

# 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	MANAPSA L		
FIRST NAME	SHAYLENE		NAME EXTENSION (JR., SR)
MIDDLE NAME	BALLICUD		
3. DATE OF BIRTH (mm/dd/yyyy)	JUNE 22, 2000	16. CITIZENSHIP	FILIPINO
4. PLACE OF BIRTH	CATARMAN NORTHERN SAMAR	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX	FEMALE		Philippines
6 CIVIL STATUS	SINGLE	17. RESIDENTIAL ADDRESS	PUROK 3
			House/Block/Lot No. Street
			LINA O
			Subdivision/Village Barangay
			INOPACAN LEYTE
			City/Municipality Province
7. HEIGHT (m)	1.64 m.	ZIP CODE	6522
8. WEIGHT (kg)	60 kg.		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	PUROK 3
			House/Block/Lot No. Street
			LINA O
			Subdivision/Village Barangay
			INOPACAN LEYTE
			City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6522
11. PAG-IBIG ID NO.	121339223261		
12. PHILHEALTH NO.	N/A		
13. SSS NO.	06-4793142-2	19. TELEPHONE NO.	N/A
14. TIN NO.	654314384	20. MOBILE NO.	09855 875 451
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	shaylene0622@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		NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	MANAPSA L			
FIRST NAME	CIELITO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BISNAR			
25. MOTHER'S MAIDEN NAME	JOSEFINA EVA BALLICUD			
SURNAME	BALLICUD			
FIRST NAME	JOSEFINA			
MIDDLE NAME	EVA			
(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	INOPACAN CENTRAL SCHOOL	ELEMENTARY LEVEL	06/01/2008	04/01/2013	Graduated	2013	8TH HONORS
SECONDARY	VSU INTEGRATED HIGH SCHOOL	SENIOR HIGH SCHOOL	08/01/2017	05/31/2019	Graduated	2019	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	COLLEGE LEVEL	08/01/2019	08/03/2023	Graduated	2023	N/A
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 11, 2024
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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
	LICENSURE EXAMINATION FOR TEACHERS	82.80	MARCH 17, 2024	Tacloban City	2200006	06/22/2027

(Continue on separate sheet if necessary)


## V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

December 11, 2024

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			
	PHILIPPINE ASSOCIATION FOR TEACHERS AND EDUCATORS , INC. Quezon City	06/03/2024	01/01/2027	4 hours	Member	
(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			
	Polishing of Research and Non-Methods Papers for Pu	11/25/2024	11/26/2024	16 hours	Participant	SOUTHERN LEYTE STATE UNIVERSITY
	Critiquing Papers of Bibliometric and Commentary Papers	10/28/2024	10/29/2024	16 hours	Participant	SOUTHERN LEYTE STATE UNIVERSITY
	Intensive Workshop for Journal Publication	10/23/2024	10/23/2024	8 hours	Participant	SOUTHERN LEYTE STATE UNIVERSITY
	Regional Pre-Service Teachers' Congress 2023	04/22/2023	04/22/2023	8 hours	Participant	VIA ZOOM
	SLAC on Creative Ways in Teaching Mathematics	04/19/2023	04/19/2023	4 hours	Participant	STA. CRUZ ELEMENTARY SCHOOL
	SLAC on Assessment Innovation through the use of Evalbee	03/22/2023	03/22/2023	4 hours	Participant	STA. CRUZ ELEMENTARY SCHOOL
	Understanding the role of Language in the Teaching and Learning Process	03/15/2023	03/15/2023	4 hours	Participant	STA. CRUZ ELEMENTARY SCHOOL
(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)	
	Interpersonal Skill	N/A			PHILIPPINE ASSOCIATION FOR TEACHERS AND EDUCATORS (PAFTE) INC.	
	Critical Thinking Skill	N/A				
	Teamwork Skill	N/A				
	Art and Creativity	N/A				
	Computer Literacy	N/A				
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	December 11, 2024	

<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p style="text-align: center;"><b>NO</b></p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p>  <p>b. Have you been criminally charged before any court?</p>	<p style="text-align: center;"><b>NO</b></p> <p>If YES, give details: _____</p> <hr/> <p style="text-align: center;"><b>NO</b></p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p style="text-align: center;"><b>NO</b></p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p style="text-align: center;"><b>NO</b></p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p style="text-align: center;"><b>NO</b></p> <p>If YES, give details: _____</p> <p style="text-align: center;">NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p style="text-align: center;"><b>NO</b></p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p style="text-align: center;"><b>NO</b></p> <p>If YES, please specify: _____</p> <p style="text-align: center;">NO</p> <p>If YES, please specify ID No: _____</p> <p style="text-align: center;">NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>ROSARIO P. ABELA, EdD</td> <td>Visca, Baybay City, Leyte, Philippines 6521-A</td> <td>9183641159</td> </tr> <tr> <td>BAYRON S. BARREDO, EdD (Associate Professor IV)</td> <td>Visca, Baybay City, Leyte, Philippines 6521-A</td> <td>9515112133</td> </tr> <tr> <td>JANE FRANCES CAÑEGA</td> <td>Cebu City</td> <td>9380226891</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	ROSARIO P. ABELA, EdD	Visca, Baybay City, Leyte, Philippines 6521-A	9183641159	BAYRON S. BARREDO, EdD (Associate Professor IV)	Visca, Baybay City, Leyte, Philippines 6521-A	9515112133	JANE FRANCES CAÑEGA	Cebu City	9380226891
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<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;"> <div style="border: 1px solid black; width: 200px; height: 40px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 200px; height: 20px; margin: 5px auto; text-align: center;">             Person Administering Oath           </div> </div>													