

## 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	NAYRE		
FIRST NAME	SYRENE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	PEREZ		
3. DATE OF BIRTH (mm/dd/yyyy)	01/07/1991	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	MERIDA, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	2 House/Block/Lot No. Street EPEFANIAN CITY HOMES COGON Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
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:	18. PERMANENT ADDRESS	2 House/Block/Lot No. Street EPEFANIAN CITY HOMES COGON Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	4'11	19. TELEPHONE NO.	053 563-7441
8. WEIGHT (kg)	60	20. MOBILE NO.	09215928741/09554932026
9. BLOOD TYPE	O+	21. E-MAIL ADDRESS (if any)	syrenenayre@vsu.edu
10. GSIS ID NO.	324243		
11. PAG-IBIG ID NO.	121070131649		
12. PHILHEALTH NO.	120252547652		
13. SSS NO.	0631605531		
14. TIN NO.	409007096		
15. AGENCY EMPLOYEE NO.	V01059		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NAYRE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	AYSON FEB	NAME EXTENSION (JR., SR) N/A	ZENITH FIONE P. NAYRE	04/06/2013
MIDDLE NAME	PREJULA		ZYRON FEB P. NAYRE	09/13/2018
OCCUPATION	SEAFARER			
EMPLOYER/BUSINESS NAME	CF SHARP- RCPO			
BUSINESS ADDRESS	103 CASA ROCHA BUILDING, INTRAMUROS, MANILA			
TELEPHONE NO.	(02) 527 - 6031			
24. FATHER'S SURNAME	PEREZ			
FIRST NAME	EDUARDO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	BAGUION			
25. MOTHER'S MAIDEN NAME				
SURNAME	VILLAR			
FIRST NAME	ANGIE			
MIDDLE NAME	PETEROS			

(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	LIBAS MERIDA LEYTE	Primary	1997	2003	graduate	2003	WITH HONORS
SECONDARY	MERIDA VOCATIONAL SCHOOL	High School	2003	2007	graduate	2007	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	BS-HRTM	2007	2011	graduate	2011	VSU CAC SCHOLAR
GRADUATE STUDIES	SOUTHWESTERN UNIVERSITY	MBA- TOURISM AND RECREATIONAL MANAGEMENT	2015	2016	graduate	2016	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JULY 27, 2019
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[illegible]

(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					SALARY/ JOB/PAY		
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[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JULY 23, 2019
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DATE	JULY 23, 2019
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JULY 23, 2019



# VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIL SOCIETY / 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		
	NONE	NONE			NONE

(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			
	NCII HOUSEKEEPING SERVICES TRAINING WORKSHOP	4/7/2019	7/14/2019	8	SUPERVISORY	VSU HOSTEL
	FARM TOURISMA ND TOUR GUIDING SEMINAR-WORKSHOP	4/16/2019	4/16/2019	8	MANAGERIAL	BAYBAY CITY AGRICULTURE
	NCIII EVENTS MANAGEMENT TRAINING WORKSHOP	11/3/2019	3/13/2019	24.0	MANAGERIAL	INTERNATIONAL SKILLS REPUBLIC ACADEMY INC.,
	NCII TRAINING WORKSHOP ON TOURISM PROMOTION	3/10/2019	3/10/2019	8.0	MANAGERIAL	INTERNATIONAL SKILLS REPUBLIC ACADEMY INC.,
	NCII TRAINING WORKSHOP ON TRAVEL AND TOUR OPERATIONS	3/9/2019	3/9/2019	8.0	MANAGERIAL	INTERNATIONAL SKILLS REPUBLIC ACADEMY INC.,
	ECHO SEMINAR WORKSHOP ON THE 1ST ASSOCIATION OF EDUCATION AND TRAINERS(ASSERT) ON OUTCOME -BASED EDUCATION	7/2/2018	7/2/2018	8.0	SUPERVISORY	VISAYAS STATE UNIVERSITY
	LECTURE ON CUSTOMER SERVICE(HANDLING GUEST COMPLAINTS AND QUALITY SERVICE)	11/3/2018	11/3/2018	4.0	MANAGERIAL	WORLD OF ADVENTURES TRAVEL AND TOURS
	LECTURE ON HOTEL OPERATION AND DEMO ON BASIC F AND B SERVICE	11/3/2018	11/3/2018	4.0	MANAGERIAL	WORLD OF ADVENTURES TRAVEL AND TOURS
	EXTENSION PROPOSAL WRITING	7/18/2018	7/20/2018	24.0	TECHNICAL	VSU- RESEARCH AND EXTENSION
	NEWS/FEATURE WRITING AND BASIC PHOTOGRAPHY	11/13/2018	11/14/2018	16	TECHNICAL	VSU-ALUMNI AND COMMUNITY RELATIONS
	EFFECTIVE FACILITATING SKILLS AND PROACTIVE INTERVENTION TECHNIQUES IN RESPONDING STUDENT-AT-RISK SITUATIONS	11/26/2018	11/27/2018	16.0	TECHNICAL	VSU-USO
	TRAINING ON HOW TO HANDLE SEXUAL HARASSMENT CASES IN CAMPUS	12/13/2018	12/14/018	16.0	TECHNICAL	VSU-GAD
	CAMP MANAGEMENT TRAINING	11/27/2017	3/12/2017	56.0	MANAGERIAL	DOT -VIII
	TOURISM ENTERPRISE INNOVATION AND SELF REINVENTION TECHNIQUES	9/14/2017	9/15/2017	16.0	MANAGERIAL	DOT -VIII
	TOURISM DESTINATON MARKETING	3/13/2016	3/13/2016	4.0	SUPERVISORY	SOUTHWESTERN UNIVERSITY
	HUMAN RESOURCE MANAGEMENT AND RECRUITMENT AND RETENTION	3/13/2016	3/13/2016	4.0	SUPERVISORY	SOUTHWESTERN UNIVERSITY
	Integrated Seminar-Workshop on Nurturing Work Ethics that Companies Value Most & Excellent Customer Service	8/13/2015	8/14/2015	16.0	Managerial	Executive Development Academy, Inc.

(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)
	DANCING, EVENT ORGANIZING		VSU- CAC SERVICE AWARD		VSU FOLKLORIC DANCETROUPE

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JULY 23, 2019
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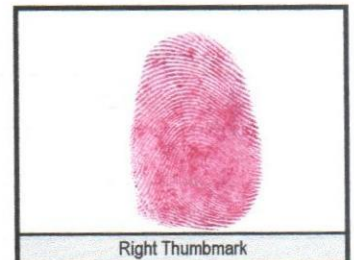
34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<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 type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<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 items: 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)		
NAME	ADDRESS	TEL. NO.
CRIS EDREN DELA PEÑA	BAYBAY CITY	

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



Right Thumbmark

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: DRIVER'S LICENSE
ID/License/Passport No.: H1214001416
Date/Place of Issuance: BAYBAY CITY, LETTE

Signature (Sign inside the box)
JUL 23 2019
Date Accomplished

SUBSCRIBED AND SWORN to before me this 19 AUG 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
Person Administering Oath



**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.

Position: Instructor

- Duration: August 1, 2017 – present
- Position: Instructor I
- Name of Office/Unit: Department of Tourism and Hospitality Management
- Immediate Supervisor: Venice B. Ibañez
- Name of Agency/Organization and Location: Visayas State University, Brgy. Pangasugan, Baybay, Leyte
- List of Accomplishments and Contributions (if any)
  - Prepared instructional materials
  - Prepare and develop OBE syllabus for BSTM
  - Compute grades and submit it to the registrar
  - Checked output of students, record them and return it to students
  - Supervise students with activities related to my handled subjects
  - Adviser of SHoTS
  - Attended and participated in activities organized by the department, college and university.
  - Advise graduating students in their narrative report.
  - Coach Mr. and Ms. VSU- CME candidate.
- Summary of Actual Duties
  - Teaches subjects in BS Tourism Management
  - Member in the different committee in the department and university
  - Performs other duties assigned by the department head.

  
SYRENE P. NAYRE

(Signature over Printed Name  
of Employee/Applicant)

Date: JULY 30, 2019