

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	<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 Subdivision/Village Barangay 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 Subdivision/Village Barangay 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.	09692387880
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	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	3/10/2022
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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						
<small>(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)</small>						
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			
	Ang Gubat Playwright Workshop	6/5/2021	7/24/2021	24	Technical	Forest Sustainability Lab
	First International Conference on Forensic Linguistics	9/18/2021	9/18/2021	7	Technical	University of Santo Tomas
	Teaching English as a Foreign Language Course (120 Hours)	2/17/2021	3/17/2021	120	Technical	TEFL Professional Institute - Teacher R
	The Plague Behind Plagiarism and How to Stop It: The Forensic Linguistic Approach"	2/24/2021	2/24/2021	3	Technical	University of Santo Tomas
	"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 of the Curve"	2/13/2021	2/13/2021	3	Technical	De La Salle State University
	"SEAMEO-Partners Lecture Series on Teacher Training Solutions"	1/28/2021	1/28/2021	3	Technical	SEAMEO
	"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		COMMUNICATIONS TRAINER			
	Poetry Writing					
	Arts/Crafting					
	Social Media Management/Marketing					
(Continue on separate sheet if necessary)						
SIGNATURE			DATE		3/10/2022	

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)?

☐ YES☒ NO

☐ YES☒ NO

If YES, give details:

35.

a. Have you ever been found guilty of any administrative offense?

b. Have you been criminally charged before any court?

☐ YES☒ NO

☐ YES☒ NO

If YES, give details:

Date Filed:Status of Case/s:

36.

Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

☐ YES☒ NO

If YES, give details:

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?

☐ YES☒ NO

If YES, give details:

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?

☐ YES☒ NO

☐ YES☒ NO

If YES, give details:

39.

Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES☒ NO

If YES, give details (country):

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?

☐ YES☒ NO

If YES, please specify:

☐ YES☒ NO

If YES, please specify ID No:

☐ YES☒ NO

If YES, please specify ID No:

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.

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **Driver's License**

ID/License/Passport No.: **H12-20-002119**

Date/Place of Issuance: **September 24, 2020 Baybay City Leyte**

Signature (Sign inside the box)
3/10/2022
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