

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: |
| 4. PLACE OF BIRTH | | | 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 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 |
| 15. AGENCY EMPLOYEE NO. | 245 | 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 | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

(Continue on separate sheet if necessary)

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|-----------|--|------|--------------|
| SIGNATURE | | DATE | May 30, 2023 |
|-----------|--|------|--------------|

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|-------------------------|--|--------------------|--------------|
| <i>SIGNATURE</i> | | <i>DATE</i> | May 30, 2023 |
|-------------------------|--|--------------------|--------------|

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 |
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(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 | | Participant, 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 |
| Webinar on "Empowering Support Staff In The New Normal: A Professional and Personal Enhancement Series" | 17-Aug-21 | 27-Oct-21 | | Participant | Southern Leyte State University |
| 1st International Webinar Series with the theme "Biotechnology: Breaking Scientific Limitations" | 21-Jul-21 | 23-Jul-21 | | 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 | | 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 |
| 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 | | Participant | Southern Leyte State University |
| FOI Orientation and eFOI Portal Training | 21-Feb-23 | 21-Feb-23 | | Participant | Southern Leyte State University, Freedom of Information Office |
| | | | | | |
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(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 | | |
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(Continue on separate sheet if necessary)

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|-----------|--|------|--------------|
| SIGNATURE | | DATE | May 30, 2023 |
|-----------|--|------|--------------|

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