

CS Form No. 212  
Revised 2017

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

FIRST NAME

MIDDLE NAME

Nayre

Gilda

Prejula

NAME EXTENSION (JR., SR)

N/A

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

01/03/1970

4. PLACE OF BIRTH

Catbalogan Samar

5. SEX

☐ Male

☒ Female

6. CIVIL STATUS

☐ Single

☒ Married

☐ Widowed

☐ Separated

☐ Other/s:

7. HEIGHT (m)

1.55

8. WEIGHT (kg)

59.00

9. BLOOD TYPE

B+

10. GSIS ID NO.

2001717240

11. PAG-IBIG ID NO.

170000256090

12. PHILHEALTH NO.

130000157431

13. SSS NO.

N/A

14. TIN NO.

116625881

15. AGENCY EMPLOYEE NO.

V00359

16. CITIZENSHIP

☒ Filipino

☐ Dual Citizenship

☐ by birth

☐ by naturalization

Pls. indicate country:

Philippines

If holder of dual citizenship,  
please indicate the details.

17. RESIDENTIAL ADDRESS

House/Block/Lot No.

Street

Cogon

Subdivision/Village

Barangay

BAYBAY

LEYTE

City/Municipality

Province

6521

18. PERMANENT ADDRESS

House/Block/Lot No.

Street

Cogon

Subdivision/Village

Barangay

BAYBAY

LEYTE

City/Municipality

Province

6521

19. TELEPHONE NO.

(

20. MOBILE NO.

906-193-5808

21. E-MAIL ADDRESS (if any)

gprejulanayre@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME

FIRST NAME

MIDDLE NAME

OCCUPATION

EMPLOYER/BUSINESS NAME

BUSINESS ADDRESS

TELEPHONE NO.

NAYRE

ARTEMIO

TANO

Administrative Aide IV

Visayas State University

Visca, Baybay City, Leyte

09168788207

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

DATE OF BIRTH (mm/dd/yyyy)

AYSON FEB P. NAYRE

02/13/1990

ARGIL JAN P. NAYRE

01/17/1994

ATHENA MARIAN P. NAYRE

09/28/2011

24. FATHER'S SURNAME

FIRST NAME

MIDDLE NAME

PREJULA

RESURRECION

BERMEJO

25. MOTHER'S MAIDEN NAME

SURNAME

FIRST NAME

MIDDLE NAME

GLORIA BOCO VOLOSO

PREJULA

GLORIA

VOLOSO

(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

Burauen North Central School

Elementary

1975

1981

1981

N/A

SECONDARY

Burauen Provincial High School

High School

1981

1985

1985

N/A

VOCATIONAL/ TRADE COURSE

N/A

COLLEGE

Visayas State University

Bachelor of Science in Agriculture

1985

1989

1989

N/A

GRADUATE STUDIES

N/A

(Continue on separate sheet if necessary)

SIGNATURE

DATE

03/28/2023

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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
Career Service Professional	82.34	10/17/1993	Tacloban City	N/A	N/A
Data Encoder		11/15/1999	Tacloban City	26080489	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	GOVT SERVICE (Y/ N)
From	To						
01/01/2023		Administrative Aide VI	Visayas State University	18,520.00	6-8	Permanent	Y
01/01/2022		Administrative Aide VI	Visayas State University	17,806.00	6-8	Permanent	Y
01/01/2021		Administrative Aide VI	Visayas State University	17,092.00	6-8	Permanent	Y
01/01/2020		Administrative Aide VI	Visayas State University	16,129.00	6-6	Permanent	Y
01/01/2019		Administrative Aide VI	Visayas State University	15,426.00	6-6	Permanent	Y
01/01/2019		Administrative Aide VI	Visayas State University	15,192.00	-	Permanent	Y
01/01/2019		Administrative Aide VI	Visayas State University	15,076.00	-	Permanent	Y
01/01/2018	12/31/2018	Administrative Aide VI	Visayas State University	14,578.00	-	Permanent	Y
01/01/2017	12/31/2017	Administrative Aide VI	Visayas State University	14,096.00	-	Permanent	Y
01/01/2016		Administrative Aide VI	Visayas State University	12,921.00	-	Permanent	Y
01/01/2016	12/31/2016	Administrative Aide VI	Visayas State University	13,630.00	-	Permanent	Y
01/01/2016		Administrative Aide VI	Visayas State University	13,378.00	-	Permanent	Y
03/25/2013	12/31/2015	Administrative Aide IV	Visayas State University	11,292.00	-	Permanent	Y
06/01/2012	03/24/2013	Administrative Aide IV	Visayas State University	11,181.00	-	Permanent	Y
06/01/2011	05/31/2012	Administrative Aide IV	Visayas State University	10,358.00	-	Permanent	Y
06/24/2010	05/31/2011	Administrative Aide IV	Visayas State University	9,536.00	-	Permanent	Y
03/25/2010	06/23/2010	Administrative Aide IV	Visayas State University	8,713.00	-	Permanent	Y
07/01/2009	03/24/2010	Administrative Aide III	Visayas State University	8,580.00	-	Permanent	Y
07/01/2008	06/30/2009	Administrative Aide III	Visayas State University	7,868.00	-	Permanent	Y
10/01/2007	06/30/2008	Administrative Aide III	Visayas State University	7,153.00	-	Permanent	Y
07/01/2007	09/30/2007	Administrative Aide III	Visayas State University	6,977.00	-	Permanent	Y
12/01/2004	06/30/2007	Administrative Aide III	Leyte State University	6,343.00	-	Permanent	Y
10/01/2004	11/30/2004	Administrative Aide III	Leyte State University	6,343.00	-	Permanent	Y
10/01/2001	09/30/2004	Clerk I	Leyte State University	6,189.00	-	Permanent	Y
07/01/2001	09/30/2001	Clerk I	Visayas College of Agriculture	6,039.00	-	Permanent	Y
01/01/2000	06/30/2001	Clerk I	Visayas College of Agriculture	5,751.00	-	Permanent	Y

PLEASE SEE ATTACHMENT A

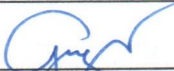
(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/28/2023
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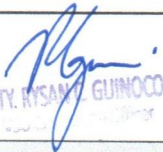






VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	N/A	N/A	N/A	N/A	N/A	
(Continue on separate sheet if necessary)						
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			
	Attaining Work-Life Balance and Productivity	11/09/2022	11/11/2022	24	Technical	Personnel Officers Association of the Philippines, Inc. (POAP)
	ISO 9001:2015 Awareness/Re-awareness Seminar	08/30/2022	08/30/2022	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	ISO 9001:2015 Awareness/ Re-awareness Seminar	09/13/2021	09/13/2021	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	"Control your Records before They Control You: The Basics of Records Management and Records Control"	01/27/2021	01/27/2021	8	Technical	Department of Science and Technology - Science and Technology Information Institute (DOST-STII)
	ISO 9001:2015 Awareness/ Re-awareness Seminar	11/27/2020	11/27/2020	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Document Tracking System	11/13/2020	11/13/2020	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Training on Identification of proper & Complete Items Technical Specification and Parameters & Orientation of the Purchase Request (PR) Module of the Supply Properties Procurement Management and Information System (SPPMIS)	08/20/2020	08/28/2020	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	NCCA "National Kalkali with the theme: Vital Wisdoms: Learning with the Indigenous Peoples"	10/28/2019	10/29/2019	16	Technical	National Commission for Culture and the Arts (NCCA) - Maryhill School of Theology
	Frontline and Customer Service	09/24/2019	09/27/2019	24	Technical	Personnel Officers Association of the Philippines, Inc. (POAP)
(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)	
	Strong Work Ethic		Loyalty/Service		Personnel Officers Association of the Philippines	
	Word Processing		Model Clerk Award		Leyte State University – Administrative Personnel Association	
	Music				Visayas State University Credit Cooperative	
	Computer Literate					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	03/28/2023	



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)?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
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?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No _____</div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>GUIRALDO C. FERNANDEZ</td><td>VSU, VISCA, BAYBAY CITY, LEYTE</td><td>09472206163</td></tr><tr><td>JETT C. QUEBEC</td><td>DLABS, VISAYAS STATE UNIVERSITY</td><td>09185459928</td></tr><tr><td></td><td></td><td></td></tr></table>		NAME	ADDRESS	TEL. NO.	GUIRALDO C. FERNANDEZ	VSU, VISCA, BAYBAY CITY, LEYTE	09472206163	JETT C. QUEBEC	DLABS, VISAYAS STATE UNIVERSITY	09185459928			
NAME	ADDRESS	TEL. NO.											
GUIRALDO C. FERNANDEZ	VSU, VISCA, BAYBAY CITY, LEYTE	09472206163											
JETT C. QUEBEC	DLABS, VISAYAS STATE UNIVERSITY	09185459928											
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.) <b>PLEASE INDICATE ID Number and Date of Issuance</b></div> <div>Government Issued ID: <b>GSIS</b></div> <div>ID/License/Passport No.: <b>2001717240</b></div> <div>Date/Place of Issuance: <b>01/01/2028 / Tacloban City</b></div>	<div> Signature (Sign inside the box)</div> <div>03/28/2023 Date Accomplished</div>	<div> <b>GILDA P. NAYRE</b></div> <div> Right Thumbmark</div>											
SUBSCRIBED AND SWORN to before me this <b>29 MAR 2023</b> , affiant exhibiting his/her validly issued government ID as indicated above.													
<div> <b>ATTY. NYSANE GUINOCOR</b> Person Administering Oath</div>													



## 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: January 1, 2016-present
  - Position: Administrative Aide VI
  - Name of Office/Unit: Dept. of Liberal Arts and Behavioral Sciences (DLABS)
  - Immediate Supervisor: Dr. Guiraldo C. Fernandez, Jr., Dr. Jett C. Quebec
  - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - Responsible in performing administrative and technical tasks e.g., preparation of individual teaching load and faculty workload, reports of teaching loads; preparation of standard government forms (cash advance/reimbursements/liquidations, purchase requests, RIS, leave of absence, certificate of service rendered of faculty members monitoring of leave of absences/attendance; preparation of official communications responds to queries and performs other related functions) ); acts as deputy document records controller of the department
- 
- Duration: March 25, 2010-December 31, 2015
  - Position: Administrative Aide IV
  - Name of Office/Unit: Dept. of Liberal Arts and Behavioral Sciences
  - Immediate Supervisor: Dr. Justiniano L. Seroy/Dr. Guiraldo C. Fernandez, Jr.
  - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - Responsible in performing administrative and technical tasks e.g., preparation of individual teaching load and faculty workload, reports of teaching loads; preparation of standard government forms (cash advance/reimbursements/liquidations, purchase requests, RIS, leave of absence, certificate of service rendered of faculty members monitoring of leave of absences/attendance; preparation of official communications responds to queries and performs other related functions); performs functions as staff of the Culture of the Arts Center
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- 
- Duration: December 1, 2004- March 24, 2010
  - Position: Administrative Aide III
  - Name of Office/Unit: Dept. of Arts and Letters (DAL) now DLABS
  - Immediate Supervisor: Prof. Norberto F. Canada/Dr. Zenaida C. Dumaguing
  - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties

- Responsible in performing administrative and technical tasks e.g., preparation of standard government forms (cash advance/reimbursements/liquidations, purchase requests, RIS, leave of absence, certificate of service rendered of faculty members monitoring of leave of absences/attendance; preparation of official communications responds to queries and performs other related functions)

- 
- Duration: January 1, 1996-November 30, 2004
  - Position: Clerk I
  - Name of Office/Unit: Dept. of Arts and Letters (DAL), now DLABS
  - Immediate Supervisor: Prof. Norberto F. Canada
  - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties

- Responsible in performing administrative and technical tasks e.g., preparation of standard government forms (cash advance/reimbursements/liquidations, purchase requests, RIS, leave of absence, certificate of service rendered of faculty members monitoring of leave of absences/attendance; preparation of official communications responds to queries and performs other related functions)

- 
- Duration: May 16, 1990-December 31, 1995
  - Position: Clerk I
  - Name of Office/Unit: Center for Social Research, now ISR-DS
  - Immediate Supervisor: Dr. Salvador Dagoy/Dr. Basilio A. Dabuet
  - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties

- Responsible in performing administrative and technical tasks e.g., preparation of standard government forms (cash advance/reimbursements/liquidations, purchase requests, RIS, leave of absence; monitoring of leave of absences/attendance; preparation of official communications; encoding of research and extension reports responds to queries and performs other related functions)

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GILDA P. NAYRE

(Signature over Printed Name  
of Employee/Applicant)