

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)

2. SURNAME

FIRST NAME

MIDDLE NAME

MANAIG

MARILYN

NEMEÑO

3. DATE OF BIRTH  
(mm/dd/yyyy)

4. PLACE OF BIRTH

5. SEX

4/18/1972

TAGUIBO, BUTUAN CITY

☐ Male ☒ Female

6. CIVIL STATUS

7. HEIGHT (m)

8. WEIGHT (kg)

9. BLOOD TYPE

☐ Single ☐ Married ☒ Widowed ☐ Separated ☐ Other/s:

1.4596 M

49 KG.

B

10. GSIS ID NO.

11. PAG-IBIG ID NO.

12. PHILHEALTH NO.

13. SSS NO.

14. TIN NO.

15. AGENCY EMPLOYEE NO.

02004001249

1210-4511-1015

19-089764990-3

NA

174-504-953

V00790

16. CITIZENSHIP

17. RESIDENTIAL ADDRESS

18. PERMANENT ADDRESS

19. TELEPHONE NO.

20. MOBILE NO.

21. E-MAIL ADDRESS (if any)

☒ Filipino ☐ Dual Citizenship  
☐ by birth ☐ by naturalization  
Pls. indicate country:

INTERNATIONAL HOUSE, VSU, VISCA  
House/Block/Lot No. N/A  
N/A PANGASUGAN  
Subdivision/Village Barangay  
BAYBAY CITY LEYTE  
City/Municipality Province

BLOCK 3 LOT NO. 14  
House/Block/Lot No. N/A  
LUMINA HOMES SUBDIVISION TAGUIBO  
Subdivision/Village Barangay  
BUTUAN CITY AGUSAN DEL NORTE  
City/Municipality Province

NONE

09196866636

mnmanaig@yahoo.com/marilyn.manaig@vsu.edu.ph

22. SPOUSE'S SURNAME

FIRST NAME

MIDDLE NAME

OCCUPATION

EMPLOYER/BUSINESS NAME

BUSINESS ADDRESS

TELEPHONE NO.

NA

NA

NA

NA

NA

NA

23. NAME of CHILDREN (Write full name and list all)

DATE OF BIRTH (mm/dd/yyyy)

RAFAELA N. MANAIG

1/3/1999

24. FATHER'S SURNAME

FIRST NAME

MIDDLE NAME

NEMEÑO

JOSE

CASIPONG

25. MOTHER'S MAIDEN NAME

SURNAME

FIRST NAME

MIDDLE NAME

LAGUMBAY

ROSALIA

TAGAPOLOT

(Continue on separate sheet if necessary)

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

AMPAYON CENTRAL ELEMENTARY SCHOOL

PRIMARY EDUCATION

1979

1985

1985

VALEDICTORIAN

SECONDARY

FATHER URIOS HIGH SCHOOL

HIGH SCHOOL

1985

1989

1989

VALEDICTORIAN

VOCATIONAL /  
TRADE COURSE

NA

N/A

N/A

N/A

N/A

N/A

N/A

COLLEGE

FATHER SATURNINO URIOS UNIVERSITY

BACHELOR OF ELEMENTARY EDUCATION

1989

1993

1993

CUM LAUDE

GRADUATE STUDIES

CEBU NORMAL UNIVERSITY

MASTER OF ARTS IN EDUCATION - EARLY  
CHILDHOOD EDUCATION

2008

2010

2010

BEST THESIS

GRADUATE STUDIES

CEBU NORMAL UNIVERSITY

DOCTOR OF EDUCATION - ENGLISH  
LANGUAGE TEACHING

2014

2020

2020

VSU Fellowship & CHED K  
to 12 Transition  
Dissertation Grant

SIGNATURE

DATE

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[illegible]

(Continue on separate sheet if necessary)

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

*(Continue on separate sheet if necessary)*

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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		
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A

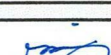
*(Continue on separate sheet if necessary)*

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
<i>(Start from the most recent L&amp;D training program and include only the relevant L&amp;D training taken for the last five (5) years for Division Chief/Executive/Managerial positions)</i>						
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			
	Outcomes-Based Education Approach workshop	09/23/2023	09/23/2023	8	RESOURCE PERSON	ACLC COLLEGE OF ORMOC
	SPSPS Faculty In-Service Training with the topic on Crafting OBE Syllabus	5/6/2023	5/6/2023	8	RESOURCE PERSON	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES
	2022 MASTER TEACHERS' TRAINING: COURSE FOR GLOBAL COMPETITIVENESS DEVELOPMENT PROGRAM	09/28/2022	09/30/2022	24	PARTICIPANT	COMMISSION ON HIGHER EDUCATION
	"I CAN DO IT: RESEARCH CAPABILITY BUILDING FOR BASIC EDUCATION TEACHERS," AN EXTENSION PROJECT OF THE DEPARTMENT OF TEACHER EDUCATION, BANAHAO NATIONAL HIGH SCHOOL, BANAHAO, BAYBAY CITY, LEYTE	1/4/2022	1/4/2022	8	PARTICIPANT	DEPARTMENT OF TEACHER EDUCATION
	VSU GRADUATE SCHOOL ONBOARDING FOR FACULTY AND STUDENTS	02/24/2022	02/24/2022	8	PANELIST	DEPARTMENT OF TEACHER EDUCATION
	VALUES RESTORATION PROGRAM'S NATIONAL CAPACITY BUILDING VI WITH THE THEME, "VALUES MAKE THINGS HAPPEN"	10/27/2021	10/29/2021	24	PARTICIPANT	COUNCIL FOR THE RESTORATION OF FILIPINO VALUES - CSC
	VSU GRADUATE SCHOOL ONBOARDING FOR FACULTY AND STUDENTS	08/24/2021	08/24/2021	8	PARTICIPANT	Visayas State University
	VSU FACULTY ONBOARDING WITH THE THEME "WELCOME ACADEMIC YEAR 2021-2022"	08/16/2021	08/18/2021	24	PARTICIPANT	Visayas State University
	2021 REGIONAL MIDYEAR CONVENTION WITH THE THEME, "SHIFTS THAT FIT IN INSTRUCTION, RESEARCH, AND EXTENSION: BENCHMARKS FOR QUALITY"	5/6/2021	5/6/2021	8	PARTICIPANT	Visayas State University
	WEBINAR ON NAVIGATING THE DIGITAL SHIFT: INSTRUCTIONAL MATERIALS TO SUPPORT THE UNIVERSITY'S FLEXIBLE LEARNING	03/18/2021	03/18/2021	8	PARTICIPANT	Visayas State University
	ECHO-WEBINAR ON THE TIEC-CHED FLEXIBLE LEARNING FOUNDATION VIRTUAL CONFERENCE	03/15/2021	03/16/2021	16	PARTICIPANT	Visayas State University
	GENDER, CLIMATE, AND DISASTER RESILIENCE: CHALLENGES OF EQUITY AND SUSTAINABILITY	1/3/2021	1/3/2021	8	PARTICIPANT	Visayas State University
	TRAINING WORKSHOP ON MOODLE LEARNING MANAGEMENT SYSTEM FOR VISAYAS STATE UNIVERSITY F-LEARNING ENVIRONMENT (VSUEE) DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY (DCST)	12/2/2020	12/2/2020	7	PARTICIPANT	Visayas State University
	ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR	11/27/2020	11/27/2020	3.5	PARTICIPANT	Visayas State University
	VALUES RESTORATION PROGRAM'S NATIONAL CAPACITY BUILDING VI THEME: GREAT LEADERS IN TIMES OF TRANSITION	11/18/2020	11/19/2020	16	PARTICIPANT	Visayas State University
	EVHEIS - FLMSC TRAINING WORKSHOP ON COURSE MODULES PRODUCTION FOR FLEXIBLE LEARNING IN HIGHER EDUCATION INSTITUTIONS	6/15/2020	6/19/2020	40	PARTICIPANT	Visayas State University
	ONLINE JOINT WEBINAR OF ROTARACT CLUB OF CEBU FUENTE AND VISAYAS STATE UNIVERSITY-COLLEGE OF TEACHER EDUCATION ABOUT ENHANCING RESILIENCE IN THE WORKPLACE	6/8/2020	6/8/2020	8	PARTICIPANT	Visayas State University
	VIRTUAL TRAINING ON GOOGLE CLASSROOM AS A LEARNING MANAGEMENT SYSTEM (LMS)	5/19/2020	5/21/2020	24	PARTICIPANT	Visayas State University
	CHILDLIKE WONDER EDUCATION CONFERENCE	9/14/2019	9/15/2019	16	PARTICIPANT	CREO EARLY LEARNING PARTNERS, INC.
	VALUES RESTORATION PROGRAM ON ORGANIC-VRO TRAINING THE TRAINERS EXCELLENCE WORKSHOP	1/22/2019	1/23/2019	42	PARTICIPANT	COUNCIL FOR THE RESTORATION OF FILIPINO VALUES - CSC
	VALUES RESTORATION OFFICER'S CAPACITY BUILDING IV	10/23/2018	10/26/2018	42	PARTICIPANT	COUNCIL FOR THE RESTORATION OF FILIPINO VALUES - CSC
	WORKSHOP ON PREPARING LOGFRAME FOR EFFECTIVE RESEARCH PROPOSAL	10/13/2018	10/13/2018	8	PARTICIPANT	COLLEGE OF EDUCATION - VISAYAS STATE UNIVERSITY
	RADIO FOR DEVELOPMENT WORKSHOP	8/6/2018	8/6/2018	8	PARTICIPANT	DYDC - VISAYAS STATE UNIVERSITY
	WRITESHOP ON OUTCOME-BASED EDUCATION COURSE SYLLABI	7/26/2018	7/26/2018	8	RESOURCE PERSON	COLLEGE OF EDUCATION - VISAYAS STATE UNIVERSITY
	ECO-SEMINAR WORKSHOP ON THE 1ST ASSOCIATION OF EDUCATION RESEARCHERS AND TRAINERS (ASSET) NATIONAL CONVENTION FOR OUTCOME-BASED EDUCATION	2/17/2018	2/17/2018	8	RESOURCE PERSON	VISAYAS STATE UNIVERSITY
	STEM STRAND PRACTICAL RESEARCH 1 PRESENTATION	5/25/2018	5/25/2018	8	RESOURCE PERSON	VISAYAS STATE UNIVERSITY
	TRAINING WORKSHOP ON INNOVATIVE LEARNING STRATEGIES	5/16/2018	5/16/2018	8	PARTICIPANT	COLLEGE OF EDUCATION - VISAYAS STATE UNIVERSITY
	1ST ASSET NATIONAL CONVENTION ON OUTCOME-BASED EDUCATION	11/28/2017	11/29/2017	16	PARTICIPANT	ASSOCIATION OF EDUCATION RESEARCHERS AND TRAINERS
	WORKSHOP ON OBE FOR NON-TECHNICAL PROGRAMS	11/29/2017	11/29/2017	8	PARTICIPANT	ASSOCIATION OF EDUCATION RESEARCHERS AND TRAINERS
	LICENSURE EXAMINATION FOR TEACHERS' REVIEW	7/7/2017	7/10/2017	42	RESOURCE PERSON	UNIVERSITY REVIEW CENTER - VISAYAS STATE UNIVERSITY
	FACULTY ENHANCEMENT SEMINAR AND WORKSHOP	6/1/2017	6/1/2017	8	RESOURCE PERSON	AMA COMPUTER LEARNING CENTER - ORMOC CITY
	ORIENTATION OF NEWLY-HIRED REGULAR AND PART-TIME FACULTY MEMBERS	3/9/2017	3/10/2017	16	RESOURCE PERSON	VISAYAS STATE UNIVERSITY
	ORIENTATION OF NEWLY-HIRED REGULAR AND PART-TIME FACULTY MEMBERS	6/8/2015	6/8/2015	8	RESOURCE PERSON	VISAYAS STATE UNIVERSITY
	LICENSURE EXAMINATION FOR TEACHERS' REVIEW	9/8/2015	9/9/2015	16	RESOURCE PERSON	UNIVERSITY REVIEW CENTER - VISAYAS STATE 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)
SINGING	NA	Visayas State University Faculty Association
		State Universities and Colleges Teacher Education Association

*(Continue on separate sheet if necessary)*

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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

☐ 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:

FINISHED CONTRACT

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

☐ 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

☐ YES☒ NO

☒ YES☐ NO

If YES, please specify:

If YES, please specify ID No:

If YES, please specify ID No:

NA

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
LIJUERAJ J. CUADRA	VSU	563-7527
ROSARIO P. ABELA	VSU	563-7527
BAYRON S. BARREDO	VSU	563-7527

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.

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: PRC

ID/License/Passport No.: 0843684

Date/Place of Issuance: 06/10/2004/Butuan City

Signature (Sign inside the box)

05/03/2024

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 09 MAY 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR

Person Administering Oath

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WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

- Duration:

Jan , 2023 – Present	Associate Prof II
Sep. 15, 2022 – Dec. 31, 2022	Associate Prof II
Jan. 1, 2020 – Sep. 14, 2022	Associate Prof I
July 1, 2019 – Dec. 31, 2019	Associate Prof I
Jan. 1, 2017 – June 30, 2019	Assistant Prof I
Jan. 1, 2015 - Jan. 1, 2017	Instructor II
June 7,2010 - Dec. 31, 2014	Instructor I
- Position: Faculty
- Name of Office/Unit: Department of Teacher Education
- Immediate Supervisor: Dr. Joel Q. Mabalhin
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay, Leyte
- List of Accomplishments and Contributions (if any)
  - Taught graduate and undergraduate courses
  - Served as resource person
  - Prepared and submitted College of Education Annual Report
  - Served as College Secretary
  - Served as Chairperson of the BSED English Program
  - Served as adviser for student organizations (League of Exemplary English Students (LExES) and Interact Society)
  - Served as academic adviser for Bachelor of Secondary Education (BSEd) English students
- Summary of Actual Duties
  - Responsible for the provision of educational services; prepares course syllabi, provides classroom instructions, assists in the programs and activities of the College of Education and Department of Teacher Education, and performs other functions.

**MARILYN N. MANAIG**  
(Signature over Printed Name  
of Employee/Applicant)

Date: May 3, 2024