

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)
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 checked="" 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 CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.55	ZIP CODE	
8. WEIGHT (kg)	60.5		
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	0188 House/Block/Lot No. Street ZONE 5 GUADALUPE Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	620919002635	ZIP CODE	
11. PAG-IBIG ID NO.	0801 088287 09		
12. PHILHEALTH NO.	13-000015747-4		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	116-625-890	20. MOBILE NO.	0965 924 2148 (TM) / 0968 259 8736 (SMART)
15. AGENCY EMPLOYEE NO.	V000635	21. E-MAIL ADDRESS (if any)	shirley.nayre@vsu.edu.ph / shirleynayre@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	VISAYAS STATE UNIVERSITY			
TELEPHONE NO.	1085 (VOIP)			
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 COMMERCE	1986	1991	DIPLOMA	1991	NONE
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Dec - 7, 2021
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IV. CIVIL+A2:M20 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 and Tacloban City	980 803 040 258
	Driver's Licence				H03-96-023193

(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	OVPREI, VISAYAS STATE UNIVERSITY	13,572.02 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	6/30/1913		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			Administrative Aide III	OVPRE, VISAYAS STATE UNIVERSITY		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 1	ViSCA	5,228.08		Casual	Y
1/1/1996	12/31/1996		Clerk 1	ViSCA	4,955.94		Casual	Y
1/1/1995	12/31/1995		Clerk 1	ViSCA	3,956.04		Casual	Y
1/1/1994	12/31/1994		Clerk 1	ViSCA	2,955.82		Casual	Y
7/1/1989	12/31/1993		Clerk 1	ViSCA	2,156.00		Casual	Y
1/1/1989	6/30/1989		Clerical Aide	ViSCA	32.85/day		Casual	Y
12/14/1987	12/31/1998		Clerk Aide	ViSCA	32.85/day		Casual	Y
3/1/1987	12/31/1987		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	Proj. Based	Contractual	Y
1/1/1984	4/30/1984		Laborer	ViSCA	17.00/day	Proj. Based	Contractual	Y
4/5/1983	12/31/1983		Laborer	ViSCA	17.00/day	Proj. Based	Contractual	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Dec 7, 2021
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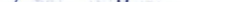
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	Holy Spirit Parish, VSU (Pre-Jordan)	2nd	4th	1 hr	Lecturer
	Holy Spirit Parish, VSU (Liturgy)	Monday	Sunday	1 hr	Vice-Chair
	Holy Spirit Parish, VSU (Choir)	Monday	Sunday	1 hr	Vice-Chair

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

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	35 yrs of Continuous and Dedicated Service to Visayas State University
Driving	Loyalty Award	29 yrs of Patronizing Visayas State University Credit Cooperative (VSUCC)
	Loyalty Award	12 yrs of Serving the Guadalupe Catholic Choir Ensemble (GuCCE)
		20 yrs of Serving the Holy Spirit Parish in the Liturgy

SIGNATURE		DATE	Dec. 7, 2021
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Dec. 7, 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)?

☐ 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

If YES, give details:

☐ 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:

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: _____

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

NAME	ADDRESS	TEL. NO.
Prof. Rosa Ophelia D. Velarde	OVPREI, VSU, VISCA	
Prof. Rufina F. Capuno	DOE, VSU, VISCA	(563) 8935
Dr. Milagros C. Bales	DAEEx, VSU, VISCA	0942 481 4524

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.

ID picture taken within the last 6 months
4.5 cm. X 3.5 cm
(passport size)

Computer generated or photocopied picture is not acceptable


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: PHILIPPINE PASSPORT

ID/License/Passport No.: P 6245355A

Date/Place of Issuance: March 2, 2018 / Tacloban City



Signature (Sign inside the box)



Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 08 FEB 2022, affiant exhibiting his/her validly issued government ID as indicated above.

Atty. Rysan C. Guinocor
VSU Chief Legal Officer

Person Administering Oath