

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	MANAPSAL		
FIRST NAME	SHAIRA	N/A	
MIDDLE NAME	BALLICUD		
3. DATE OF BIRTH (mm/dd/yyyy)	3/3/1998	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Catarman, Northern Samar	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Philippines
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	N/A
7. HEIGHT (m)	1.58	ZIP CODE	N/A
8. WEIGHT (kg)	69		N/A
9. BLOOD TYPE	A+		N/A
10. GSIS ID NO.	in process		N/A
11. PAG-IBIG ID NO.	121271649570		N/A
12. PHILHEALTH NO.	130 0 806 3129	18. PERMANENT ADDRESS	N/A
13. SSS NO.	06-4497287-9		N/A
14. TIN NO.	607-973-190-00000		N/A
15. AGENCY EMPLOYEE NO.	V02127		N/A
19. TELEPHONE NO.	N/A		
20. MOBILE NO.	09754989970		
21. E-MAIL ADDRESS (if any)	manapsalshaira@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	N/A	NAME EXTENSION (JR., SR)	JON KYLE MANAPSAL AYENSA	08/14/2018
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	MANAPSAL			
FIRST NAME	CIELITO	N/A		
MIDDLE NAME	BISNAR			
25. MOTHER'S MAIDEN NAME	JOSEFINA EVA BALLICUD			
SURNAME	MANAPSAL			
FIRST NAME	JOSEFINA			
MIDDLE NAME	BALLICUD		(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	Primary Education	1/6/2004	1/5/2010	N/A	2010	SPECIAL HONORS
SECONDARY	TINAGO NATIONAL HIGH SCHOOL	Secondary Education	1/6/2010	1/5/2014	N/A	2014	1ST HONORABLE MENTION
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN BIOTECHNOLOGY (MAJOR IN PLANT BIOTECHNOLOGY)	1/6/2014	6/15/2019	N/A	2019	N/A
GRADUATE STUDIES	SOUTHERN LEYTE STATE UNIVERSITY	MASTER IN MANAGEMENT	02/27/2024	Present	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	March 5, 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		
	Career Service Professional Examination	80.65	June 19, 2022	Ormoc 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						
	9/11/2023	Present	Agricultural Technician I	Institute of Tropical Ecology and Environmental Management, Visayas State University	17,553.00	SG 6	Permanent	Y
	7/26/2021	9/11/2023	Job Order-Clerk	Southern Leyte State University	11,900.00	N/A	Job Order	Y
	10/9/2020	12/17/2022	Part-time Faculty	Institute of Arts and Sciences, Southern Leyte State University	12,852.00	N/A	Contractual	Y
	2/3/2020	06/30/2021	Consortium Secretariat	Visayas-Mindanao Consortium of Journal Publication, Inc., Southern Leyte State	11,900.00	N/A	Contractual	N
	8/11/2019	12/12/2019	Student Assistant	Department of Biotechnology, Visayas State University	2,000.00	N/A	Contractual	Y
(Continue on separate sheet if necessary)								
SIGNATURE					DATE	Mach 5, 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			
	Southern Leyte State U Emergency Response Volunteer Corps	7/16/2022	9/11/2023	N/A	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			
	Youth and Environmental Awareness Forum	29-Aug-17	29-Aug-17	8.0	Participant	Visayas State University
	SEARCA Regional Professional Chair Lecture on Microbial-induced Mobilization of Micronutrients in Soil for Increased Yield and Improved	20-Mar-18	20-Mar-18	8.0	Participant	Visayas State University
	CAS Job-Seeking Seminar	4-Jun-19	4-Jun-19	8.0	Participant	College of Arts and Sciences, Visayas State University
	Training on the Application Management of Learning Management System	3-Jun-20	4-Jun-20	16.0	Participant, Facilitator	Southern Leyte State University
	Hand Sanitizer Production	27-Jul-20	27-Jul-20	8.0	Participant	Department of Science and Technology
	Mindanao-Wide Webinar on Omics Research with theme Moving Past Pandemics: Omics in Agriculture	9-Oct-20	9-Oct-20	8.0	Participant	Philippine Genome Center Mindanao
	Enviotech Forum: Promoting Biotechnologies for a Healthy Environment	25-Nov-20	25-Nov-20	8.0	Participant	Department of Environment and Natural Resources
	Webinar Training on the Fundamentals of Data Analytics in Collaborative Research	10-Dec-20	10-Dec-20	8.0	Participant	Philippine-California Advances Research Institutes
	4 th International STEAM Research Congress	3-Feb-21	5-Feb-21	24.0	Participant	Eastern Visayas State University
	Webinar on "Empowering Support Staff In The New Normal: A Professional and Personal Enhancement Series"	17-Aug-21	27-Oct-21	40.0	Participant	Southern Leyte State University
	1st International Webinar Series with the theme "Biotechnology: Breaking Scientific Limitations"	21-Jul-21	23-Jul-21	24.0	Participant	Department of Biotechnology, College of Arts and Sciences, Visayas State University
	"History of Ferminism" during the Women's Month Celebration with the theme "We Make CHANGE Work for Women" with the sib-theme of "Agenda ng Kababaihan, Tungo sa Kaunlaran"	25-Mar-22	25-Mar-22	8.0	Participant	Southern Leyte State University
	Faculty Manual Revision Workshop	19-May-22	20-May-22	16.0	Participant, Facilitator	Southern Leyte State University
	Training on Community-based Disaster Risk Reduction and Management (CBDRRM) for Volunteers	13-Jul-22	15-Jul-22	24.0	Participant	Southern Leyte State University
	Emergency Response Training Course: Advanced First aid For SLSU- Emergency Response Volunteer (SLSU-SERVE) Corps	16-Aug-22	19-Aug-22	32.0	Participant	Southern Leyte State University, PDDRMO
	Target Setting Workshop for July-December 2022	15-Sep-22	15-Sep-22	8.0	Facilitator	09754989970
	4th Quarter Nationwide Simultaneous Earthquake Drill	10-Nov-22	10-Nov-22	8.0	Facilitator	Southern Leyte State University
	7th National Fisheries Biotechnology Symposium (NFBS)	23-Nov-22	24-Nov-22	16.0	Participant	Department of Agriculture
	Social Responsibility and Personality Development of Employees	9-Dec-22	9-Dec-22	8.0	Participant	Southern Leyte State University
	FOI Orientation and eFOI Portal Training	21-Feb-23	21-Feb-23	8.0	Participant	Southern Leyte State University, Freedom of Information Office
	In-house Training on Republic Act No. 9184, a.k.a Government Reform Act (GPRA) and Latest Updates on its Implementing Rules and Regulations	15-Mar-23	17-Mar-23	24.0	Participant	Southern Leyte State University
	Efficient Techniques in taking Minutes of the Meeting and Policy Memo	15-Jun-23	15-Jun-23	8.0	Participant	Southern Leyte State University
	Japanese Language and Culture	6-Jul-23	5-Jul-23	8.0	Participant	Southern Leyte State University
	Extension Traning Workshop: Developing Extension Project Proposal	14-Nov-23	17-Nov-23	32.0	Participant	Visayas State University
	Video Production Workshop	27-Nov-23	8-Dec-23	112.0	Participant	Access Agriculture
	5S Revolution for Clerks and Heads at Visayas State University	29-Nov-23	29-Nov-23	8.0	Participant	Visayas State University
	Orientation of Guidelines and Procedures on Processes/ Services of the Offices under Administrative Services Office (ASO)	23-Feb-24	23-Feb-24	8.0	Participant	Visayas State University
(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 Skills	Athlete of the Year		Visayas State University Alumni Association		
	Critical Thinking	Face-Lifter Award		Southern Leyte State U Emergency Response Volunteer Corps		
	Teamwork Skill			LSU-Administrative Personnel Association (LSU-AdPA)		
	Art and Creativity					
	Runs					
(Continue on separate sheet if necessary)						

SIGNATURE		DATE	March 5, 2024
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, chief of bureau or office or to the person who has immediate supervision over you in the 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 a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?		<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 checked="" type="checkbox"/> YES<input type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)														
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>ANNABELLE M. HUFALAR</td><td>RIZAL, SOGOD, SO. LEYTE</td><td>9452309230</td></tr><tr><td>JOHN PAUL M. GAPASIN</td><td>SAN MIGUEL, SOGOD, SO. LEYTE</td><td>9171448368</td></tr><tr><td>MARK DONALD S. OJA</td><td>SOGOD, SO. LEYTE</td><td>9176228206</td></tr></table>			NAME	ADDRESS	TEL. NO.	ANNABELLE M. HUFALAR	RIZAL, SOGOD, SO. LEYTE	9452309230	JOHN PAUL M. GAPASIN	SAN MIGUEL, SOGOD, SO. LEYTE	9171448368	MARK DONALD S. OJA	SOGOD, SO. LEYTE	9176228206
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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.														
<table><tr><td colspan="2">Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID:</td><td>Philippine National ID</td></tr><tr><td>ID/License/Passport No.:</td><td>7389-6408-1697-4271</td></tr><tr><td>Date/Place of Issuance:</td><td>03 November 2021</td></tr></table>		Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	Philippine National ID	ID/License/Passport No.:	7389-6408-1697-4271	Date/Place of Issuance:	03 November 2021	<table><tr><td><div>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</div><div>PHOTO</div></td></tr><tr><td><div></div><div>Right Thumbmark</div></td></tr></table>	<div>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</div> <div>PHOTO</div>	<div></div> <div>Right Thumbmark</div>		
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Date/Place of Issuance: 03 November 2021														
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.														
<div></div> <div>Person Administering Oath</div>														