

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)	04/18/1972	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	Butuan	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 type="checkbox"/> Single <input type="checkbox"/> Married <input checked="" type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Apt. 78 Kilbourne St. House/Block/Lot No. Street Visca, VSU Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.49	ZIP CODE	6521
8. WEIGHT (kg)	50.00		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
10. GSIS ID NO.	2004001209	ZIP CODE	
11. PAG-IBIG ID NO.	121045111015		
12. PHILHEALTH NO.	190897649903		
13. SSS NO.	N/A	19. TELEPHONE NO.	(563) 841-3
14. TIN NO.	174504953	20. MOBILE NO.	N/A
15. AGENCY EMPLOYEE NO.	V00315	21. E-MAIL ADDRESS (if any)	marilyn.manaig@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	DECEASED		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	Rafaela N. Manaig	01/03/1999
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Nemeno			
FIRST NAME	Jose	NAME EXTENSION (JR., SR) Sr.		
MIDDLE NAME	Casipong			
25. MOTHER'S MAIDEN NAME	Rosalia Tagapulot-Lagumbay			
SURNAME	Nemeno			
FIRST NAME	Rosalia			
MIDDLE NAME	Lagumbay		(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	Elementary	1979	1985		1985	N/A
SECONDARY	Father Urios High School	High School	1985	1989		1989	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Father Saturnino Urios University	Bachelor of Science in Elementary Education	1989	1993		1993	N/A
GRADUATE STUDIES	Cebu Normal University	Master of Education in Early Childhood	2008	2010		2010	N/A
PLEASE SEE ATTACHMENT A							
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		09/11/2025		

Attachment A

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			
	GRADUATE STUDIES	Cebu Normal University	Doctor of Education (Major in English Language Teaching)	2013	2020		2020	
(Continue on separate sheet if necessary)								
SIGNATURE				DATE		09/11/2025		

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
	Licensed Professional Teacher	81.74	05/30/1993	Butuan City	0843684	04/18/2027

(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						
01/01/2025	PRESENT	Associate Professor IV	Visayas State University	78,162.00	22-1	Permanent	Y
01/01/2025		Associate Professor IV	Visayas State University	78,162.00	22-1	Permanent	Y
04/22/2024		Associate Professor IV	Visayas State University	74,836.00	22-1	Permanent	Y
01/01/2024	04/21/2024	Associate Professor II	Visayas State University	60,157.00	20-1	Permanent	Y
01/01/2023		Associate Professor II	Visayas State University	57,347.00	20-1	Permanent	Y
09/15/2022		Associate Professor II	Visayas State University	55,799.00	20-1	Permanent	Y
07/01/2022		Associate Professor I	Visayas State University	50,574.00	19-2	Permanent	Y
01/01/2022		Associate Professor I	Visayas State University	49,835.00	19-1	Permanent	Y
01/01/2021		Associate Professor I	Visayas State University	48,313.00	19-1	Permanent	Y
01/01/2020		Associate Professor I	Visayas State University	46,791.00	19-1	Permanent	Y
07/01/2019		Associate Professor I	Visayas State University	45,269.00	19-1	Permanent	Y
01/01/2019		Assistant Professor I	Visayas State University	30,531.00	15-1	Permanent	Y
01/01/2018	12/31/2018	Assistant Professor I	Visayas State University	29,010.00	15-1	Permanent	Y
01/01/2017	12/31/2017	Assistant Professor I	Visayas State University	27,565.00	15-1	Permanent	Y
01/01/2017		Instructor II	Visayas State University	23,257.00	13-1	Permanent	Y
08/01/2016	12/31/2016	Instructor II	Visayas State University	22,328.00	13-1	Permanent	Y
01/01/2016	07/31/2016	Instructor II	Visayas State University	22,328.00	13-1	Temporary	Y
11/01/2015	12/31/2015	Instructor II	Visayas State University	21,436.00	-	Temporary	Y
01/01/2015	10/31/2015	Instructor II	Visayas State University	21,436.00	-	Temporary	Y
06/01/2012	12/31/2014	Instructor I	Visayas State University	19,940.00	-	Temporary	Y
06/01/2011	05/31/2012	Instructor I	Visayas State University	18,333.00	-	Temporary	Y
06/24/2010	05/31/2011	Instructor I	Visayas State University	16,726.00	-	Temporary	Y
06/07/2010	06/23/2010	Instructor I	Visayas State University	15,119.00	-	Contractual	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/11/2025
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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

**(Continue on separate sheet if necessary)**

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

[illegible]

**(Continue on separate sheet if necessary)**

## VIII. OTHER INFORMATION

[illegible]

**(Continue on separate sheet if necessary)**

<b>SIGNATURE</b>		<b>DATE</b>	09/11/2025
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<div>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)?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
<div>35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div></div></div>												
<div>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
<div>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?</div>		<div><div><input checked="" type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: _____ <b>finished contract</b></div></div>												
<div>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?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div></div>												
<div>39. Have you acquired the status of an immigrant or permanent resident of another country?</div>		<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details (country): _____</div></div>												
<div>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?</div>		<div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify: _____</div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div><div><input checked="" type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, please specify ID No <u>natural death of spouse</u></div></div></div>												
<div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></table>			NAME	ADDRESS	TEL. NO.									
NAME	ADDRESS	TEL. NO.												
<div>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.</div>		<div><div><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><div>PHOTO</div></div><div><div> </div><div>Right Thumbmark</div></div></div>												
<div><div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i></div><div>Government Issued ID: <b>N/A</b></div><div>ID/License/Passport No.: <b>N/A</b></div><div>Date/Place of Issuance: <b>N/A</b></div></div>	<div><div> </div><div>Signature (Sign inside the box)</div><div>09/11/2025</div><div>Date Accomplished</div></div>													
<div>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</div> <div><div> </div><div>Person Administering Oath</div></div>														