

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	SYRENE		NAME EXTENSION (JR., SR)
MIDDLE NAME	PEREZ		
3. DATE OF BIRTH (mm/dd/yyyy)	JULY 1, 1991	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	MERIDA, 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	HOUSE 2 House/Block/Lot No. Street EPEFANIA CITY HOMES COGON Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.5 M	ZIP CODE	6521
8. WEIGHT (kg)	55 KG		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	HOUSE 2 House/Block/Lot No. Street EPEFANIA CITY HOMES COGON Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	2005348173	ZIP CODE	6521
11. PAG-IBIG ID NO.	121070131649		
12. PHILHEALTH NO.	120252547652		
13. SSS NO.	0631605531	19. TELEPHONE NO.	053 563-7441
14. TIN NO.	409007096	20. MOBILE NO.	+639554932026
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	syrene.nayre@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NAYRE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	AYSON FEB	NAME EXTENSION (JR., SR)	ZENITH FIONE P. NAYRE	JUNE 4, 2013
MIDDLE NAME	PREJULA		ZYRON FEB P. NAYRE	SEPT.13, 2018
OCCUPATION	SEAFARER			
EMPLOYER/BUSINESS NAME	CF SHARP RCPO			
BUSINESS ADDRESS	INTRAMUROS, MANILA			
TELEPHONE NO.	02 527 6031			
24. FATHER'S SURNAME	PEREZ			
FIRST NAME	EDUARDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BAGUION			
25. MOTHER'S MAIDEN NAME				
SURNAME	VILLAR			
FIRST NAME	ANGIE			
MIDDLE NAME	PETEROS			

(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	LIBAS ELEMENTARY SCHOOL		1997	2003		2003	WITH HONORS
SECONDARY	MERIDA VOCATIONAL SCHOOL		2003	2007		2007	WITH HONORS
VOCATIONAL / TRADE COURSE							
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN HOTEL, RESTAURANT AND TOURISM MANAGEMENT	2007	2011		2011	
GRADUATE STUDIES	SOUTHWESTERN UNIVERSITY	MASTERS IN BUSINESS ADMINISTRATION MAJOR IN TPOURISMAND RECREATION MANAGEMENT	2015	2017		2017	

SIGNATURE		DATE	9-29-24
-----------	--	------	---------

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	4-29-24
-----------	---	------	---------

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		
NOT APPLICABLE					

(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			
	ATRA Webinar Series: "Revitalizing the ASEAN MICE Industry" by ASEAN Tourism Research Association	6-17-21	6-17-21	8.0	Supervisory	Asian Tourism Research Association
	Food Safety and Hygiene Seminar by USDA	5-20-21	5-20-21	8.0	Supervisory	United States Department of Agriculture
	Infinite Escape Reboot: Reinforcing Competencies of Eastern Visayas Tourism Players Front Office Operations under the New Normal by Dept. of Tourism Regional Office 8	3-26-21	3-26-21	8.0	Supervisory	Department of Tourism Region 8
	Infinite Escapes Reboot: Sustainable Tourism Webinar Series basic Sustainable Tourism Goals, Principles and Dimension by Dept. of Tourism Regional Office 8	3-4-21	3-4-21	8.0	Supervisory	Department of Tourism Region 8
	Infinite Escapes Reboot: Digital Leadership Level 2 Brand and Content Marketing Webinar for Tourism Officer and Micro Small and Medium Tourism Related Enterprises of Science Direct Article and Journals: Choosing the Right One for your Research by Elsevier	3-1-21	3-3-21	24.0	Managerial	Department of Tourism Region 8
	Power Up: Leadership through Tough Times by Dept. of Tourism Regional Office 8	1-29-21	1-29-21	8.0	Supervisory	Elsevier
	Reinforcing Competencies of Eastern Visayas Tourism Players "Health and Safety Guidelines Governing the Operations of Accommodation Establishments Under the New	12-16-20	12-16-20	8.0	Managerial	Department of Tourism Region 8
	Digital in the New Normal Webinar by Dept. of Tourism Regional Office 8	7-28-20	7-29-20	16.0	Supervisory	Department of Tourism Region 8
	Housekeeping Services Training- Workshop	5-20-20	5-20-20	8.0	Supervisory	Department of Tourism Region 8
	Training- Workshop on Travel Services, International Skills Republic Academy	7-14-19	7-14-19	8.0	Technical	VSU-DTHM
	Training- Workshop on Travel Promotions Services, International Skills Republic Academy	3-9-19	3-9-19	8.0	Technical	International Skills Republic Academy
	Training-Workshop on Events Management, International Skills Republic Academy	3-10-19	3-10-19	8.0	Technical	International Skills Republic Academy
	Extension Proposal Writing, VSU, RDE Hall	3-11-19	3-13-19	24.0	Technical	International Skills Republic Academy
	Lecture on Customer Service (Handling Guest Complaints and Quality Service) World of Adventures Travel and Tours	7-18-18	7-20-18	24.0	Technical	VSU- OVPRE
	Lecture on Hotel Operation and Demo on Basic F and B Service	3-11-18	3-11-18	4.0	Technical	World of Adventure Travel and Tours
	Camp Management Training, Baybay Tourism, Investment and Promotions Office	3-11-18	3-11-18	4.0	Technical	World of Adventure Travel and Tours
	Tourism Enterprise Innovation and Self- Reinvention Techniques	11-27-17	12-3-17	40.0	Managerial	Baybay Tourism Office
	Accounting System and Process for a Manufacturing Type of Business	9-14-17	9-15-17	16.0	Managerial	Southwestern University
	Accounting Systems and Practices in the Department of Agriculture	9-17-16	9-17-16	4.0	Managerial	Southwestern University
	Seminar on Human Resource Management: Recruitment and Retention	8-20-16	8-20-16	4.0	Managerial	Southwestern University
		3-13-16	3-13-16	4.0	Managerial	Southwestern University

(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)
	DANCING		NONE		NONE
	EVENT ORGANIZING				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	4-29-24
-----------	--	------	---------

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.
CRIS EDREN DELA PEÑA	CEBU CITY	9275593998
GLENNA NUÑEZ	MAHAPLAG, LEYTE	9762277984
THELMA ZAFRA	BAYBAY, LEYTE	9173065494

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.

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

Government Issued ID: DRIVERS LICENSE


ID/License/Passport No.: H12-14-001416

Date/Place of Issuance: 6/28/19 Baybay, Leyte

Signature (Sign inside the box)


4-29-24

Date Accomplished



SYRENE P. NATRE

PHOTO



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 14 MAY 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR
VSU Chief Legal Officer

Person Administering Oath

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

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: August 2017-Present
- Position: Instructor I
- Name of Office/Unit: Department of Tourism and Hospitality Management
- Immediate Supervisor: Randy G. Omega
- Name of Agency/Organization and Location: Visayas State University, Baybay, Leyte

- List of Accomplishments and Contributions (if any)
 - Successful partnership and extension services with LGU Merida
 - Made new industry partners for On-the-job training program
- Summary of Actual Duties
 - Teaches Hospitality and Tourism subjects
 - Student Adviser
 - Perform roles assigned by the department committee
 - Perform roles assigned in a committee by the University.

- Duration: September 2014-February 2016
- Position: Branch Manager
- Name of Office/Unit: Freshberry Foods Incorporated-Goldilocks Baybay
- Immediate Supervisor: Ms. Girlie Aleli Rabaya
- Name of Agency/Organization and Location: CFI-Franchisee of Goldilocks Inc.

- List of Accomplishments and Contributions (if any)
 - Increase daily sales
- Summary of Actual Duties
 - Marketing and Promotions
 - Install marketing ads within the mall and city
 - Submit monthly and daily sales report
 - Handle customer complaints
 - Customer relations
 - Hire store personnel
 - Forecast purchase of products
 - Daily inventory
 - Manage branch personnel

- Duration: March 2012-August 2013
- Position: Branch Officer-In-charge
- Name of Office/Unit: RL Automotive
- Immediate Supervisor: Maria Nening Carpio
- Name of Agency/Organization and Location: RL Automotive, Quezon City

- List of Accomplishments and Contributions (if any)
 - Increase daily sales

- Summary of Actual Duties
 - Hire technical personnel
 - Marketing and Promotions
 - Make collaborations and partnerships with various car dealers
 - Make inventory of products
 - Submit monthly and daily sales report
 - Handle customer complaints
 - Customer Relations

- Duration: September 2011-March 2012
- Position: Marketing Assistant
- Name of Office/Unit: SM Storyland
- Immediate Supervisor: Ms. Andrietta Daniel
- Name of Agency/Organization and Location: Shopping Management Center Corporation, SM City Cebu

- List of Accomplishments and Contributions (if any)
 - Increase daily sales
 - Successful launching of new products
 - Events hosting

- Summary of Actual Duties
 - Marketing and Promotions
 - Install marketing ads within the mall
 - Submit monthly and daily sales report
 - Handle customer complaints and inquiries
 - Customer relations
 - Host mall events and parties
 - Assist in managing the amusement area.


SYRENE P. NAYRE

(Signature over Printed Name
of Employee/Applicant)

Date: April 29, 2024