

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 | SYRENE | NAME EXTENSION (JR., SR) N/A | |
| MIDDLE NAME | PEREZ | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 07/01/1991 | 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 | Merida, 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS | House 2 House/Block/Lot No. Street Epefania City Homes Cogon Subdivision/Village Barangay Baybay City Leyte City/Municipality Province 6521 |
| 7. HEIGHT (m) | 4'11 | 18. PERMANENT ADDRESS | House 2 House/Block/Lot No. Street Epefania City Homes Cogon Subdivision/Village Barangay Baybay City Leyte City/Municipality Province 6521 |
| 8. WEIGHT (kg) | 58 kgs | | |
| 9. BLOOD TYPE | O+ | | |
| 10. GSIS ID NO. | 011-1178-1703-3 | | |
| 11. PAG-IBIG ID NO. | 121070131649 | | |
| 12. PHILHEALTH NO. | 120252547652 | ZIP CODE | 6521 |
| 13. SSS NO. | 06-31605531 | 19. TELEPHONE NO. | 563-7441 |
| 14. TIN NO. | N/A | 20. MOBILE NO. | 09554932026 / 09215928741 |
| 15. AGENCY EMPLOYEE NO. | V01059 | 21. E-MAIL ADDRESS (if any) | syrene.nayre@vsu.edu.ph |

II. FAMILY BACKGROUND

| | | | | |
|--------------------------|--------------------|---------------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME | NAYRE | | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | AYSON FEB | NAME EXTENSION (JR., SR) N/A | ZENITH FIONE P. NAYRE | JUNE 4,2013 |
| MIDDLE NAME | PREJULA | | ZYRON FEB P. NAYRE | SEPTEMBER 13,2018 |
| OCCUPATION | SEAFARER | | | |
| EMPLOYER/BUSINESS NAME | CF SHARP RCPO | | | |
| BUSINESS ADDRESS | INTRAMUROS, MANILA | | | |
| TELEPHONE NO. | N/A | | | |
| 24. FATHER'S SURNAME | PEREZ | | | |
| FIRST NAME | EDUARDO | NAME EXTENSION (JR., SR) N/A | | |
| MIDDLE NAME | BAGUION | | | |
| 25. MOTHER'S MAIDEN NAME | | | | |
| SURNAME | VILLAR | | | |
| FIRST NAME | ANGIE | | | |
| MIDDLE NAME | PETEROS | | (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 | LIBASELEMENTARY SCHOOL | | 1996 | 2003 | | 2003 | With Honors |
| SECONDARY | MERIDA VOCATIONAL SCHOOL | | 2003 | 2007 | | 2007 | With Honors |
| VOCATIONAL/ TRADE COURSE | N/A | | | | | | |
| COLLEGE | VISAYAS STATE UNIVERSITY | BACHELOR OF SCIENCE IN HOTEL, RESTAURANT, AND TOURISM MANAGEMENT | 2007 | 2011 | | | |
| GRADUATE STUDIES | SOUTHWESTERNUNIVERSITY CEBU | MBA in TOURISM AND RECREATION MANAGEMENT | 2015 | 2017 | | | |
| | DE LA SALLE- COLLEGE OF SAINT BENILDE MANILA | DOCTOR IN TOURISMANDHOSPITALITY MANAGEMENT | 2021 | 2024 | | | With High Distinction |

| | | | |
|---|--|------|------------|
| (Continue on separate sheet if necessary) | | | |
| SIGNATURE | | DATE | 08/19/2024 |

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 |
| | CIVIL SERVICE ELIGIBILITY PROFESSIONAL | 80.86 | APRIL 2014 | TACLOBAN CITY, LEYTE | N/A | N/A |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

(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 | | | | | | |
| 01/01/2023 | PRESENT | Instructor II | Visayas State University | 29,449.00 | 12-2 | Permanent | Y |
| 01/01/2022 | | Instructor I | Visayas State University | 27,892.00 | 12-2 | Permanent | Y |
| 05/08/2021 | | Instructor I | Visayas State University | 26,336.00 | 12-2 | Permanent | Y |
| 01/01/2021 | 05/07/2021 | Instructor I | Visayas State University | 26,052.00 | 12-1 | Temporary | Y |
| 01/01/2020 | 07/31/2020 | Instructor I | Visayas State University | 24,495.00 | 12-1 | Temporary | Y |
| 08/01/2019 | 12/31/2019 | Instructor I | Visayas State University | 22,938.00 | 12-1 | Temporary | Y |
| 01/01/2019 | 07/31/2019 | Instructor I | Visayas State University | 22,938.00 | 12-1 | Temporary | Y |
| 08/01/2018 | | Instructor I | Visayas State University | 22,149.00 | 12-1 | Temporary | Y |
| 01/25/2018 | 07/31/2018 | Instructor I | Visayas State University | 22,149.00 | 12-1 | Temporary | Y |
| 08/ 2017 | 12/2017 | Instructor I | Visayas State University | 16,000.00 | | Part-time | Y |
| 2014 | 2016 | BRANCH MANAGER | GOLDILOCKS BAYBAY | 12,000.00 | | REGULAR | N |
| 2012 | 2013 | BRANCH OFFICER-IN-CHARGE | ROADMAX AUTOINNOVATION INCORPORATION | 10,000.00 | | REGULAR | N |
| 2011 | 2012 | MARKETING ASSISTANT | SHOPPING CENTER MANAGEMENT CORPORATION (SM CITY CEBU) | 7,500.00 | | CONTRACTUAL | N |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

(Continue on separate sheet if necessary)

| | | | |
|-----------|--|------|------------|
| SIGNATURE | | DATE | 04/17/2024 |
|-----------|--|------|------------|

| 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 | | | |
| | 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 | | | | | | |
| (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 | | | |
| | Advanced and Intensive Writeshop on Crafting Scientific Papers | 8-8-25 | 8-6-25 | 21.0 | Managerial/ Technical | VSU- OVPREI |
| | Eastern Visayas RDP 2023-2028 Midterm Update on Planning Committee Workshop on Industry, Services, and Trade and Investments | 7-14-25 | 7-14-25 | 7 .0 | Managerial/ Technical | Eastern Visayas RDP -NEDA |
| | Writing Workshop in Crafting a Winning Extension Proposal | 3-17-25 | 3-21-25 | 40.0 | Managerial/ Technical | VSU- OVPREI |
| | FME In-house Workshop in Research Writing | 3-4-25 | 3-19-25 | 11.0 | Managerial/ Technical | Faculty of Management and Economics |
| | Target Setting Workshop for the VSU Academic Units | 1-10-25 | 1-10-25 | 6.0 | Managerial | VSU-OVPAA |
| | ATRA Webinar Series: "Revitalizing the ASEAN MICE Industry" by ASEAN Tourism Research Association | 6-17-21 | 6-17-21 | 8.0 | Supervisory | Asian Tourism Research Association |
| | Food Safety and Hygiene Seminar by USDA | 5-20-21 | 5-20-21 | 8.0 | Supervisory | United States Department of Agriculture |
| | Infinite Escape Reboot: Reinforcing Competencies of Eastern Visayas Tourism Players | 3-26-21 | 3-26-21 | 8.0 | Supervisory | Department of Tourism Region 8 |
| | Front Office Operations under the New Normal by Dept. of Tourism Regional Office 8 | 3-4-21 | 3-4-21 | 8.0 | Supervisory | Department of Tourism Region 8 |
| | Infinite Escape reboot: Reinforcing Competencies of Eastern Viasyas Tourism Players FO under the new normal | 3-3-21 | 3-3-21 | 8.0 | Supervisory | Department of Tourism Region 8 |
| | Infinite Escapes Reboot: Digital Leadership Level 2 Brand and Content Marketing Webinar for Tourism Officer and Micro Small and Medium Tourism Related Enterprises of Eastern Visayas by Dept. of Tourism Regional Office 8 | 3-1-21 | 3-3-21 | 24.0 | Managerial | Department of Tourism Region 8 |
| | Science Direct Article and Journals: Choosing the Right One for your Research by Elsevier | 1-29-21 | 1-29-21 | 8.0 | Supervisory | Elsevier |
| | Power Up: Leadership through Tough Times by Dept. of Tourism Regional Office 8 | 12-16-20 | 12-16-20 | 8.0 | Managerial | Department of Tourism Region 8 |
| | Reinforcing Competencies of Eastern Visayas Tourism Players "Health and Safety Guidelines Governing the Operations of Accommodation Establishments Under the New Normal" by Dept. of Tourism Regional Office 8 | 7-28-20 | 7-29-20 | 16.0 | Supervisory | Department of Tourism Region 8 |
| | Housekeeping Services Training- Workshop | 7-14-19 | 7-14-19 | 8.0 | Technical | VSU-DTHM |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| (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) | | |
| | N/A | N/A | | N/A | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| (Continue on separate sheet if necessary) | | | | | | |
| SIGNATURE | | | | DATE | 04/17/2024 | |

| <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 type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</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><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></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><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No _____</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>HANNAH MAE E. QUIMBO</td><td>BAYBAY, LEYTE</td><td>09557526481</td></tr><tr><td>CRIS EDREN DELA PEÑA</td><td>CEBU CITY</td><td>09275593998</td></tr><tr><td>SANTOS BUENVENIDA</td><td>QUEZON CITY, MANILA</td><td>09063330811</td></tr></table> | | | NAME | ADDRESS | TEL. NO. | HANNAH MAE E. QUIMBO | BAYBAY, LEYTE | 09557526481 | CRIS EDREN DELA PEÑA | CEBU CITY | 09275593998 | SANTOS BUENVENIDA | QUEZON CITY, MANILA | 09063330811 |
| NAME | ADDRESS | TEL. NO. | | | | | | | | | | | | |
| HANNAH MAE E. QUIMBO | BAYBAY, LEYTE | 09557526481 | | | | | | | | | | | | |
| CRIS EDREN DELA PEÑA | CEBU CITY | 09275593998 | | | | | | | | | | | | |
| SANTOS BUENVENIDA | QUEZON CITY, MANILA | 09063330811 | | | | | | | | | | | | |
| <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><div>Computer generated or photocopied picture is not acceptable</div></div> | | | | | | | | | | | | |
| <div><div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div><div>Government Issued ID: DRIVERS LICENSE</div><div>ID/License/Passport No.: H12-14-001416</div><div>Date/Place of Issuance: BAYBAY CITY, LEYTE</div></div> | <div><div></div><div>Signature (Sign inside the box)</div><div>08/19/2024</div><div>Date Accomplished</div></div> | <div><div></div><div>Right Thumbmark</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> | | | | | | | | | | | | | | |