | 12/31/1994 | Clerk I | VISCA | 2,956.92 | | Casual | Y |
| | 07/01/1989 | 12/31/1993 | Clerk I | VISCA | 2,156.00 | | Casual | Y |
| | 01/01/1989 | 06/30/1989 | Clerical Aide | VISCA | 32.85/day | | Casual | Y |
| | 12/14/1987 | 12/31/1988 | Clerk Aide | VISCA | 32.85/day | | Casual | Y |
| | 03/01/1987 | 12/31/1987 | Clerk Aide | VISCA | 22.90/day | | Casual | Y |
| | 07/01/1986 | 02/28/1987 | Clerk Aide | VISCA | 19.90/day | | Casual | Y |
| | 03/12/1986 | 06/30/1986 | Clerk Aide | VISCA | 18.10/day | | Casual | Y |
| | 01/01/1985 | 09/30/1985 | Laborer | VISCA | 20.55/day | Proj. Based | Contractual | Y |
| | 05/01/1984 | 12/31/1984 | Laborer | VISCA | 18.70/day | -do- | Contractual | Y |
| | 01/01/1984 | 04/30/1984 | Laborer | VISCA | 17.00/day | -do- | Contractual | Y |
| | 04/05/1983 | 12/31/1983 | Laborer | VISCA | 17.00/day | -do- | Contractual | Y |

(Continue on separate sheet if necessary)

| 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 (Liturgy) | Monday | Sunday | 1 hr | Vice-Chair | |
| | Holy Spirit Parish, VSU (Choir) | Monday | Sunday | 1 hr | Vice-Chair | |
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| (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 | | | |
| | Training on Webinar on Document Tracing System | 11/13/2020 | | 3 | Supervisory | HMRIS |
| | ISO Workshop | 07/26/2019 | | | Supervisory | Quality Assurance |
| | Reorientation among Dept./Office Secretaries | 15/11/2016 | - | 4 | Technical | Human Resource Management Development Office |
| | Orientation Planning Workshop | 13/09/2016 | - | 4 | Technical | Supply Procurement & Property Management Office & Office of the Director for Administration and Human Resource Development |
| | Presentation on RA 9184 Procurement Laaw | 08/09/2016 | - | 4 | Supervisory | Office of the Director for Administration and Human Resource Development |
| | Presentation on Anti Red Tape Account (ARTA) Watch and Customer Service | 01/09/2016 | - | 4 | Supervisory | Office of the Director for Administration and Human Resource Development |
| | ISO 9001-2008 Orientation & Writeshop Among Clerk & Secretaries | 21/09/2015 | - | 4 | Technical | Office of the Director for Administration and Human Resource Development |
| | Planning-Workshop: On the Preparation and Processing of Documents relative to procurement | 27/05/2015 | - | 4 | Technical | Supply Procurement & Property Management Office |
| | Forum on Anti-red Tape Law & CSC Policy on Cash Advances | 24/09/2012 | - | 4 | Supervisory | Office of the Director for Administration and Human Resource Development |
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| (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 | | Loyalty Service Award | | 30yrs of Continous and Dedicated Service to Visayas State University | |
| | Driving | | Loyalty Award | | 25yrs of patronizing Visayas State University Credit Cooperative (VSUCC) | |
| | Watching TV shows | | Loyalty Award | | 12yrs of serving the Guadalupe Catholic Choir Ensemble (GuCCE) | |
| | | | | | | |
| | | | | | | |
| (Continue on separate sheet if necessary) | | | | | | |
| SIGNATURE | |  | | DATE | 11/24/20 | |
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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:

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. |
|------------------------|-------------------------|---------------|
| DR. OTHELLO B. CAPUNO | VISCA BAYBAY CITY LEYTE | 0936-954-2182 |
| DR. MILAGROS C. BALES | VISCA BAYBAY CITY LEYTE | 9424814524 |
| MS. ADELINA O. CARRENO | VISCA BAYBAY CITY LEYTE | 9064746165 |

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

PHOTO

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

Government Issued ID: PHIL. PASSPORT

ID/License/Passport No.: P6245355A

Date/Place of Issuance: 03/01/2028 / DFA, TACLOBAN CITY

Signature (Sign inside the box)
11/24/25

Date Accomplished

Right Thumbmark

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

ATTY. RYAN C. GUINOCOR
Person Administering Oath

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WORK EXPERIENCE SHEET

- Duration: April 5, 1983 – present
- Position: Administrative Aide III
- Name of Office/Unit: OVPREI – Extension Office
- Immediate Supervisor: Dr. Antonio P. Abamo
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay 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, RIS, Trip Tickets, Application for Leaves, DTRs, Travel Orders, Reimbursement/Replenishment, Appointments, Officer-In-Charge, Attendance Sheets, Mailing Envelopes, RATA, PPMP 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, RATA, RIS, leaves, envelopes, appointments, RATA, DTRs etc., assists/facilitates technical works and acts/performs other tasks related to extension unit/office.


SHIRLEY T. NAYRE

(Signature over Printed Name
Of Employee/Applicant)

Date: January 1, 2021