

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	MANINGO		
FIRST NAME	RIZA MAE	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	LUCANAS		
3. DATE OF BIRTH (mm/dd/yyyy)	8/11/1990	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	BAYBAY CITY, 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	Nat'l Rd. House/Block/Lot No. Street BRGY. PANGASUGAN Barangay Subdivision/Village BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.54	ZIP CODE	6521
8. WEIGHT (kg)	46.5		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	#406 NAT'L RD. House/Block/Lot No. Street BILWANG Barangay Subdivision/Village ISABEL LEYTE City/Municipality Province
10. GSIS ID NO.	NA	ZIP CODE	6539
11. PAG-IBIG ID NO.	121074883561		
12. PHILHEALTH NO.	12-051132793-3		
13. SSS NO.	NA	19. TELEPHONE NO.	NA
14. TIN NO.	312-287-597-000	20. MOBILE NO.	09171583392
15. AGENCY EMPLOYEE NO.	NA	21. E-MAIL ADDRESS (if any)	rizamae.maningo@vsu.edu.ph

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	ADRIEL RIVER M. GALLARDO	7/16/2018
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	MANINGO			
FIRST NAME	ISAGANI	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	OTERO			
25. MOTHER'S MAIDEN NAME				
SURNAME	MANINGO			
FIRST NAME	RUFINA			
MIDDLE NAME	LUCANAS		(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	BILWANG ELEMENTARY SCHOOL	PRIMARY EDUCATION	1996	2002	GRADUATED	1998	SALUTATORI AN
SECONDARY	LIDE LEARNING CENTER, INC.	SECONDARY EDUCATION	2002	2006	GRADUATED	2002	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	CEBU NORMAL UNIVERSITY	BACHELOR OF ARTS major in ENGLISH LANGUAGE	2006	2010	GRADUATED	2006	CUM LAUDE

GRADUATE STUDIES	CEBU NORMAL UNIVERSITY	MASTER OF EDUCATION major in ENGLISH LANGUAGE TEACHING	7/8/1905	present	ON-GOING (THESIS WRITING 2)	N/A	N/A
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		07/08/2021		

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
	HONOR GRADUATE ELIGIBILITY	N/A	COLLEGE GRADUATION	COLLEGE GRADUATION	N/A	GRAUDATI ON DAY
	DRIVER'S LICENSE	NON-PROF	6/25/2020	LAND TRANSPORTATION OFFICE BAYBAY CITY	H12-20-002119	6/25/2020 UNTIL 8/11/2024

V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

<i>SIGNATURE</i>		<i>DATE</i>	07/08/2021
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	GIVE BACK/CEBU CITY	3/11/2016	3/11/2016	600+	ENGLISH/ARTS TEACHER
	SOCIETAS SPECTRA LEGIS	9/12/2010	3/27/2013	400+	ASST. LEGAL OFFICER FOR LEGAL MISSION COMMITTEE

(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			

[illegible]

(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)
Hosting	MS. CONGENIALITY (DENR MUTYA NG KALIKASAN 2012)	SOCIETAS SPECTRA LEGIS
Dancing		
Poetry Writing		
Arts/Crafting		
Social Media Management/Marketing		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/08/2021
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<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>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <p>If YES, give details:</p> <hr/>												
<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>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <p>If YES, give details:</p> <hr/> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <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>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <p>If YES, give details:</p> <hr/>												
<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>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <p>If YES, give details:</p> <hr/>												
<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>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <p>If YES, give details: _____</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <p>If YES, give details (country):</p> <hr/>												
<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>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <p>If YES, please specify: _____</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <p>If YES, please specify ID No: _____</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> <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: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">ANNIE GRAVOSO</td> <td style="text-align: center;">VSU CAMPUS, VISCA, BAYBAY CITY, LEYTE</td> <td style="text-align: center;">9154384726</td> </tr> <tr> <td style="text-align: center;">DR. JETT QUEBEC</td> <td style="text-align: center;">VSU CAMPUS, VISCA, BAYBAY CITY, LEYTE</td> <td style="text-align: center;">9185459928</td> </tr> <tr> <td style="text-align: center;">DR. REMEDIOS BACUS</td> <td style="text-align: center;">CEBU NORMAL UNIVERSITY</td> <td style="text-align: center;">9189252683</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	ANNIE GRAVOSO	VSU CAMPUS, VISCA, BAYBAY CITY, LEYTE	9154384726	DR. JETT QUEBEC	VSU CAMPUS, VISCA, BAYBAY CITY, LEYTE	9185459928	DR. REMEDIOS BACUS	CEBU NORMAL UNIVERSITY	9189252683
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<p>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.</p>													

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)
<i>PLEASE INDICATE ID Number and Date of Issuance</i>
Government Issued ID: TIN
ID/License/Passport No.: 312-287-597-000
Date/Place of Issuance: 4/30/2015 Mandaue City, Cebu

Signature (Sign inside the box) 07/08/2021
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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

PHOTO

Date/Place of Issuance: 11/30/2015 Mandaue City, Cebu

Date Accomplished

Right Thumbmark

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

ATTY. RYSAN C. GUINOCOR
Person Administering Oath