

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	MANAIG		
FIRST NAME	MARILYN	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	NEMEÑO		
3. DATE OF BIRTH (mm/dd/yyyy)	4/18/1972	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	TAGUIBO, BUTUAN CITY	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Widowed <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	INTERNATIONAL HOUSE, VSU, VISCA House/Block/Lot No. Street Subdivision/Village PANGASUGAN BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.4596 M	ZIP CODE	6521
8. WEIGHT (kg)	49 KG.		
9. BLOOD TYPE	B	18. PERMANENT ADDRESS	BLOCK 3 LOT NO. 14 House/Block/Lot No. Street LUMINA HOMES SUBDIVISION TAGUIBO Subdivision/Village Barangay BUTUAN CITY AGUSAN DEL NORTE City/Municipality Province
10. GSIS ID NO.	02004001249	ZIP CODE	8600
11. PAG-IBIG ID NO.	1210-4511-1015		
12. PHILHEALTH NO.	19-089764990-3		
13. SSS NO.	NA	19. TELEPHONE NO.	NONE
14. TIN NO.	174-504-953	20. MOBILE NO.	09196866636
15. AGENCY EMPLOYEE NO.	V00790	21. E-MAIL ADDRESS (if any)	mnmanaig@yahoo.com/marilyn.manaig@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NA	NAME EXTENSION (JR., SR)	RAFAELA N. MANAIG	1/3/1999
MIDDLE NAME	NA			
OCCUPATION	NA			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	NEMEÑO			
FIRST NAME	JOSE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CASIPONG			
25. MOTHER'S MAIDEN NAME				
SURNAME	LAGUMBAY			
FIRST NAME	ROSALIA			
MIDDLE NAME	TAGAPOLOT			

(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	AMPAYON CENTRAL ELEMENTARY SCHOOL	PRIMARY EDUCATION	1979	1985	NA	1985	VALEDICTORIAN
SECONDARY	FATHER URIOS HIGH SCHOOL	HIGH SCHOOL	1985	1989	NA	1989	VALEDICTORIAN
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	FATHER SATURNINO URIOS UNIVERSITY	BACHELOR OF ELEMENTARY EDUCATION	1989	1993	NA	1993	CUM LAUDE
GRADUATE STUDIES	CEBU NORMAL UNIVERSITY	MASTER OF ARTS IN EDUCATION - EARLY CHILDHOOD EDUCATION	2008	2010	NA	2010	BEST THESIS
GRADUATE STUDIES	CEBU NORMAL UNIVERSITY	DOCTOR OF EDUCATION - ENGLISH LANGUAGE TEACHING	2014	PRESENT	NA	NA	NA


(Continue on separate sheet if necessary)

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[illegible]

V. WORK EXPERIENCE

[illegible]

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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
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	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			
	CHILDLIKE WONDER EDUCATION CONFERENCE	9/14/2019	9/15/2019	16	PARTICIPANT	CREO EARLY LEARNING PARTNERS, INC.
	VALUES RESTORATION PROGRAM ON ORGANIC-VRO TRAINING THE TRAINERS EXCELLENCE WORKSHOP	1/22/2019	1/25/2019	42	PARTICIPANT	COUNCIL FOR THE RESTORATION OF FILIPINO VALUES - CSC
	VALUES RESTORATION OFFICER'S CAPACITY BUILDING IV	10/23/2018	10/26/2018	42	PARTICIPANT	COUNCIL FOR THE RESTORATION OF FILIPINO VALUES - CSC
	WORKSHOP ON PREPARING LOGFRAME FOR EFFECTIVE RESEARCH PROPOSAL	10/13/2018	10/13/2018	8	PARTICIPANT	COLLEGE OF EDUCATION - VISAYAS STATE UNIVERSITY
	RADIO FOR DEVELOPMENT WORKSHOP	8/6/2018	8/6/2018	8	PARTICIPANT	DYDC - VISAYAS STATE UNIVERSITY
	WRITESHOP ON OUTCOME-BASED EDUCATION COURSE SYLLABI	7/26/2018	7/26/2018	8	RESOURCE PERSON	COLLEGE OF EDUCATION - VISAYAS STATE UNIVERSITY
	ECO-SEMINAR WORKSHOP ON THE 1ST ASSOCIATION OF EDUCATION RESEARCHERS AND TRAINERS (ASSERT) NATIONAL CONVENTION FOR OUTCOME-BASED EDUCATION	2/7/2018	2/7/2018	8	RESOURCE PERSON	VISAYAS STATE UNIVERSITY
	STEM STRAND PRACTICAL RESEARCH 1 PRESENTATION	5/25/2018	5/25/2018	8	RESOURCE PERSON	VISAYAS STATE UNIVERSITY
	TRAINING WORKSHOP ON INNOVATIVE LEARNING STRATEGIES	5/16/2018	5/16/2018	8	PARTICIPANT	COLLEGE OF EDUCATION - VISAYAS STATE UNIVERSITY
	1ST ASSERT NATIONAL CONVENTION ON OUTCOME-BASED EDUCATION	11/28/2017	11/29/2017	16	PARTICIPANT	ASSOCIATION OF EDUCATION RESEARCHERS AND TRAINERS
	WORKSHOP ON OBE FOR NON-TECHNICAL PROGRAMS	11/29/2017	11/29/2017	8	PARTICIPANT	ASSOCIATION OF EDUCATION RESEARCHERS AND TRAINERS
	LICENSURE EXAMINATION FOR TEACHERS' REVIEW	7/7/2017	7/10/2017	42	RESOURCE PERSON	UNIVERSITY REVIEW CENTER - VISAYAS STATE UNIVERSITY
	FACULTY ENHANCEMENT SEMINAR AND WORKSHOP	6/1/2017	6/1/2017	8	RESOURCE PERSON	AMA COMPUTER LEARNING CENTER - ORMOC CITY
	ORIENTATION OF NEWLY-HIRED REGULAR AND PART-TIME FACULTY MEMBERS	3/9/2017	3/10/2017	16	RESOURCE PERSON	VISAYAS STATE UNIVERSITY
	ORIENTATION OF NEWLY-HIRED REGULAR AND PART-TIME FACULTY MEMBERS	6/8/2015	6/8/2015	8	RESOURCE PERSON	VISAYAS STATE UNIVERSITY
	LICENSURE EXAMINATION FOR TEACHERS' REVIEW	9/8/2015	9/9/2015	16	RESOURCE PERSON	UNIVERSITY REVIEW CENTER - VISAYAS STATE UNIVERSITY
	THREE-DAY TRAINING WORKSHOP ON TEACHING READING FOR ELEMENTARY AND SECONDARY TEACHERS	10/28/2014	10/30/2014	24	RESOURCE PERSON	COLLEGE OF EDUCATION - VISAYAS STATE UNIVERSITY
	LICENSURE EXAMINATION FOR TEACHERS' REVIEW	7/3/2014	7/3/2014	8	RESOURCE PERSON	UNIVERSITY REVIEW CENTER - VISAYAS STATE UNIVERSITY
	WORKSHOP ON INSTRUCTIONAL MATERIALS	1/28/2014	1/29/2014	16	PARTICIPANT	VSU, ONLINE PROGRAMS OFFICE
	NATIONAL SERVICE TRAINING PROGRAM-SCHOOL YEAR 2013-2014 COORDINATOR	10/2013	03/2014	4	PARTICIPANT	VSU, NSTP-CWTS
	INNOVATIVE TEACHING STRATEGIES, EMPLOYABILITY SKILLS, & CONTENT-BASED SPEECH ENHANCEMENT	10/29/2013	10/30/2013	16	TECHNICAL	INTERNATIONAL THEATRE INSTITUTE (ITI)
	NATIONAL CONFERENCE ON DEVELOPMENT INITIATIVES IN THE PHIL. MARGINAL UPLANDS	10/11/2013	10/24/2013	24	PARTICIPANT	COMMISSION ON HIGHER EDUCATION, PHERNET
	SEMINAR ON THE SENIOR HIGH SCHOOL PROGRAM	10/11/2013	10/11/2013	8	PARTICIPANT	VISAYAS STATE UNIVERSITY
	NUTRITION EDUCATION SESSIONS (NES) & SUPPLEMENTAL FEEDING	9/16/2013	4/14/2014	8	TECHNICAL	VISAYAS STATE UNIVERSITY
	CONVERGENCE MEETING FOR SENIOR HIGH SCHOOL PREPARATION	11/11/2012	11/11/2013	4	PARTICIPANT	DEPED, BAYBAY CITY, DIVISION
	NATIONAL TEACHER EDUCATION STUDENTS CONFERENCE	2/22/2013	2/22/2013	8	PRESENTER	CEBU NORMAL UNIVERSITY
	NATIONAL CONFERENCE-WORKSHOP IN RESEARCH	2/2/2013	2/3/2013	16	PRESENTER	TEACHERS' CAMP, BAGUIO CITY
	SEMINAR-WORKSHOP ON WRITING SCIENTIFIC ARTICLES FOR PEER-REVIEWED	9/18/2012	9/18/2012	8	PARTICIPANT	VISAYAS STATE UNIVERSITY

(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)
	SINGING		NA		Visayas State University Faculty Association
					State Universities and Colleges Teacher Education Association

(Continue on separate sheet if necessary)

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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:

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?

☐ 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:

NA

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

NAME	ADDRESS	TEL. NO.
LIJUERAJ J. CUADRA	VSU	563-7527
ROSARIO P. ABELA	VSU	563-7527
LOUISA MARIE B. ANDRADE	VSU	563-7527

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

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

ID/License/Passport No.: 0843684

Date/Place of Issuance: 06/10/2004/Butuan City

Signature (Sign inside the box)
11-18-2019
Date Accomplished

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

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Series of 2019

ATTY. RENE ALLAN G. JERVOSO
Notary Public for Baybay City,
Mahaplag and Albuera, Leyte
NG No. 15-01-02 / Until Dec. 31, 2020
Magsaysay Ave., Baybay City, Leyte
ISP No. 087260 / Validity / 1-12-19
PTR No. 2532278 / Albuera, Leyte / 1-03-18
TIN No. 916-70-888 / Tax No. 1232-10
MCLE Compliance No. 1232-10

Person Administering Oath

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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

Position Applied for: Associate Professor 1

- Duration: January 1, 2017 – present
- Position: Associate Professor1
- Name of Office/Unit: Department of Teacher Education
- Immediate Supervisor: Bayron S. Barredo
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Taught undergraduate and graduate education courses assigned by the immediate supervisor
 - Served as adviser of students' organizations, academic adviser, student teaching supervisor of student teachers and reviewer for the Licensure Examination of ^{for} Teachers (LET)
 - Engaged in extension activities for the adopted schools of the College of Education
 - Co-authored a published book on Child and Adolescent Learners and Learning Principles
 - Served as chairperson of EDSIDER (official newsletter of the College of Education) editorial board.
 - Performed other assignments delegated by the immediate supervisor and other university authorities
- Summary of Actual Duties
 - Responsible for the performance of the fourfold functions of the university , namely: instruction, extension, research and production, accomplishment of other tasks assigned by the immediate supervisor and other university authorities, provision of assistance in the management of the department's programs and activities programs and activities and performs other related functions.

- Duration: June 1994 – March 2004/ June 6, 2004-March 3, 2006
- Position: Preschool Teacher
- Name of Office/Unit: Butuan Doctors' College Child Development Center/Good Shepherd Christian Academy
- Immediate Supervisor: Therese M. Estacio,M.D./ Mr. Jonie H. Brasileno
- Name of Agency/Organization and Location: Butuan Doctors' College Child Development Center- Estacio Village, Butuan City/ Good Shepherd Christian Academy- 340 Guingona Subdivision, Butuan City
- List of Accomplishments and Contributions (if any)
 - Developed lessons for pre-schoolers, structured classroom, prepared and revised instructional materials, made and checked test papers, computed grades, and filled out school forms and submitted school reports

- Summary of Actual Duties

- Facilitated the learning of preschoolers, acted as teacher-in-charge of preschool classes, filled out school forms and submitted school reports, structured the classroom, performed other tasks assigned by the school head and other school administrators.


MARILYN N. MANAIG

(Signature over Printed Name
of Employee/Applicant)

Date: **November 19, 2019**