

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	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	TALISAY CITY, CEBU	If holder of dual citizenship, please indicate the details.	Philippines
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	B8 L8 MERCYVILLE House/Block/Lot No. Street Subdivision/Village Barangay TACLOBAN CITY LEYTE City/Municipality Province 6500
7. HEIGHT (m)	1.52	18. PERMANENT ADDRESS	B8 L8 MERCYVILLE House/Block/Lot No. Street Subdivision/Village Barangay TACLOBAN CITY LEYTE City/Municipality Province 6500
8. WEIGHT (kg)	50		ZIP CODE
9. BLOOD TYPE	B+	19. TELEPHONE NO.	(053) 839 - 6550
10. GSIS ID NO.	N/A	20. MOBILE NO.	09088815362
11. PAG-IBIG ID NO.	121074502524	21. E-MAIL ADDRESS (if any)	maurenmanadong@gmail.com
12. PHILHEALTH NO.	13-025101846-5		
13. SSS NO.	06-2918748-5		
14. TIN NO.	285-403-657		
15. AGENCY EMPLOYEE NO.			

II. FAMILY BACKGROUND

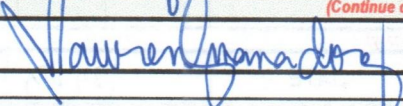
22. SPOUSE'S SURNAME	MANADONG		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	GONZALO	NAME EXTENSION (JR., SR) JR.	KATE NAOMI F. MANADONG	8/25/2015
MIDDLE NAME	PARDALES		KIARA ZOE F. MANADONG	6/23/2021
OCCUPATION	OFW			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS 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	UNIVERSITY OF SAN CARLOS - MAIN CAMPUS	MASTERS IN MANAGEMENT MAJOR IN TOURISM MANAGEMENT	2018	PRESENT	ONGOING	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/23/2021
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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
	LICENSURE EXAMINATION FOR TEACHERS		09/30/2018	SNHS TACLOBAN CITY, LEYTE	1737825	1/1/2019
	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

(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.

[illegible]

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>	<i>Laurent Simon</i>	<b>DATE</b>	12/23/2021
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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			
	A TRAINING ON MODULE AND MOODLE: Monitoring, Overseeing Development (MoOD), and Modifying the University (ModU) Learning Environment	July 13, 2020	July 17, 2020	40	Technical	EASTERN VISAYAS STATE UNIVERSITY
	DIGITAL JOBS PH TECHNICAL TRAINING - DIGITAL MARKETING & E-COMMERCE COURSE	Oct-2019	Dec-2019	352	Managerial	DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY
	TRAINERS METHODOLOGY LEVEL I	Jul-19	Aug-19	264	Managerial	TESDA REGIONAL TRAINING CENTER - TACLOBAN
	FOOD AND BEVERAGE SERVICE NC III	2018	2018	350	Managerial	ASIAN DEVELOPMENT FOUNDATION COLLEGE
	FOOD AND BEVERAGE SERVICE NC II	2018	2018	356	Supervisory	ASIAN DEVELOPMENT FOUNDATION COLLEGE
	6TH INTERNATIONAL CONFERENCE ON HOSPITALITY AND TOURISM MANAGEMENT 2018	Sep 14, 2018	Sep 15, 2018	16	Managerial	THE INTERNATIONAL INSTITUTE OF KNOWLEDGE MANAGEMENT
	INTERNATIONAL CONFERENCE ON HOTEL ADMINISTRATION 2018	Sep 14, 2018	Sep 15, 2018	16	Supervisory	THE INTERNATIONAL INSTITUTE OF KNOWLEDGE MANAGEMENT
	INTERNATIONAL CONFERENCE ON HOTEL ADMINISTRATION 2018 WORKSHOP	Sep 14, 2018	Sep 15, 2018	16	Supervisory	THE INTERNATIONAL INSTITUTE OF KNOWLEDGE MANAGEMENT
	EDUCATIONAL TECHNOLOGY EXHIBIT 2018	May 22, 2018	May 24, 2018	24	Technical	LEYTE COLLEGES
	STRATEGIC HUMAN RESOURCE MANAGEMENT AND CAREER PLANNING	Feb 16, 2017	Feb 16, 2017	8	Managerial	ASIAN DEVELOPMENT FOUNDATION COLLEGE
	STRATEGIC RESPONSES IN A CHANGING BUSINESS ENVIRONMENT	Sep 30, 2016	Sep 30, 2016	8	Supervisory	EASTERN VISAYAS STATE UNIVERSITY
	CAREER ORIENTATION SEMINAR IN THE CRUISE LINE INDUSTRY	Sep 3, 2016	Sep 3, 2016	8	Supervisory	MAGSAYSAY CENTER FOR HOSPITALITY AND CULINARY ARTS
	EMPLOYMENT COACHING	Aug 21, 2016	Aug 21, 2016	8	Supervisory	ASIAN DEVELOPMENT FOUNDATION COLLEGE
	PERSONALITY DEVELOPMENT	Aug 20, 2016	Aug 20, 2016	8	Supervisory	ASIAN DEVELOPMENT FOUNDATION COLLEGE
	ZONAL PUBLIC ORIENTATION ON CMO No. 25	Jun 6, 2016	Jun 6, 2016	8	Technical	COMMISSION ON HIGHER EDUCATION RO8
	SOFITEL OVERVIEW HOTEL FAMILIARIZATION TOUR	Sep 08, 2015	Sep 08, 2015	8	Supervisory	SOFITEL PHILIPPINE PLAZA MANILA
	PRINCIPLES OF HIGH QUALITY ASSESSMENT	Mar 21, 2015	Mar 21, 2015	8	Supervisory	ASIAN DEVELOPMENT FOUNDATION COLLEGE

(Continue on separate sheet if necessary)

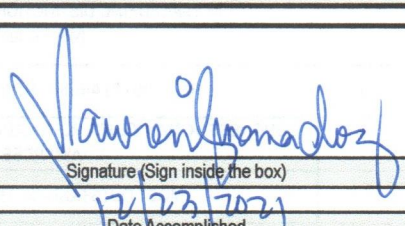

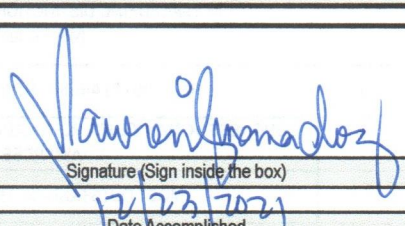

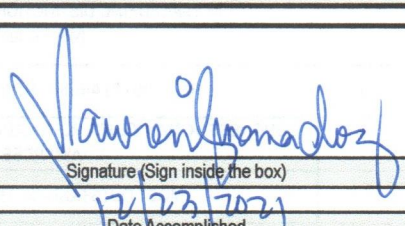

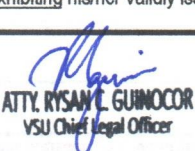
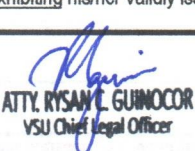
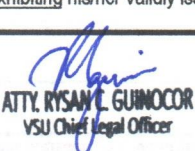
## VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	EXCELLENT WRITTEN AND COMMUNICATION SKILLS	YMCA OUTSTANDING STUDENT AWARDEE		PATA Young Tourism Professional Member
	PROFICIENT IN MICROSOFT OFFICE	CONGRESSWOMAN YEDDA ROMULADEZ ACADEMIC EXCELLENCE AWARDEE		YMCA LEYTE
	WRITE RESEARCH PAPERS AND PRESENTER OF RESEARCH PROPOSAL	MOST OUTSTANDING TRIBE LEADER		GOD'S KINGDOM MISSION CHRISTIAN CHURCH
	DONE STINTS AS AN EMCEE OF SCHOOL EVENTS			
	ATHLETE REPRESENTATIVE   SPORT ENTHUSIAST			
	INTEREST IN READING AND TRAVELLING			
	LOVE WATCHING DOCUMENTARY FILMS			

(Continue on separate sheet if necessary)

SIGNATURE	DATE
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to chief of bureau or office or to the person who has immediate supervision over you in the Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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 a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>HON.RACHELLE ERICA CHUA-PINEDA, M.M.</td><td>TACLOBAN CITY</td><td>9173874457</td></tr><tr><td>JANICE LAURICE SUPNET</td><td>TACLOBAN CITY</td><td>9988446175</td></tr><tr><td>JOYCE ABARQUESZ-YAMON</td><td>TACLOBAN CITY</td><td>9165891833</td></tr></table>		NAME	ADDRESS	TEL. NO.	HON.RACHELLE ERICA CHUA-PINEDA, M.M.	TACLOBAN CITY	9173874457	JANICE LAURICE SUPNET	TACLOBAN CITY	9988446175	JOYCE ABARQUESZ-YAMON	TACLOBAN CITY	9165891833
NAME	ADDRESS	TEL. NO.											
HON.RACHELLE ERICA CHUA-PINEDA, M.M.	TACLOBAN CITY	9173874457											
JANICE LAURICE SUPNET	TACLOBAN CITY	9988446175											
JOYCE ABARQUESZ-YAMON	TACLOBAN CITY	9165891833											
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.													
<table><tr><td>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: PRC I.D.</td></tr><tr><td>ID/License/Passport No.: 1737825</td></tr><tr><td>Date/Place of Issuance: TACLOBAN CITY</td></tr></table>	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 I.D.	ID/License/Passport No.: 1737825	Date/Place of Issuance: TACLOBAN CITY	<table><tr><td> Signature (Sign inside the box) 12/23/2021 Date Accomplished</td></tr><tr><td> Right Thumbmark</td></tr></table>	 Signature (Sign inside the box) 12/23/2021 Date Accomplished	 Right Thumbmark						
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 Right Thumbmark													
SUBSCRIBED AND SWORN to before me this 10 FEB 2022, applicant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td> ATTY. RYSAW L. GUINOCOR VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>		 ATTY. RYSAW L. GUINOCOR VSU Chief Legal Officer	Person Administering Oath										
 ATTY. RYSAW L. GUINOCOR VSU Chief Legal Officer													
Person Administering Oath													



## WORK EXPERIENCE SHEET

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

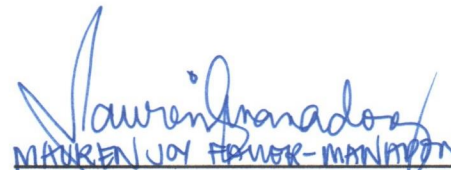
2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed starting with the most recent/present employment

- Duration: March 24, 2021 – present
- Position: Instructor I
- Name of Office/Unit: Department of Tourism and Hospitality Management
- Immediate Supervisor: Ms Venice B. Ibañez
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Develops syllabi that clearly outline the course requirements, rationale, goals, and objectives. Submits digital copies of syllabi and course outputs to the Office of Academic Affairs each semester.
  - Designed Learning Guide
- Summary of Actual Duties
  - Selects textbooks and other resources for the class.
  - Plan and prepare class sessions and assignments to assist students in understanding course content and how it relates to overall student learning outcomes for the course.
  - Teaches courses in compliance with course syllabus descriptions and set course standards and outcomes.
  - Establishes a learning environment that promotes student interest and participation.
  - Maintains other presence on campus equal to 45 hours per week for full time faculty.
  - Manage students' learning using the University's online learning portal (VSUEE).
  - Documents students' attendance, participation, and academic progress by giving and grading assignments, projects, quizzes and/or examinations that lead to a final grade.
  - Submits course grades to the University Registrar by the assigned date.
  - Is accessible to students outside the classroom, providing ample periods of time for counselling and mentoring students in matters related to academic success, life goals, and spiritual development.
  - Maintains posted office hours and when possible participates in chapel and other school related activities

- Duration: January 28, 2020 – January 30, 2011
- Position: Part-time Instructor
- Name of Office/Unit: Department of Hospitality and Consumer Sciences
- Immediate Supervisor: Ms Marichu S. Armada
- Name of Agency/Organization and Location: Eastern Visayas State University, Tacloban City, Leyte
- List of Accomplishments and Contributions (if any)
  - Develops syllabi that clearly outline the course requirements, rationale, goals, and objectives. Submits digital copies of syllabi and course outputs to the Office of Academic Affairs each semester.

○  
• Summary of Actual Duties

- Selects textbooks and other resources for the class.
- Plan and prepare class sessions and assignments to assist students in understanding course content and how it relates to overall student learning outcomes for the course.
- Teaches courses in compliance with course syllabus descriptions and set course standards and outcomes.
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LAUREN JOY FOWLER-MANNING  
(Signature over Printed Name  
of Employee/Applicant)

Date: \_\_\_\_\_