

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 () ☐ 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	CAMACHO		
FIRST NAME	SHEIRA MAY	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	TEROL		
3. DATE OF BIRTH (mm/dd/yyyy)	05/30/1985	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	ALLEN, NORTHERN SAMAR	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	APARTMENT 90. KILBOURNE ST. House/Block/Lot No. Street VISCA PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.62 METER	ZIP CODE	6521-A
8. WEIGHT (kg)	52 KG.		
9. BLOOD TYPE	A	18. PERMANENT ADDRESS	House/Block/Lot No. Street SITIO VECINAL UPPER Subdivision/Village Barangay MAHAPLAG LEYTE City/Municipality Province
10. GSIS ID NO.	2004059743	ZIP CODE	6512
11. PAG-IBIG ID NO.	152000318337		
12. PHILHEALTH NO.	10-050064688-2		
13. SSS NO.	05-0479173-4	19. TELEPHONE NO.	N/A
14. TIN NO.	937-255539	20. MOBILE NO.	09568872309
15. AGENCY EMPLOYEE NO.	V000725	21. E-MAIL ADDRESS (if any)	smcamacho@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CAMACHO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	RALPH	NAME EXTENSION (JR., SR)	XYREIN T. CAMACHO	19/10/2013
MIDDLE NAME	CAGABHION		XIAN T. CAMACHO	06/11/2014
OCCUPATION	SEAMAN		XIAN T. CAMACHO	08/03/2019
EMPLOYER/BUSINESS NAME	MARLOW NAVIGATION		NOTHING FOLLOWS	
BUSINESS ADDRESS	MANILA			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	TEROL			
FIRST NAME	ARSELITO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MARTINEZ			
25. MOTHER'S MAIDEN NAME				
SURNAME	GALECIO			
FIRST NAME	AMELIA			
MIDDLE NAME	GELOMIO			

(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	MAHAPLAG ELEMENTARY SCHOOL	PRIMARY EDUCATION	01/06/1990	01/03/1996	N/A	1996	NONE
SECONDARY	SAINT FRANCIS EDUCATIONAL INSTITUTE	SECONDARY EDUCATION	01/06/1996	01/03/2001	N/A	2001	NONE
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	AQUINAS UNIVERSITY OF LEGAZPI	BS SECONDARY EDUCATION MAJOR IN LIBRARY SCIENCE	01/06/2001	01/04/2005	N/A	2005	CUM LAUDE
GRADUATE STUDIES	CEBU NORMAL UNIVERSITY	MASTER IN LIBRARY AND INFORMATION SCIENCE	19/02/2021	PRESENT	18 UNITS	N/A	N/A

(Continue on separate sheet if necessary)

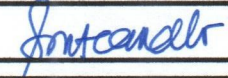
SIGNATURE		DATE	1/24/22
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IV. CIVIL SERVICE ELIGIBILITY					
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
BOARD EXAM FOR LIBRARIANS		NOV. 3-4, 2005	Manuel L. Quezon University, QUIAPO, MANILA	4638	30/05/2024
CIVIL SERVICE ELIGIBLE			PD 907 – Honor Graduate	10050260	
NOTHING FOLLOWS					

(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						
01/01/2021	TO PRESENT	COLLEGE LIBRARIAN I	VISAYAS STATE UNIVERSITY	29,225.00	13	REGULAR	YES
01/17/2020	12/31/2020	COLLEGE LIBRARIAN I	VISAYAS STATE UNIVERSITY	27,703.00	13	REGULAR	YES
01/01/2019	12/31/2019	COLLEGE LIBRARIAN I	VISAYAS STATE UNIVERSITY	25,861.00	13	REGULAR	YES
01/01/2018	12/31/2018	COLLEGE LIBRARIAN I	VISAYAS STATE UNIVERSITY	24,799.00	13	REGULAR	YES
01/17/2017	12/31/2017	COLLEGE LIBRARIAN I	VISAYAS STATE UNIVERSITY	23,780.00	13	REGULAR	YES
01/01/2016	12/31/2016	COLLEGE LIBRARIAN I	VISAYAS STATE UNIVERSITY	23,517.00	13	REGULAR	YES
01/17/2014	12/31/2015	COLLEGE LIBRARIAN I	VISAYAS STATE UNIVERSITY	22,564.00	13	REGULAR	YES
06/01/2012	01/16/2014	COLLEGE LIBRARIAN I	VISAYAS STATE UNIVERSITY	21,650.00	13	REGULAR	YES
06/01/2012	05/31/2012	COLLEGE LIBRARIAN I	VISAYAS STATE UNIVERSITY	21,436.00	13	REGULAR	YES
06/01/2011	05/31/2012	COLLEGE LIBRARIAN I	VISAYAS STATE UNIVERSITY	19,658.00	13	REGULAR	YES
01/17/2011	05/31/2011	COLLEGE LIBRARIAN I	VISAYAS STATE UNIVERSITY	17,880.00	13	REGULAR	YES
07/16/2007	03/30/2010	TECHNICAL SERVICE LIBRARIAN	AQUINAS UNIVERSITY OF LEGAZPI	5500.00	N/A	REGULAR	NO
11/21/2005	07/15/2007	TECHNICAL SERVICE LIBRARIAN	AQUINAS UNIVERSITY OF LEGAZPI	5500.00	N/A	PROBITIONARY	NO
05/03/2005	11/20/2005	ADMINISTRATIVE ASSISTANT	AQUINAS UNIVERSITY OF LEGAZPI	5000.00	N/A	CONTRACTUAL	NO

(Continue on separate sheet if necessary)

SIGNATURE		DATE	1/24/2022
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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		
	VISAYAS STATE UNIVERSITY CREDIT COOPERATIVE	08/01/2015	PRESENT		MEMBER
	VISAYAS STATE UNIVERSITY ADMINISTRATIVE PERSONNEL ASSOCIATION	01/06/2011	PRESENT		MEMBER

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

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			
	PLAI Congress & General Assembly: "Outcomes. Outreach. Outstanding."	23/11/2021	26/11/2021	32	MANAGERIAL	PHILIPPINE LIBRARIANS ASSOCIATION, INC.
	Libraries Building ROADS: Readers, Opportunities, Advocacies, Development, Sustainability	08/11/2021	10/11/2021	24	MANAGERIAL	DEPARTMENT OF SCIENCE & TECHNOLOGY, PHIL. LIBRARIANS
	Libraries: Preserving and Promoting Knowledge	05/11/2021	05/11/2021	4	MANAGERIAL	UNIVERSITY OF SAN CARLOS LIBRARY
	10th Asia Pacific Library and Information Education and Practice Conference	21/10/2021	22/10/2021	16	MANAGERIAL	ASIA PACIFIC LIBRARY AND INFORMATION
	Libraries Bridging the Digital Divide: A New Normal Library Experience	23/09/2021	24/09/2021	16	TECHNICAL	DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY
	Freedom of Information Webinar for Librarians	22/07/2021	22/07/2021	4	TECHNICAL	PRESIDENTIAL COMMUNICATIONS OPERATION OFFICE, FREEDOM OF INFORMATION - PROJECT MANAGEMENT
	Quality Assurance for Southeast Asian Libraries	12/07/2021	13/07/2021	16	TECHNICAL	LIBRARIES OF ASEAN UNIVERSITY NETWORK
	Library and Archives Disasters: Mitigation, Recovery, and Mold	15/07/2021	15/07/2021	8	TECHNICAL	SOCIETY OF FILIPINO ARCHIVIST, UP SCHOOL OF LIBRARY AND INFORMATION STUDIES
	IFLA LIBRARY REFERENCE MODEL (LRM): TOWARDS THE NEW RDA	05/05/2021	05/05/2021	2	TECHNICAL	UNIVERSITY OF THE PHILIPPINES SCHOOL OF INFORMATION STUDIES
	BEST PRACTICES IN WRITING AND PUBLISHING YOUR RESEARCH PAPER	04/16/2021	04/16/2021	2	TECHNICAL	DEPARTMENT OF SCIENCE AND TECHNOLOGY, ELSEVIER
	CONSULTATIVE MEETING ON THE PROPOSED CAREER PROGRESSION AND SPECIALIZATION PROGRAM FOR THE LIBRARY AND INFORMATION SCIENCE	04/13/2021	04/13/2021	4	MANAGERIAL	PROFESSIONAL REGULATION COMMISSION
	SEIENCEDIRECT ARTICLES AND JOURNALS: CHOOSING THE RIGHT ONE FOR YOUR RESEARCH	01/29/2021	01/29/2021	2	TECHNICAL	DEPARTMENT OF SCIENCE AND TECHNOLOGY
	ISO 9001:2015 AWARENESS/REAWARENESS WEBINAR	11/27/2020	11/27/2020	4	MANAGERIAL	VISAYAS STATE UNIVERSITY
	LIBRARIES AS CATALYSTS IN THE NEW NORMAL ENVIRONMENT: CHANGES. REFORMS. TRANSFORMATIONS	11/24/2020	11/27/2020	24	MANAGERIAL	PHIL. LIBRARIANS ASSOCIATION, INC.
	IMPROVING LIBRARY SERVICES USING GOOGLE COLLABORATIVE TOOLS	11/11/2020	11/11/2020	2	TECHNICAL	DEPARTMENT OF SCIENCE AND TECHNOLOGY
	LIBRARIANS TAKE OFF IN THE NEW NORMAL	07/29/2020	07/30/2020	16	MANAGERIAL	PHIL. LIBRARIANS ASSOCIATION, INC. CORDILLERA ADMINISTRATIVE REGION LIBRARIANS COUNCIL
	STAYING CONNECTED: COMMUNICATING WITH LIBRARY USERS AMID THE PANDEMIC	04/07/20	04/07/20	2	SUPERVISORY	POLYTECHNIC UNICERSITY OF THE PHILIPPINES LIBRARY SCIENCE ALUMNI ASSOCIATION, INC.
	LIBLIFE: TRANSFORM AND THRIVE DURING PANDEMIC	06/29/2020	06/29/2020	4	MANAGERIAL	CE LOGIC , INC.
	DRAFTING LIBRARY POLICY GUIDELINES UNDER THE NEW NORMAL	06/29/2020	06/29/2020	2	MANAGERIAL	PLAI-CENTRAL LUZON REGION LIBRARIANS COUNCIL
	RESPONDING TO NEW NORMAL ENVIRONMENT OR PANDEMIC: KEEPING YOUR STAFF, PATRONS, & FACILITIES SAFE	6/26/2020	6/26/2020	4	MANAGERIAL	PLAI-NEGROS ISLAND REGION LIBRARIANS COUNCIL
	LEADING LIBRARIES IN TIMES OF CRISIS: TRANSFORMING CHALLENGES TO OPPORTUNITIES	06/24/2020	06/24/2020	4	MANAGERIAL	PHILIPPINE ASSOCIATION OF ACADEMIC RESEARCH LIBRARIAN, INC.
	WEBINAR ON LIBRARY RESILIENCY	06/11/2020	06/11/2020	4	MANAGERIAL	NATIONAL LIBRARY OF THE PHILIPPINES
	A DIGITAL APPROACH TO RESEARCH AND INNOVATION	05/29/2020	05/29/2020	1	MANAGERIAL	CE LOGIC , INC.
	SHOOT AND LEARN	23/05/2020	23/05/2020	1	TECHNICAL	VIBAL GROUP
	DATA PRIVACY WEBINAR	14/05/2020	14/05/2020	1	TECHNICAL	DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY
	THE NEW NORMAL REALITY: UNRAVELING THE NEW DIMENSIONS IN RESEARCH, EDUCATION, INSTRUCTION AND OPERATIONS	05/14/2020	05/14/2020	6	MANAGERIAL	CE LOGIC NATIONAL CONFERENCE
	SAKURA SCIENCE EXCHANGE PROGRAM	10/28/2018	11/05/2018	9 DAYS	MANAGERIAL	CENTER FOR SOUTHEAST ASIAN STUDIES, KYOTO UNIVERSITY, JAPAN SCIENCE AND
	GENDER SENSITIVITY TRAINING FOR THE ADMINISTRATIVE AND SUPPORT STAFF	09/11/2018	09/11/2018	8	SUPERVISORY	VISAYAS STATE UNIVERSITY
	SEMINAR-WORKSHOP ON COMPETENCY-BASED HR SYSTEM AND IMPLEMENTATION OF COMPETENCY BASED RECRUITMENT, SELECTION AND	07/04/2018	07/06/2018	24	MANAGERIAL	VISAYAS STATE UNIVERSITY
	RFID LIBRARY SYSTEMS START-UP TRAINING	05/03/2018	05/03/2018	4	TECHNICAL	ELECTRONIC INFORMATION SOLUTIONS, Inc.
	PLAI NATIONAL CONGRESS 2017 AND GENERAL ASSEMBLY "LIBRARIES TAKE ACTION: PROVIDING ACCESS AND OPPORTUNITY FOR ALL "	11/21/2017	11/24/2017	24	MANAGERIAL	PHIL. LIBRARIANS ASSOCIATION, INC.



VIII. OTHER INFORMATION

33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION
(Write in full)

PLAI-EASTERN VISAYAS REGIONAL

DATE _____

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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to 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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: Resigned from AUL (a private institution)	
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 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.
Mrs. Rosemarie E. Ante	Divine World University, Legazpi City	N/A
Mrs. Andreli D. Pardales	Brgy. Guadalupe, Baybay City, Leyte	639176745008
Mr. Vicente Gilos	Visayas State University, Baybay City, Leyte	563-7512
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.		
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.: 0004638 Date/Place of Issuance: 05/30/2021 / PRC ORMOC	<div>Signature (Sign inside the box) Date Accomplished: 1/24/2022</div>	<div> SHEIRA MAY T. CAMACHO  Right Thumbmark</div>
SUBSCRIBED AND SWORN to before me this 02 FEB 2022, affiant exhibiting his/her validly issued government ID as indicated above.		
<div>ATTY. RYSAL L. GUINOCOR VSU General Counsel 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 17, 2011 – present
- Position: College Librarian I
- Name of Office/Unit: Library
- Immediate Supervisor: Vicente A. Gilos
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Developed library online services during pandemic
 - Designed infographics and videos needed for library information and promotion

- Summary of Actual Duties
 - Responsible for the supervision of daily operations of the Reader's Services Units, Serials Unit, provides Reader's Services, online services, and facilitates processing and maintains records of subscriptions.

- Duration: January 2006 – February 2009
- Position: Librarian I
- Name of Office/Unit: Library
- Immediate Supervisor: Rosemarie E. Ante
- Name of Agency/Organization and Location: Aquinas University of Legazpi, Rawis, Legazpi City

- List of Accomplishments and Contributions (if any)
 - Accomplished new technical operations such as computerized recording of library collection.

- Summary of Actual Duties
 - Responsible for the operations at the Technical Services, e.g., cataloging and classification of library materials. Supervising student assistants and performing administrative tasks.


SHEIRA MAY T. CAMACHO

(Signature over Printed Name
of Employee/Applicant)

Date: January 3, 2021