

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	SHIRLEY	NAME EXTENSION (JR., SR)	
MIDDLE NAME	TANO		
3. DATE OF BIRTH (mm/dd/yyyy)	9/19/62	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	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)	1.56"		
8. WEIGHT (kg)	62 kilos	ZIP CODE	6521
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		
11. PAG-IBIG ID NO.	0801 088287 09		
12. PHILHEALTH NO.	13-000015747-4	ZIP CODE	6521
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	116-625-890	20. MOBILE NO.	0965 924 2148 / 0968 259 8736
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	VSU, VisCA, Baybay City, Leyte			
TELEPHONE NO.	1085 (VOIP)			
24. FATHER'S SURNAME	NAYRE			
FIRST NAME	JOSE (Deceased)	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 ELEMENTARY 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 21, 2027
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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	LICENSE (if applicable)	
				NUMBER	Date of Validity
DATA ENCODER CONVERTED TO CS ELIGIBILITY	80.6	04/20/98	ORMOC & TACLOBAN CITY	980 803 040 258	N/A
DRIVER'S LICENCE	N/A	N/A	N/A	H03-96-023193	N/A


(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	GOV'T SERVICE (Y/ N)
From	To						
01/01/2017	PRESENT	Administrative Aide III	OVPREI, VISAYAS STATE UNIVERSITY	14,125.10	SG-3	CASUAL	Y
01/01/2016	12/31/2016	Administrative Aide III	OVPREI, VISAYAS STATE UNIVERSITY	10,882.96	SG-3	CASUAL	Y
01/01/2014	12/31/1915	Administrative Aide III	OVPREI, VISAYAS STATE UNIVERSITY	10,401.00	SG-3	CASUAL	Y
01/07/1913	12/31/1913	Administrative Aide III	OVPREI, VISAYAS STATE UNIVERSITY	9,628.08	SG-3	CASUAL	Y
01/01/2011	06/30/1913	Administrative Aide III	OVPREI, VISAYAS STATE UNIVERSITY	8,853.90	SG-3	CASUAL	Y
01/01/2010	12/31/2010	Administrative Aide III	OVPREI, VISAYAS STATE UNIVERSITY	8,079.94	SG-3	CASUAL	Y
01/07/2008	na	Administrative Aide III	OVPREI, VISAYAS STATE UNIVERSITY	7,307.08	SG-3	CASUAL	Y
01/07/2007	na	Administrative Aide III	OVPREI, VISAYAS STATE UNIVERSITY	na	SG-3	CASUAL	Y
01/03/2004	06/30/2007	Administrative Aide III	OVPREI, VISAYAS STATE UNIVERSITY	6,039.00	SG-3	CASUAL	Y
01/01/2004	02/29/2004	Administrative Aide III	ODREx, LEYTE STATE UNIVERSITY	6,039.00	SG-3	CASUAL	Y
01/01/2003	12/31/2003	Administrative Aide III	ODREx, LEYTE STATE UNIVERSITY	6,039.00	SG-3	CASUAL	Y
01/01/2002	12/31/2002	Administrative Aide III	ODREx, LEYTE STATE UNIVERSITY	6,039.00	SG-3	CASUAL	Y
01/07/2001	12/31/2001	Administrative Aide III	VISAYAS STATE COLLEGE OF AGRICULTURE	6,039.00	SG-3	CASUAL	Y
01/01/2000	06/30/2001	Administrative Aide III	VISAYAS STATE COLLEGE OF AGRICULTURE	5,751.02	SG-3	CASUAL	Y
01/01/1999	12/31/1999	Administrative Aide III	VISAYAS STATE COLLEGE OF AGRICULTURE	5,228.08	SG-3	CASUAL	Y
01/01/1997	12/31/1998	Clerk 1	VISAYAS STATE COLLEGE OF AGRICULTURE	5,228.08	SG-3	CASUAL	Y
01/01/1996	12/31/1996	Clerk 1	VISAYAS STATE COLLEGE OF AGRICULTURE	4,955.94	SG-3	CASUAL	Y
01/01/1995	12/31/1995	Clerk 1	VISAYAS STATE COLLEGE OF AGRICULTURE	3,956.04	SG-3	CASUAL	Y
01/01/1994	12/31/1994	Clerk 1	VISAYAS STATE COLLEGE OF AGRICULTURE	2,955.82	SG-3	CASUAL	Y
01/07/1989	12/31/1993	Clerk 1	VISAYAS STATE COLLEGE OF AGRICULTURE	2,156.00	na	CASUAL	Y
01/01/1989	06/30/1989	Clerical Aide	VISAYAS STATE COLLEGE OF AGRICULTURE	32.85/day	na	CASUAL	Y
12/14/1987	12/31/1998	Clerk Aide	VISAYAS STATE COLLEGE OF AGRICULTURE	32.85/day	na	CASUAL	Y
01/03/1987	12/31/1987	Clerk Aide	VISAYAS STATE COLLEGE OF AGRICULTURE	22.90/day	na	CASUAL	Y
01/07/1986	02/28/1987	Clerk Aide	VISAYAS STATE COLLEGE OF AGRICULTURE	19.90/day	na	CASUAL	Y
03/12/1986	06/30/1986	Clerk Aide	VISAYAS STATE COLLEGE OF AGRICULTURE	18.10/day	na	CASUAL	Y
01/01/1985	09/30/1985	Laborer	VISAYAS STATE COLLEGE OF AGRICULTURE	20.55/day	Proj. Based	Contractual	Y
01/05/1984	12/31/1984	Laborer	VISAYAS STATE COLLEGE OF AGRICULTURE	18.70/day	Proj. Based	Contractual	Y
01/01/1984	04/30/1984	Laborer	VISAYAS STATE COLLEGE OF AGRICULTURE	17.00/day	Proj. Based	Contractual	Y
04/05/1983	12/31/1983	Laborer	VISAYAS STATE COLLEGE OF AGRICULTURE	17.00/day	Proj. Based	Contractual	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 21, 2023
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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 (COW)	Monday	Sunday	1 hr	Vice-Chair
	HOLY SPIRIT PARISH, VSU (Lector)	Monday	Sunday	1 hr	Coordinator

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[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 (Basic)	Loyalty Service Award	30 years of Continuous and Dedicated Service to Visayas State University
Driving (Motorcycle)	Loyalty Award	29 years of Patronizing Visayas State University Credit Cooperative (VSUCC)
	Loyalty Award	12 years of Serving the Guadalupe Catholic Choir Ensemble (Guadalupe)
	(Service to God)	22 years of Serving the Holy Spirit Parish in the Commission on Worship (COW)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 21, 2023
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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. Antonio P. Abamo	OVPREI, VSU, VISCA	9209835693
Dr. Moises Neil V. Serino	CME, VSU, VISCA	9363706515
Prof. Rosa Ophelia D. Velarde	OVPREI, VSU, VISCA	9613280848

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
4.5 cm. X 3.5 cm
(passport size)

Computer generated or photocopied picture is not acceptable

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 PASSPORT

ID/License/Passport No.: P 6245355A

Date/Place of Issuance: March 2, 2018 / Tacloban City

Signature (Sign inside the box)

June 21, 2023

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 24 JUL 2023, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN L. GUINOCOR

Person Administering Oath

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