

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
NAYRE

FIRST NAME
SHIRLEY

MIDDLE NAME
TANO

3. DATE OF BIRTH
(mm/dd/yyyy)
19/09/1962

4. PLACE OF BIRTH
BRGY. HIPUSNGO, BAYBAY, LEYTE

5. SEX
☐ Male ☒ Female

6. CIVIL STATUS
☒ Single ☐ Married
☐ Widowed ☐ Separated
☐ Other/s:

7. HEIGHT (m)
5'2

8. WEIGHT (kg)
62 Kilos

9. BLOOD TYPE
"O"

10. GSIS ID NO.
62091902635

11. PAG-IBIG ID NO.
0801 088287 09

12. PHILHEALTH NO.
13-000015747-4

13. SSS NO.
N/A

14. TIN NO.
116 625 890

15. AGENCY EMPLOYEE NO.
V000635

16. CITIZENSHIP
☒ Filipino ☐ Dual Citizenship
☐ by birth ☐ by naturalization
Pls. indicate country:

17. RESIDENTIAL ADDRESS
0188
House/Block/Lot No. Street
ZONE 5 GUADALUPE
Subdivision/Village Barangay
BAYBAY CITY LEYTE
City/Municipality Province
ZIP CODE 6521

18. PERMANENT ADDRESS
0188
House/Block/Lot No. Street
ZONE 5 GUADALUPE
Subdivision/Village Barangay
BAYBAY CITY LEYTE
City/Municipality Province
ZIP CODE 6521

19. TELEPHONE NO.
N/A

20. MOBILE NO.
0965 924 2148 / 0968 259 8736

21. E-MAIL ADDRESS (if any)
shirleynayre@gmail.com / shirley.nayre@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME
N/A

FIRST NAME
N/A

MIDDLE NAME
N/A

OCCUPATION
N/A

EMPLOYER/BUSINESS NAME
VISAYAS STATE UNIVERSITY

BUSINESS ADDRESS
VISAYAS STATE UNIVERSITY

TELEPHONE NO.
563-7067

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

DATE OF BIRTH (mm/dd/yyyy)
N/A

24. FATHER'S SURNAME
NAYRE

FIRST NAME
JOSE

MIDDLE NAME
GUITGUITIN

25. MOTHER'S MAIDEN NAME

SURNAME
JACA

FIRST NAME
FRANCISCA

MIDDLE NAME
TANO

(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
From To

HIGHEST LEVEL/
UNITS EARNED
(if not graduated)

YEAR
GRADUATED

SCHOLARSHIP/
ACADEMIC
HONORS
RECEIVED

ELEMENTARY

ESQUINA COMMUNITY SCHOOL

ELEMENTARY CERTIFICATE

1969 1975

CERTIFICATE

1975

NONE

SECONDARY

BAYBAY HIGH SCHOOL

HIGH SCHOOL DIPLOMA

1977 1981

CERTIFICATE

1981

NONE

VOCATIONAL /
TRADE COURSE

FRANCISCAN COLLEGE OF THE IMMACULATE
CONCEPTION

2 YRS SECRETARIAL COURSE

1981 1983

DIPLOMA

1983

NONE

COLLEGE

FRANCISCAN COLLEGE OF THE IMMACULATE
CONCEPTION

BS IN COMMERCE

1986 1991

DIPLOMA

1991

NONE

GRADUATE STUDIES

NA

NA

NA

NA

NA

(Continue on separate sheet if necessary)

SIGNATURE

DATE

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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
Data Encoder converted to CS Eligibility	80.6	20/04/1998	Ormoc & Tacloban City	980 803 040 258	
Driver's Licence				H03-96-023193	19/09/2024

(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						
1/1/2017	present	Administrative Aide III	OVPRE, VISAYAS STATE UNIVERSITY	11,386.98	SG-3	Casual	Y
1/1/2016	12/31/2016	Administrative Aide III	OVPRE, VISAYAS STATE UNIVERSITY	10,882.96	SG-3	Casual	Y
1/1/2014	12/31/1915	Administrative Aide III	OVPRE, VISAYAS STATE UNIVERSITY	10,401.00	SG-3	Casual	Y
7/1/2013	12/31/1913	Administrative Aide III	OVPRE, VISAYAS STATE UNIVERSITY	9,628.08	SG-3	Casual	Y
1/1/2011	06/30/1913	Administrative Aide III	OVPRE, VISAYAS STATE UNIVERSITY	8,853.90	SG-3	Casual	Y
1/1/2010	12/31/2010	Administrative Aide III	OVPRE, VISAYAS STATE UNIVERSITY	8,079.94	SG-3	Casual	Y
7/1/2008		Administrative Aide III	OVPRE, VISAYAS STATE UNIVERSITY	7,307.08	SG-3	Casual	Y
7/1/2007	6/30/2008	Administrative Aide III	OVPRE, VISAYAS STATE UNIVERSITY	6,642.90	SG-3	Casual	Y
03/01/2004	06/30/2007	Administrative Aide III	OVPRE, VISAYAS STATE UNIVERSITY	6,039.00	SG-3	Casual	Y
01/01/2004	02/29/2004	Administrative Aide III	LEYTE STATE UNIVERSITY	6,039.00	SG-3	Casual	Y
01/01/2003	12/31/2003	Administrative Aide III	LEYTE STATE UNIVERSITY	6,039.00		Casual	Y
01/01/2002	12/31/2002	Administrative Aide III	LEYTE STATE UNIVERSITY	6,039.00		Casual	Y
07/01/2001	12/31/2001	Administrative Aide III	VISCA	6,039.00		Casual	Y
01/01/2000	06/30/2001	Administrative Aide III	VISCA	5,751.02		Casual	Y
01/01/1999	12/31/1999	Administrative Aide III	ViSCA	5,228.08		Casual	Y
01/01/1997	12/31/1998	Clerk I	VISCA	5,228.08		Casual	Y
01/01/1996	12/31/1996	Clerk I	VISCA	4,955.94		Casual	Y
01/01/1995	12/31/1995	Clerk I	VISCA	3,956.04		Casual	Y
01/01/1994	12/31/1994	Clerk I	ViSCA	2,955.92		Casual	Y
07/01/1989	12/31/1993	Clerk I	ViSCA	2,156.00		Casual	Y
01/01/1989	06/30/1989	Clerical Aide	VISCA	32.85/day		Casual	Y
12/14/1987	12/31/1988	Clerk Aide	VISCA	32.85/day		Casual	Y
03/01/1987	12/31/1987	Clerk Aide	VISCA	22.90/day		Casual	Y
07/01/1986	02/28/1987	Clerk Aide	ViSCA	19.90/day		Casual	Y
03/12/1986	06/30/1986	Clerk Aide	VISCA	18.10/day		Casual	Y
01/01/1985	09/30/1985	Laborer	ViSCA	20.55/day	Proj. Based	Contractual	Y
05/01/1984	12/31/1984	Laborer	ViSCA	18.70/day	-do-	Contractual	Y
01/01/1984	04/30/1984	Laborer	VISCA	17.00/day	-do-	Contractual	Y
04/05/1983	12/31/1983	Laborer	VISCA	17.00/day	-do-	Contractual	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 11, 2024	CS FORM 212 (Revised 2017), Page 2 of 4
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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			
Training on Webinar on Document Tracing System	11/13/2020		3	Supervisory	HMRIS
ISO Workshop	07/26/2019			Supervisory	Quality Assurance
Reorientation among Dept./Office Secretaries	15/11/2016	-	4	Technical	Human Resource Management Development Office
Orientation Planning Workshop	13/09/2016	-	4	Technical	Supply Procurement & Property Management Office & Office of the Director for Administration and Human Resource Development
Presentation on RA 9184 Procurement Laaw	08/09/2016	-	4	Supervisory	Office of the Director for Administration and Human Resource Development
Presentation on Anti Red Tape Account (ARTA) Watch and Customer Service	01/09/2016	-	4	Supervisory	Office of the Director for Administration and Human Resource Development
ISO 9001-2008 Orientation & Writeshop Among Clerk & Secretaries	21/09/2015	-	4	Technical	Office of the Director for Administration and Human Resource Development
Planning-Workshop: On the Preparation and Processing of Documents relative to procurement	27/05/2015	-	4	Technical	Supply Procurement & Property Management Office
Forum on Anti-red Tape Law & CSC Policy on Cash Advances	24/09/2012	-	4	Supervisory	Office of the Director for Administration and Human Resource Development

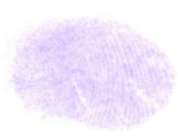
(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION













31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Computer Literate	Loyalty Service Award	30yrs of Continous and Dedicated Service to Visayas State University
Driving	Loyalty Award	25yrs of patronizing Visayas State University Credit Cooperative (VSUCC)
Watching TV shows	Loyalty Award	12yrs of serving the Guadalupe Catholic Choir Ensemble (GuCCE)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 11, 2021	CS FORM 212 (Revised 2017), Page 3 of 4
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Handwritten signature and date: 1826, 11. 2021

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)																	
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>DR. OTHELLO B. CAPUNO</td><td>VISCA BAYBAY CITY LEYTE</td><td>0936-954-2182</td></tr><tr><td>DR. MILAGROS C. BALES</td><td>VISCA BAYBAY CITY LEYTE</td><td>9424814524</td></tr><tr><td>MS. ADELINA O. CARRENO</td><td>VISCA BAYBAY CITY LEYTE</td><td>9064746165</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	DR. OTHELLO B. CAPUNO	VISCA BAYBAY CITY LEYTE	0936-954-2182	DR. MILAGROS C. BALES	VISCA BAYBAY CITY LEYTE	9424814524	MS. ADELINA O. CARRENO	VISCA BAYBAY CITY LEYTE	9064746165				
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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 colspan="2">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:</td><td>PHIL. PASSPORT</td></tr><tr><td>ID/License/Passport No.:</td><td>P6245355A</td></tr><tr><td>Date/Place of Issuance:</td><td>03/01/2028 / DFA, 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:	PHIL. PASSPORT	ID/License/Passport No.:	P6245355A	Date/Place of Issuance:	03/01/2028 / DFA, TACLOBAN CITY	<table><tr><td colspan="2"></td></tr><tr><td colspan="2">Signature (Sign inside the box)</td></tr><tr><td colspan="2">June 11, 2021</td></tr><tr><td colspan="2">Date Accomplished</td></tr></table>			Signature (Sign inside the box)		June 11, 2021		Date Accomplished	
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Right Thumbmark																	
SUBSCRIBED AND SWORN to before me this <u>7/9/2021</u> , affiant exhibiting his/her validly issued government ID as indicated above.																	
<table><tr><td colspan="2"></td></tr><tr><td colspan="2">ATTY. RYSAN C. GUINOCOR</td></tr><tr><td colspan="2">Person Administering Oath</td></tr></table>				ATTY. RYSAN C. GUINOCOR		Person Administering Oath											
																	
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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.

- Duration: January 1, 1999 – present
- Position: Administrative Aide
- Name of Office/Unit: OVPREI - Extension
- Immediate Supervisor: Dr. Antonio P. Abamo
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Received, recorded and released all official documents to and going out from the extension unit/office.
 - Typed vouchers, payrolls, PRs, RIS, Trip tickets, Application for Leaves, CSRs, TOs, Reimbursements/replenishments, Appts, OICships, attendance sheets, mailing envelopes, RATA, PPMP and other documents related to extension unit/office.
 - Prepared and sent communications/notice of meetings to different depts./centers and handed in and mailed letter of invitations to LGUs during VSU Anniversary/Farmers Field Day.
 - Filed official documents of extension unit.
 - Assisted the technical staff in the performance of their functions on tasks related to her/his functions.
 - Facilitated trainings, in-house reviews, agri-fair/exhibits and other related RDE activities.
 - Performed other tasks assigned e.g. photocopying and collating of official documents.
 - Acted as Co-chairman in the registration committee during Baybay Agri-Fair Fiesta.
 - Acted as Co-chairman in the Anniversary Thanksgiving Mass.
 - Acted as Chairman in the Baccalaureate Mass.
 - Checked/reconciled balances of extension budget at the end of the 2nd & 3rd quarter of the year.
 - Performed other tasks assigned by the supervisor.
- Summary of Actual Duties
 - Receives, records and releases all official documents to and going out from the extension unit/office.
 - Types vouchers, payrolls, PRs, RIS, Trip tickets, Application for Leaves, CSRs, TOs, Reimbursements/replenishments, Appts, OICships, attendance sheets, mailing envelopes, RATA, PPMP and other documents related to extension unit/office.