

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	LUCAÑAS		
3. DATE OF BIRTH (mm/dd/yyyy)	8/11/1990	16. CITIZENSHIP If holder of dual citizenship, please indicate the details.	<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		Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married	17. RESIDENTIAL ADDRESS	#406 Natl Rd.
	<input type="checkbox"/> Widowed <input type="checkbox"/> Separated		House/Block/Lot No. Street
	<input type="checkbox"/> Other/s:		Bilwang
			Subdivision/Village Barangay
7. HEIGHT (m)	1.54	ORMOC CITY LEYTE	City/Municipality Province
8. WEIGHT (kg)	46.5	ZIP CODE	6521
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	#406 NATL RD.
10. GSIS ID NO.	NA		House/Block/Lot No. Street
11. PAG-IBIG ID NO.	121074883561		BILWANG
12. PHILHEALTH NO.	12-051132793-3		Subdivision/Village Barangay
13. SSS NO.	NA	ORMOC CITY LEYTE	City/Municipality Province
14. TIN NO.	312-287-597-000	ZIP CODE	6539
15. AGENCY EMPLOYEE NO.	NA	19. TELEPHONE NO.	NA
		20. MOBILE NO.	09171583392
		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	LUCAÑAS		(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	02/18/2021
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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
	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

(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.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/18/2021
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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			
	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			
	“Writing the “Marketing Tools” of Your Paper; Title, Abstract, and Keywords”	2/15/2021	2/15/2021	3	Technical	De La Salle State University
	“ELT & the Digital Future: How Can Language Teachers Stay Ahead	2/13/2021	2/13/2021	3	Technical	De La Salle State University
	“STYLE LANG!: A Webinar on Stylistics”	1/27/2021	1/27/2021	3	Technical	University of Santo Tomas
	“WordPress and Marketing Course”	10/15/2020	10/15/2020	3	Technical	Course Belt Academy
	Technical Research Conference	18/03/2017	18/03/2017	8	Technical	Cebu Normal University
	Regional Senior High School (SHS) Teachers' Training for SUCs and LUCs, Region 8	11/07/2016	14/07/2016	96	Technical	Commission on Higher Education
(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	02/18/2021	

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><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>	
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>	
		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</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><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</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><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</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><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>	
		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>	
39. Have you acquired the status of an immigrant or permanent resident of another country?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</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><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 type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No: _____</div></div>	
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)			
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
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>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: TIN</div> <div>ID/License/Passport No.: 312-287-597-000</div> <div>Date/Place of Issuance: 1/30/2015 Mandaue City, Cebu</div>		<div></div> <div>Signature (Sign inside the box)</div> <div>08/11/2019</div> <div>Date Accomplished</div>	
		<div></div> <div>Right Thumbmark</div>	
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.			
<div>ATTY. RYSAN C. GUINOCOR</div> <div>Person Administering Oath</div>			