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.

concerned.									
	TO FILLING OUT THE PERSONAL DATA SHE () and use separate sheet if necessary. Indicate N				1. CS ID No.		(Do not fill up. F	For CSC use only)	
I. PERSONAL INFORMATIO		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					, ,		
2. SURNAME	MANAPSAL								
FIRST NAME	SHAIRA N/A								
MIDDLE NAME	BALLICUD								
3. DATE OF BIRTH	BALLIOOD			1					
(mm/dd/yyyy)		16. CITIZENSHIP		☑ Filip	ino 🗀)		
	03/03/1998	-				_	by natural	ization	
4. PLACE OF BIRTH		If holder of dual citizer	enship, Pls. indicate country:				ountry:		
5. SEX	☐ Male ✓ Female	please indicate the de	etails.	Philippines				•	
6 CIVIL STATUS	✓ Single	17. RESIDENTIAL ADDRESS		N/A			N/A		
	☐ Widowed ☐ Separated		Hous	se/Block/Lot No	0.		Street		
	Other/s:		Sub	N/A ndivision/Village	9		LINAO Barangay		
7. HEIGHT (m)	1.58		INOPACAN				LEYTE		
8. WEIGHT (kg)	59	ZIP CODE	City/Municipality 6522				Province		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	N/A				N/A		
		-	House/Block/Lot No. N/A				Street LINAO		
10. GSIS ID NO.	N/A		Sub	division/Village			Barangay LEYTE Province		
11. PAG-IBIG ID NO.	N/A		Cit	INOPAC, ty/Municipality	AN				
12. PHILHEALTH NO.	N/A	ZIP CODE	6522						
13. SSS NO.	06-4497287-9	19. TELEPHONE NO.	N/A						
14. TIN NO.	607-973-190-00000	20. MOBILE NO.	09165390			9165390892	55390892		
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 CH	ILDREN (Write	e full name an	d list all)	DATE OF BIRT	TH (mm/dd/yyyy)	
FIRST NAME	N/A	NAME EXTENSION (JR., SR)		KYLE MAI		·		4/2018	
							00/1-	4/2010	
MIDDLE NAME OCCUPATION	N/A N/A								
EMPLOYER/BUSINESS NAME	N/A N/A								
BUSINESS ADDRESS	N/A								
	N/A								
TELEPHONE NO.									
24. FATHER'S SURNAME	MANAPSAL CIELITO	N/A							
FIRST NAME MIDDLE NAME	BISNAR		+						
	JOSEFINA EVA BALL	ICUD	+						
25. MOTHER'S MAIDEN NAME		ICOD							
SURNAME	MANAPSAL								
FIRST NAME	JOSEFINA								
MIDDLE NAME	BALLICUD			(Co	ontinue on se	parate sheet if neces	ssary)		
III. EDUCATIONAL BACKG	ROUND								
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGRE (Write in full)	EE/COURSE	PERIOD OF A	ATTENDANCE To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED	
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	
VOCATIONAL /	N/A	N/A		N/A	N/A	N/A	N/A	MENTION N/A	
TRADE COURSE COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN BIG (MAJOR IN PLANT BIOTEC		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	
		ontinue on separate sheet if nece	essary)				L		
SIGNATURE				DA	TE		May 30, 2023		
							FORM 242 (Devises	100471 B (* * *	

IV. CIVIL SE	ERVICE ELIG	IBILITY							
	ER SERVICE/ RA 1	1080 (BOARD/ BAR) UNDER	RATING	DATE OF				LICENSE (if applicable)	
BAF		WS/ CES/ CSEE ITY / DRIVER'S LICENSE	(If Applicable)	EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT			NUMBER	Date of Validity
Career	Service Profes	sional Examination	80.65	June 19, 2022	Ormoc City, Leyte			N/A	N/A
V WORK F	XPERIENCE		(Cor	ntinue on separate sheet	if necessary)				
			work) Description	of duties should be	indicated in the attached	Work Expe			
(mi	ISIVE DATES m/dd/yyyy)	POSITION T (Write in full/Do not			ENCY / OFFICE / COMPANY I/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From 07/05/2021	To Present	Job Order-0	Clerk	Southern Lo	yte State University	11900.00	INCREMENT	Job Order	Y
08/12/2022	12/16/2022	Part-time Fa		Institute of Arts and	Sciences, Southern Leyte	12852.00		Contractual	Y
02/03/2020	06/30/2021	Consortium Se		Visayas-Mindana	University Consortium of Journal	11900.00		Contractual	N
10/09/2020	02/19/2021			Publication, Inc. Institute of Arts and	, Southern Leyte State Sciences, Southern Leyte	12852.00			Y
		Part-time Fa			e University echnology, Visayas State			Contractual	
11/08/2019	12/12/2019	Student Ass	istant		niversity	2000.00		Contractual	Y
	(Continue on separate sheet if necessary)								

SIGNATURE DATE May 30, 2023

CS FORM 212 (Revised 2017), Page 2 of 4

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S							
29. NAME & ADDRESS OF OR (Write in full)	GANIZATION	INCLUSIV (mm/do		NUMBER OF HOURS	POSITION / NATURE OF WORK		
,				21/4		Manakan	
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				/Executive/Manage	rial positions)		
30. TITLE OF LEARNING AND DEVELOPMENT INTEI (Write in full)	RVENTIONS/TRAINING PROGRAMS	(mm/ad/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
		From	То		Participant	Visayas State University	
Youth and Environmental Aw SEARCA Regional Professional Chair Lecture o	n Microbial-induced Mobilization	29-Aug-17	29-Aug-17		Participant	Visayas State University	
of Micronutrients in Soil for Increased Yield and	•	20-Mar-18	20-Mar-18		Participant	College of Arts and Sciences, Visayas State	
CAS Job-Seeking Se Training on the Application Management of I		04-Jun-19	04-Jun-19		Participant,	University Southern Leyte State University	
		03-Jun-20	04-Jun-20		Facilitator Participant	Department of Science and Technology	
Hand Sanitizer Produ Mindanao-Wide Webinar on Omics Resear	ch with theme Moving Past	27-Jul-20	27-Jul-20		Participant	Philippine Genome Center Mindanao	
Pandemics: Omics in Ag		09-Oct-20	09-Oct-20		Participant	Department of Environment and Natural Resources	
Enviotech Forum: Promoting Biotechnolog Webinar Training on the Fundamentals of Di		25-Nov-20	25-Nov-20		•		
Research	-	10-Dec-20			Participant	Philippine-California Advances Research Institutes	
4 th International STEAM Rese Webinar on "Empowering Support Staff In The New N		03-Feb-21	05-Feb-21		Participant	Eastern Visayas State University	
Enhancement Serie 1st International Webinar Series with the theme "B		17-Aug-21 21-Jul-21	27-Oct-21 23-Jul-21		Participant Participant	Southern Leyte State University Department of Biotechnology, College of Arts and	
Limitations" "History of Ferminism" during the Women's	Month Celebration with the	21-Jul-21	25-Jui-21		Farticipant	Sciences, Visayas State University	
theme "We Make CHANGE Work for Wom "Agenda ng Kababaihan, Tung	o sa Kaunlaran"	25-Mar-22	25-Mar-22		Participant Participant,	Southern Leyte State University	
Faculty Manual Revision Training on Community-based Disaster Risk Reduct	•	19-May-22	20-May-22		Facilitator	Southern Leyte State University	
Volunteers Emergency Response Training Course: Advance	,	13-Jul-22	15-Jul-22		Participant	Southern Leyte State University	
Response Volunteer (SLSU-S	ERVE) Corps	16-Aug-22	19-Aug-22		Participant	Southern Leyte State University, PDDRMO	
Target Setting Workshop for July		15-Sep-22	15-Sep-22		Facilitator	Southern Leyte State University	
4th Quarter Nationwide Simultaneo	·	10-Nov-22	10-Nov-22		Facilitator	Southern Leyte State University	
7th National Fisheries Biotechnology Social Responsibility and Personality Dev		23-Nov-22 `	24-Nov-22 09-Dec-22		Participant Participant	Department of Agriculture Southern Leyte State University	
FOI Orientation and eFOI Pol		21-Feb-23	21-Feb-23		Participant	Southern Leyte State University Southern Leyte State University, Freedom of Information Office	
						information office	
(Continue on separate sheet if necessary)							
VIII. OTHER INFORMATION	NOV	LACADEMIC DISTIN	ICTIONS / DECOC	NITION		MEMREPOLIID IN ACCOCIATION/ODCANIZATION	
31. SPECIAL SKILLS and HOBBIES	32. NON	I-ACADEMIC DISTIN (Write	in full)	NITION		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	Art and Creativity						
Sport							
	(Con	ntinue on separate s	sneet if necessary)				

SIGNATURE DATE May 30, 2023

CS FORM 212 (Revised 2017), Page 3 of 4

34. Are you related by consanguinity or affinity to the appointing chief of bureau or office or to the person who has immediate Bureau or Department where you will be apppointed,					
a. within the third degree? b. within the fourth degree (for Local Government Unit - Care	☐ YES ☑	NO NO			
	If YES, give details:				
35. a. Have you ever been found guilty of any administrative offer	☐ YES ☑ NO If YES, give details:				
b. Have you been criminally charged before any court?	☐ YES ☑ NO If YES, give details: Date Filed: Status of Case/s:				
36. Have you ever been convicted of any crime or violation of an any court or tribunal?	☐ YES ☑ NO If YES, give details:				
37. Have you ever been separated from the service in any of the dropped from the rolls, dismissal, termination, end of term, fi 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 Barangay election)?	tion held within the last year (except	YES If YES, give details:	☑ NO		
·	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?				
39. Have you acquired the status of an immigrant or permanent	☐ YES ☑ NO If YES, give details (country):				
 40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag and (c) Solo Parents Welfare Act of 2000 (RA 8972), please a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent? 	☐ YES If YES, please specify: ☐ YES If YES, please specify ID ☑ YES If YES, please specify ID				
41. REFERENCES (Person not related by consanguinity or affinity to applicant	t /appointee)				
NAME	ADDRESS	TEL. NO.	ID picture taken within		
ANNABELLE M. HUFALAR	RIZAL, SOGOD, SO. LEYTE	9452309230	the last 6 months 3.5 cm. X 4.5 cm (passport size)		
JOHN PAUL M. GAPASIN	SAN MIGUEL, SOGOD, SO. LEYTE	9171448368	With full and handwritten name tag and signature over		
ROSE SUGAR S. CALLANO	TOMAS OPPUS, SO. LEYTE	9753445510	printed name Computer generated		
42. I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertine Philippines. I authorize the agency head/authorized represent agree that any misrepresentation made in this document administrative/criminal case/s against me.	ent laws, rules and regulations of the ntative to verify/validate the contents state	Republic of the ed herein.	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.:	ox)				
Date/Place of Issuance:		Right Thumbmark			
SUBSCRIBED AND SWORN to before me this	, affiant exhibi	iting his/her validly issued gov	vernment ID as indicated above.		
Person Administering Oath					