

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	NAME EXTENSION (JR., SR) NA	
MIDDLE NAME	TANO		
3. DATE OF BIRTH (mm/dd/yyyy)	9/19/1962	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Brgy. Hipusngo, Baybay, Leyte	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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	0188 House/Block/Lot No. Street ZONE 5 GUADALUPE Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	5'2	ZIP CODE	6521
8. WEIGHT (kg)	62 kilos	18. PERMANENT ADDRESS	0188 House/Block/Lot No. Street ZONE 5 GUADALUPE Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
9. BLOOD TYPE	"O"	ZIP CODE	6521
10. GSIS ID NO.	62091902635	19. TELEPHONE NO.	NA
11. PAG-IBIG ID NO.	1700-0025-6100	20. MOBILE NO.	0905 462 1962 / 0918 380 0045
12. PHILHEALTH NO.	13-000015747-4	21. E-MAIL ADDRESS (if any)	shirleynayre@gmail.com / nayreshirley@yahoo.com
13. SSS NO.	NA		
14. TIN NO.	116 625 890		
15. AGENCY EMPLOYEE NO.	V000635		

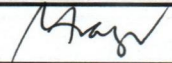
II. FAMILY BACKGROUND

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)	NA	NA
MIDDLE NAME	NA			
OCCUPATION	NA			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	VISAYAS STATE UNIVERSITY			
TELEPHONE NO.				
24. FATHER'S SURNAME	NAYRE			
FIRST NAME	JOSE	NAME EXTENSION (JR., SR)		
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		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
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	June 10, 2020	CS FORM 212 (Revised 2017), Page 1 of 4
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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	4/20/1998	Ormoc & Tacloban City	980 803 040 258	
Driver's License				H03-96-023193	9/19/2019

(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	GOV'T SERVICE (Y/ N)
From	To						
1/1/2019	present	Administrative Aide III	OVPRE, VISAYAS STATE UNIVERSITY	11,913.88	SG-3	Casual	Y
1/1/2018	12/31/18	Administrative Aide III	OVPRE, VISAYAS STATE UNIVERSITY	11,913.88	SG-3	Casual	Y
1/1/2017	12/31/2017	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	12/31/2015	Administrative Aide III	OVPRE, VISAYAS STATE UNIVERSITY	10,401.00	SG-3	Casual	Y
7/1/2013	12/31/2013	Administrative Aide III	OVPRE, VISAYAS STATE UNIVERSITY	9,628.08	SG-3	Casual	Y
1/1/2011	6/30/2013	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	12/31/2009	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
3/1/2004	6/30/2007	Administrative Aide III	OVPRE, VISAYAS STATE UNIVERSITY	6,039.00	SG-3	Casual	Y
1/1/2004	2/29/2004	Administrative Aide III	LEYTE STATE UNIVERSITY	6,039.00	SG-3	Casual	Y
1/1/2003	12/31/2003	Administrative Aide III	LEYTE STATE UNIVERSITY	6,039.00		Casual	Y
1/1/2002	12/31/2002	Administrative Aide III	LEYTE STATE UNIVERSITY	6,039.00		Casual	Y
7/1/2001	12/31/2001	Administrative Aide III	VISCA	6,039.00		Casual	Y
1/1/2000	6/30/2001	Administrative Aide III	VISCA	5,751.02		Casual	Y
1/1/1999	12/31/1999	Administrative Aide III	VISCA	5,228.08		Casual	Y
1/1/1997	12/31/1998	Clerk I	VISCA	5,228.08		Casual	Y
1/1/1996	12/31/1996	Clerk I	VISCA	4,955.94		Casual	Y
1/1/1995	12/31/1995	Clerk I	VISCA	3,956.04		Casual	Y
1/1/1994	12/31/1994	Clerk I	VISCA	2,955.92		Casual	Y
7/1/1989	12/31/1993	Clerk I	VISCA	2,156.00		Casual	Y
1/1/1989	6/30/1989	Clerical Aide	VISCA	32.85/day		Casual	Y
12/14/1987	12/31/1988	Clerk Aide	VISCA	32.85/day		Casual	Y
3/1/1987	12/13/1987	Clerk Aide	VISCA	22.90/day		Casual	Y
7/1/1986	2/28/1987	Clerk Aide	VISCA	19.90/day		Casual	Y
3/12/1986	6/30/1986	Clerk Aide	VISCA	18.10/day		Casual	Y
1/1/1985	9/30/1985	Laborer	VISCA	20.55/day	Proj. Based	Contractual	Y
5/1/1984	12/31/1984	Laborer	VISCA	18.70/day	-do-	Contractual	Y
1/1/1984	4/30/1984	Laborer	VISCA	17.00/day	-do-	Contractual	Y
4/5/1983	12/31/1983	Laborer	VISCA	17.00/day	-do-	Contractual	Y

(Continue on separate sheet if necessary)

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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		
	Holy Spirit Parish, VSU (Pre-Jordan)	2nd	4th	1 hr	Lecturer
	Holy Spirit Parish, VSU (Liturgy)	Monday	Sunday	1 hr	Vice-Chair
	Holy Spirit Parish, VSU (Choir)	Monday	Sunday	1 hr	Vice-Chair

(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)

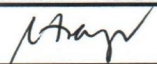
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	From	To			
ISO 9001:2015 Awareness Seminar	Oct. 2, 2019			Technical	CCE, VSU, Visca, Baybay City, Leyte
ISO Workshop	July 26, 2019			Technical	QAC/URC, VSU, Visca, Baybay City, Leyte
Reorientation Among Dept./Office Secretaries	Nov. 15, 2016	-	4	Technical	Human Resource Management Development Office
Procurement Planning Workshop	Sept. 13, 2016	-	4	Technical	Supply Procurement & Property Management Office & Office of the Director for Administration and Human Resource Development
Orientation on RA 9184 Procurement Law	Sept. 8, 2016	-	4	Supervisory	Office of the Director for Administration and Human Resource Development
Presentation on Anti Red Tape Account (ARTA) Watch and Customer Service	Sept. 1, 2016	-	4	Supervisory	Office of the Director for Administration and Human Resource Development
ISO 9001-2008 Orientation & Writeshop Among Clerk & Secretaries	Sept. 21, 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	May 27, 2015	-	6	Technical	Supply Procurement & Property Management Office
Forum on Anti-Red Tape Law & CSC Policy on Cash Advances	Sept. 24, 2012	-	4	Supervisory	Office of the Director for Administration and Human Resource Development







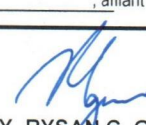
(Continue on separate sheet if necessary)

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 Award	30 yrs of Continuous and Dedicated Service to Visayas State University
Driving	Loyalty Award	25 yrs of Continuous and Dedicated Service to Visayas State University
Watching TV shows	Loyalty Award	25 yrs of patronizing Visayas State Univesity Credit Cooperative (VSUCC)
	Loyalty Award	12 yrs of serving the Guadalupe Catholic Choir Ensemble (GuCCE)

(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)?	<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>VSU, Visca, Baybay City, Leyte</td><td>9369542182</td></tr><tr><td>Dr. Moises Neil V. Serioño</td><td>VSU, Visca, Baybay City, Leyte</td><td>9363706515</td></tr><tr><td>Dr. Milagros C. Bales</td><td>VSU, Visca, Baybay City, Leyte</td><td>9424814524</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Dr. Othello B. Capuno	VSU, Visca, Baybay City, Leyte	9369542182	Dr. Moises Neil V. Serioño	VSU, Visca, Baybay City, Leyte	9363706515	Dr. Milagros C. Bales	VSU, Visca, Baybay City, Leyte	9424814524
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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>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: DRIVER'S LICENSE</td></tr><tr><td>ID/License/Passport No.: HO3-96-023193</td></tr><tr><td>Date/Place of Issuance: 09/18/19, City of Baybay</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: DRIVER'S LICENSE	ID/License/Passport No.: HO3-96-023193	Date/Place of Issuance: 09/18/19, City of Baybay	<table><tr><td> Signature (Sign inside the box) June 15, 2024 Date Accomplished</td><td><div>ID picture taken within the last 6 months 3.5 cm X 4.5 cm (passport size) With full and handwritten name tag and signature over printed name Computer generated or photocopied picture is not acceptable</div><p>PHOTO</p><div> Right Thumbmark</div></td></tr></table>	 Signature (Sign inside the box) June 15, 2024 Date Accomplished	<div>ID picture taken within the last 6 months 3.5 cm X 4.5 cm (passport size) With full and handwritten name tag and signature over printed name Computer generated or photocopied picture is not acceptable</div> <p>PHOTO</p> <div> Right Thumbmark</div>						
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SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.													
<div> ATTY. RYSAN C. GUINOCOR Person Administering Oath</div>													

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.

Sample: If applying to Supervising Administrative Officer

- Duration: January 1, 1999 – present
- Position: Administrative Aide III
- Name of Office/Unit: OVPRE - Extension
- Immediate Supervisor: Dr. Moises Neil V. Serio
- Name of Agency/Organization and Location: Visayas State University

- 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, Travel Orders, Replenishments, Honorariums, Appointments, Officers-in-Charge, 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, meetings, exhibits and other related RDE activities.
 - Acted as Chair in the Baccalaureate Mass.
 - Acted as Co-chair in the Anniversary Thanksgiving 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
 - Responsible in performing administrative works e.g., receives and releases official documents, types/prepares/files official extension pertinent papers such as communications/notices, travel orders, trip tickets, PRs, RIS, leaves, appointments, PPMP, RATA etc., assists/facilitates technical works and acts/performs other tasks related to extension unit/office.


 SHIRLEY T. NAYRE

(Signature over Printed Name
 of Employee/Applicant)

Date: _____