

## 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	MANADONG		
FIRST NAME	MAUREN JOY	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	FALLER		
3. DATE OF BIRTH (mm/dd/yyyy)	09/25/1991	16. CITIZENSHIP	
4. PLACE OF BIRTH	TALISAY CITY, CEBU	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX			
6 CIVIL STATUS		17. RESIDENTIAL ADDRESS	
		B8 L8	MERCYVILLE
		House/Block/Lot No.	Street
			DIIT
		Subdivision/Village	Barangay
7. HEIGHT (m)	1.52	TACLOBAN CITY	LEYTE
8. WEIGHT (kg)	50	City/Municipality	Province
9. BLOOD TYPE	B+	ZIP CODE	6500
10. GSIS ID NO.	N/A	18. PERMANENT ADDRESS	
11. PAG-IBIG ID NO.	121074502524	B8 L8	MERCYVILLE
12. PHILHEALTH NO.	13-025101846-5	House/Block/Lot No.	Street
13. SSS NO.	06-2918748-5		DIIT
14. TIN NO.	285-403-657	Subdivision/Village	Barangay
15. AGENCY EMPLOYEE NO.		TACLOBAN CITY	LEYTE
		City/Municipality	Province
		ZIP CODE	6500
		19. TELEPHONE NO.	(053) 839 - 6550
		20. MOBILE NO.	09088815362
		21. E-MAIL ADDRESS (if any)	maurenmanadong@gmail.com

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MANADONG		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	GONZALO	NAME EXTENSION (JR., SR) JR.	KATE NAOMI F. MANADONG	8/25/2015
MIDDLE NAME	PARDALES		KIARA ZOE F. MANADONG	6/23/2021
OCCUPATION	OFW			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	FALLER			
FIRST NAME	CASTOR	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	QUEBEC			
25. MOTHER'S MAIDEN NAME				
SURNAME	VILLAR			
FIRST NAME	EVA			
MIDDLE NAME	ALICAYA			

(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)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	TIGBAO-DIIT ELEMENTARY SCHOOL	PRIMARY EDUCATION	2001	2004	GRADUATE	2004	WITH HONORS
SECONDARY	VISAYAS STATE UNIVERSITY - LABORATORY HIGH SCHOOL	SECONDARY EDUCATION	2004	2008	GRADUATE	2008	N/A
VOCATIONAL / TRADE COURSE	TESDA REGIONAL TRAINING CENTER - TACLOBAN	TRAINERS METHODOLOGY LEVEL I	Jul-19	Aug-19	COMPETENT	2019	N/A
COLLEGE	ASIAN DEVELOPMENT FOUNDATION COLLEGE	BS in TOURISM MANAGEMENT	2013	2017	GRADUATE	2017	CUM LAUDE
GRADUATE STUDIES	Lyceum of the Philippines - Manila	Master in International Tourism Management	2022	PRESENT	ONGOING	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE
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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
	LICENSURE EXAMINATION FOR TEACHERS		09/30/2018	SNHS TACLOBAN CITY, LEYTE	1737825	01/01/2019
	HONOR GRADUATE PD No. 907		03/25/2017	CSC	N/A	N/A
	ARMED FORCES OF THE PHILIPPINES SERVICE		Oct-16	LNU TACLOBAN CITY, LEYTE	N/A	Oct-19
	DRIVER'S LICENSE		Dec-16	LAND TRANSPORTATION OFFICE RO8	H02-16-003634	Sep-21

## V. WORK EXPERIENCE

[illegible]

<b>SIGNATURE</b>		<b>DATE</b>	
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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			
	Let's Write the Future Together: A Seminar-Writeshop on Silago Tourism Development Planning for Sustainable and Thriving Destination	11/06/2024	11/08/2024	24	Managerial	Municipality of Silago
	Statistics Seminar Session 05: "THE ROLE OF BIG DATA IN ANALYTICS"	10/12/2024	10/12/2024	4	Research	Lyceum of the Philippines-Manila Graduate School
	Tourism Awareness and Resource Assessment Seminar-Workshop	10/03/2024	10/04/2024	16	Managerial	Municipality of Silago
	Statistics Seminar Session 03: "DELVING INTO DESCRIPTIVE AND INFERENTIAL STATISTICS"	09/28/2024	09/28/2024	4	Research	Lyceum of the Philippines-Manila Graduate School
	Statistics Seminar Session 02: "Introduction to Basic Statistics"	09/14/2024	09/14/2024	4	Research	Lyceum of the Philippines-Manila Graduate School
	Statistics Seminar Session 01: "Data Management and Coding Principle"	09/14/2024	09/14/2024	4	Research	Lyceum of the Philippines-Manila Graduate School
	Makanayon Cultural Leadership Training	08/27/2024	08/29/2024	24	Managerial	Department of Tourism RO8 and Nayong Pilipino Foundation
	Chinese Language Training and Capacity Building Workshop of ASEAN 2024	08/06/2024	12/09/2024	32	Technical	ASEAN-China Centre
	Continuing Education for Tour Guides, Tour Script Writing and Interpretation: Food and Beyond	05/08/2024	05/09/2024	12	Technical	Department of Tourism Region 8 Office
	Statistical Training Workshop	04/17/2024	04/17/2024	8	Research	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Research Proposal Writing	03/11/2024	03/11/2024	8	Research	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Extension Training-Workshop on Developing Extension Project Proposal	11/13/2023	11/13/2023	8	Research	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Regional Tour Guiding	08/08/2023	09/08/2023	240	Technical	Department of Tourism Region 8 Office
	TURNITIN Feedback Studio Instructor's Workflow Training	04/17/2023	04/17/2023	8	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	CAPABILITY TRAINING FOR COLLEGE/ DEPARTMENT-BASED GUIDANCE FACILITATOR: RACE AGAINST SUICIDE	04/13/2023	04/13/2023	8	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Learn and Re-learn: VSU Table of Specifications and Test Item Analysis	04/04/2023	04/04/2023	8	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Deep Dive on Various Approaches in Dealing with Qualitative Data	03/25/2023	03/25/2023	8	Research	Lyceum of the Philippines-Manila Graduate School

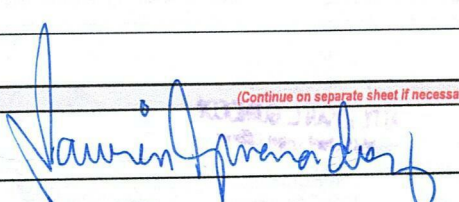
PLEASE SEE ATTACHMENT A

(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)
	Graphics Design and Editing		CUM LAUDE		N/A
	Computer Literate, Good communication skills, adaptability, flexibility, attention to detail				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/11/2024
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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:

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

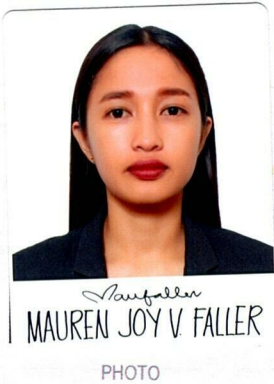
☒ NO

If YES, please specify ID No

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

NAME	ADDRESS	TEL. NO.
Marichu S. Armada	Tacloban City, Leyte	09166576135
Randy G. Omega	Baybay City, Leyte	09283541945
Janice Supnit	Tacloban City	09988446175

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.

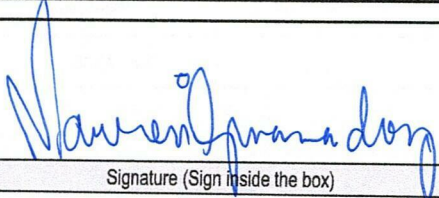


Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: N/A PHILHEALTH NO.

ID/License/Passport No.: N/A 13-025101846-5


Date/Place of Issuance: N/A TACLOBAN CITY



Signature (Sign inside the box)


12/11/2024

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 17 DEC 2024, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. RYSAN C. GUINOCOR

NSU Chief Legal Officer

Person Administering Oath

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## WORK EXPERIENCE SHEET

- Duration: March 24, 2021 – Present
  - Position: Instructor 1
  - Name of Office/Unit: Department of Tourism and Hospitality Management
  - Immediate Supervisor: Hannah Mae E. Quimbo
  - Name of Agency/Organization and Location: Visayas State University, Baybay City
  - List of Accomplishments and Contributions (if any)
    - Develops a module as learning material for students
    - Implemented a series of activities based learning programs, which resulted in increased student interest in regular lessons
    - Developed and implemented a teaching program that catered to the social, academic, and cognitive development of students
    - Academic and different organizations adviser
    - Research adviser
    - Student research committee chairperson and member
    - Community extension component leader
    - Department Committees chairperson and member
  - Summary of Actual Duties
    - Involvement in the Research, Extension, and Instruction: develops syllabi that clearly outline the course requirements, rationale, goals, and objectives; and prepares class sessions and assignments to help students grasp course content and how it integrates with overall student learning outcomes for the course. Identify, prepare and organize course materials and learning resources for course delivery and provide academic assistance in a variety of learning situations.
- 
- Duration: January 28, 2020 – January 2021
  - Position: Part-time Instructor
  - Name of Office/Unit: College of Technology
  - Immediate Supervisor: Marichu Salud Armada
  - Name of Agency/Organization and Location: Eastern Visayas State Univeresity, Tacloban City
  - List of Accomplishments and Contributions (if any)
    - Develops a module as learning material for students
    - Implemented a series of activities based learning programs, which resulted in increased student interest in regular lessons
    - Developed and implemented a teaching program that catered to the social, academic, and cognitive development of students
  - Summary of Actual Duties
    - Develops syllabi that clearly outline the course requirements, rationale, goals, and objectives; and prepares class sessions and assignments to help students grasp course content and how it integrates with overall student learning outcomes for the course. Identify, prepare and organize course materials and learning resources for course delivery and provide academic assistance in a variety of learning situations.

- Duration: January 6, 2017 – June 15, 2019
- Position: Senior High School/ College Instructor
- Name of Office/Unit: Liberal Arts Department
- Immediate Supervisor: Rachelle Erica Pineda
- Name of Agency/Organization and Location: Asian Development Foundation College
  
- List of Accomplishments and Contributions (if any)
  - Faculty advisor to student classes and organization's
  - Implemented a series of activities based learning programs, which resulted in increased student interest in regular lessons
  - Developed and implemented a teaching program that catered to the social, academic, and cognitive development of students
  
- Summary of Actual Duties
  - Develops syllabi that clearly outline the course requirements, rationale, goals, and objectives; and prepares class sessions and assignments to help students grasp course content and how it integrates with overall student learning outcomes for the course. Identify, prepare and organize course materials and learning resources for course delivery and provide academic assistance in a variety of learning situations.

  
**MAUREN JOY F. MANADONG**

(Signature over Printed Name  
of Employee/Applicant)

Date: Dec. 10, 2024