

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)	03/03/1998	16. CITIZENSHIP If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: Philippines
4. PLACE OF BIRTH			
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 ZIP CODE	N/A N/A House/Block/Lot No. Street N/A LINAO Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province 6522
7. HEIGHT (m)	1.58		
8. WEIGHT (kg)	59		
9. BLOOD TYPE	A+		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	N/A	18. PERMANENT ADDRESS ZIP CODE	N/A N/A House/Block/Lot No. Street N/A LINAO Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province 6522
12. PHILHEALTH NO.	N/A		
13. SSS NO.	06-4497287-9		
14. TIN NO.	607-973-190-00000	19. TELEPHONE NO.	N/A
15. AGENCY EMPLOYEE NO.	245	20. MOBILE NO.	09165390892
		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	N/A	06/01/2004	05/01/2010	N/A	2010	SPECIAL HONORS
SECONDARY	TINAGO NATIONAL HIGH SCHOOL	N/A	06/01/2010	05/01/2014	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)	06/01/2014	15/06/2019	N/A	2019	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF SCIENCE IN PLANT PATHOLOGY	20/08/2020	on going	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 23, 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		
	Southern Leyte State U Emergency Response Volunteer Corps	July 16, 2022	Present	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		Participant	Visayas State University
	SEARCA Regional Professional Chair Lecture on Microbial-induced Mobilization of Micronutrients in Soil for Increased Yield and Improved Nutritional Quality of	20-Mar-18	20-Mar-18		Participant	Visayas State University
	CAS Job-Seeking Seminar	04-Jun-19	04-Jun-19		Participant	College of Arts and Sciences, Visayas State University
	Training on the Application Management of Learning Management System	03-Jun-20	04-Jun-20		Facilitator	Southern Leyte State University
	Hand Sanitizer Production	27-Jul-20	27-Jul-20		Participant	Department of Science and Technology
	Mindanao-Wide Webinar on Omics Research with theme Moving Past Pandemics: Omics in Agriculture	09-Oct-20	09-Oct-20		Participant	Philippine Genome Center Mindanao
	Enviotech Forum: Promoting Biotechnologies for a Healthy Environment	25-Nov-20	25-Nov-20		Participant	Department of Environment and Natural Resources
	Webinar Training on the Fundamentals of Data Analytics in Collaborative Research	10-Dec-20	10-Dec-20		Participant	Philippine-California Advances Research Institutes
	4 th International STEAM Research Congress	03-Feb-21	05-Feb-21		Participant	Eastern 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		Participant	Southern Leyte State University
	Faculty Manual Revision Workshop	19-May-22	20-May-22		Participant, Facilitator	Southern Leyte State University
	Training on Community-based Disaster Risk Reduction and Management (CBDRRM) for Volunteers	13-Jul-22	15-Jul-22		Participant	Southern Leyte State University
	1st International Webinar Series with the theme "Biotechnology: Breaking Scientific Limitations"	21-Jul-22	23-Jul-22		Participant	Department of Biotechnology, College of Arts and Sciences, Visayas State University
	Emergency Response Training Course: Advanced First aid For SLSU-Emergency Response Volunteer (SLSU-SERVE) Corps	16-Aug-22	19-Aug-22		Participant	Southern Leyte State University, PDDRMO
	Target Setting Workshop for July-December 2022	15-Sep-22	15-Sep-22		Facilitator	Southern Leyte State University
	4th Quarter Nationwide Simultaneous Earthquake Drill	10-Nov-22	10-Nov-22		Facilitator	Southern Leyte State University
	7th National Fisheries Biotechnology Symposium (NFBS)	23-Nov-22	24-Nov-22		Participant	Department of Agriculture
	Social Responsibility and Personality Development of Employees	09-Dec-22	09-Dec-22		Participant	Southern Leyte 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				Southern Leyte State U Emergency Response Volunteer Corps
	Teamwork Skill				
	Art and Creativity				
	Sport				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 23, 2022
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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

If YES, give details:

☐ 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

If YES, give details: _____

☐ 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.
ANNABELLE M. HUFALAR	RIZAL, SOGOD, SO. LEYTE	9452309230
JOHN PAUL M. GAPASIN	SAN MIGUEL, SOGOD, SO. LEYTE	9171448368
ROSE SUGAR S. CALLANO	TOMAS OPPUS, SO. LEYTE	9753445510

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.

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

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

Government Issued ID:

ID/License/Passport No.:

Date/Place of Issuance:

Signature (Sign inside the box)

December 23, 2022

Date Accomplished

Right Thumbmark

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

Person Administering Oath

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