

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)	19/09/1962	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	BRGY. HIPUSNGO, BAYBAY, LEYTE	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	0188 House/Block/Lot No. Street ZONE 5 GUADALUPE Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.55	ZIP CODE	
8. WEIGHT (kg)	62		
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.	620919002635	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.	0965 924 2148 (TM) / 0968 259 8736 (SMART)
15. AGENCY EMPLOYEE NO.	V000635	21. E-MAIL ADDRESS (if any)	shirley.nayre@vsu.edu.ph / shirleynayre@gmail.com

II. FAMILY BACKGROUND

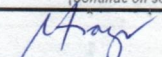
22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR, SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	VISAYAS STATE UNIVERSITY			
TELEPHONE NO.	1085 (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	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 15, 2022
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IV. CIVIL+A2:M20 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	20/04/1998	Ormoc and Tacloban City	980 803 040 258	
Driver's Licence				H03-96-023193	

(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 *00-0*) INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
01/01/2017	present	Administrative Aide III	OVPREI, VISAYAS STATE UNIVERSITY	14,125.10 13,572.02	SG-3	Casual	Y
01/01/2016	31/12/2016	Administrative Aide III	OVPRE, VISAYAS STATE UNIVERSITY	10,882.96	SG-3	Casual	Y
01/01/2014	31/12/1915	Administrative Aide III	OVPRE, VISAYAS STATE UNIVERSITY	10,401.00	SG-3	Casual	Y
01/07/2013	31/12/1913	Administrative Aide III	OVPRE, VISAYAS STATE UNIVERSITY	9,628.08	SG-3	Casual	Y
01/01/2011	30/06/1913	Administrative Aide III	OVPRE, VISAYAS STATE UNIVERSITY	8,853.90	SG-3	Casual	Y
01/01/2010	31/12/2010	Administrative Aide III	OVPRE, VISAYAS STATE UNIVERSITY	8,079.94	SG-3	Casual	Y
01/07/2008		Administrative Aide III	OVPRE, VISAYAS STATE UNIVERSITY	7,307.08	SG-3	Casual	Y
01/07/2007		Administrative Aide III	OVPRE, VISAYAS STATE UNIVERSITY		SG-3	Casual	Y
01/03/2004	30/06/2007	Administrative Aide III	OVPRE, VISAYAS STATE UNIVERSITY	6,039.00	SG-3	Casual	Y
01/01/2004	29/02/2004	Administrative Aide III	LEYTE STATE UNIVERSITY	6,039.00	SG-3	Casual	Y
01/01/2003	31/12/2003	Administrative Aide III	LEYTE STATE UNIVERSITY	6,039.00		Casual	Y
01/01/2002	31/12/2002	Administrative Aide III	LEYTE STATE UNIVERSITY	6,039.00		Casual	Y
01/07/2001	31/12/2001	Administrative Aide III	ViSCA	6,039.00		Casual	Y
01/01/2000	30/06/2001	Administrative Aide III	ViSCA	5,751.02		Casual	Y
01/01/1999	31/12/1999	Administrative Aide III	ViSCA	5,228.08		Casual	Y
01/01/1997	31/12/1998	Clerk 1	ViSCA	5,228.08		Casual	Y
01/01/1996	31/12/1996	Clerk 1	ViSCA	4,955.94		Casual	Y
01/01/1995	31/12/1995	Clerk 1	ViSCA	3,956.04		Casual	Y
01/01/1994	31/12/1994	Clerk 1	ViSCA	2,955.82		Casual	Y
01/07/1989	31/12/1993	Clerk 1	ViSCA	2,156.00		Casual	Y
01/01/1989	30/06/1989	Clerical Aide	ViSCA	32.85/day		Casual	Y
14/12/1987	31/12/1998	Clerk Aide	ViSCA	32.85/day		Casual	Y
01/03/1987	31/12/1987	Clerk Aide	ViSCA	22.90/day		Casual	Y
01/07/1986	28/02/1987	Clerk Aide	ViSCA	19.90/day		Casual	Y
12/03/1986	30/06/1986	Clerk Aide	ViSCA	18.10/day		Casual	Y
01/01/1985	30/09/1985	Laborer	ViSCA	20.55/day	Proj.Based	Contractual	Y
01/05/1984	31/12/1984	Laborer	ViSCA	18.70/day	Proj. Based	Contractual	Y
01/01/1984	30/04/1984	Laborer	ViSCA	17.00/day	Proj. Based	Contractual	Y
05/04/1983	31/12/1983	Laborer	ViSCA	17.00/day	Proj. Based	Contractual	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 15, 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 (Liturgy)	Monday	Sunday	1 hr	Vice-Chair
	Holy Spirit Parish, VSU (Choir)	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)

[illegible]

(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	35 yrs of Continuous and Dedicated Service to Visayas State University
Driving	Loyalty Award	29 yrs of Patronizing Visayas State University Credit Cooperative (VSUCC)
	Loyalty Award	12 yrs of Serving the Guadalupe Catholic Choir Ensemble (GuCCE)
		20 yrs of Serving the Holy Spirit Parish in the Liturgy

(Continue on separate sheet if necessary)

SIGNATURE	<i>Page</i>	DATE	<i>June 14, 2022</i>
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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
Prof. Rosa Ophelia D. Velarde	OVPREI, VSU, VISCA	
Prof. Rufina F. Capuno	DOE, VSU, VISCA	(563) 8935
Dr. Milagros C. Bales	DAEEEx, VSU, VISCA	0942 481 4524
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.		

<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: PHILIPPINE PASSPORT</div> <div>ID/License/Passport No.: P 6245355A</div> <div>Date/Place of Issuance: March 2, 2018 / Tacloban City</div>	<div><div><div>Signature (Sign inside the box)</div><div>June 15, 2022</div><div>Date Accomplished</div></div></div>	<div>ID picture taken within the last 6 months 4.5 cm. X 3.5 cm (passport size)</div> <div>Computer generated or photocopied picture is not acceptable</div> <div>PHOTO</div> <div></div> <div>Right Thumbmark</div>
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SUBSCRIBED AND SWORN to before me this 04 AUG 2022 , affiant exhibiting his/her validly issued government ID as indicated above.	
<div>ATTY. RYAN C. GUINOCOR VSU Chief Legal Officer</div> <div>Person Administering Oath</div>	