

# 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	Quinto		
FIRST NAME	Shaira Anne	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	Lolo		
3. DATE OF BIRTH (mm/dd/yyyy)	08/25/2000	16. CITIZENSHIP	<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	Maasin City, Southern Leyte	If holder of dual citizenship, please indicate the details.	
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	0219 House/Block/Lot No. Street Canturing Subdivision/Village Barangay Maasin City Southern Leyte City/Municipality Province
7. HEIGHT (m)	1.52400	ZIP CODE	
8. WEIGHT (kg)	67	18. PERMANENT ADDRESS	0219 House/Block/Lot No. Street Canturing Subdivision/Village Barangay Maasin City Southern Leyte City/Municipality Province
9. BLOOD TYPE	O+	ZIP CODE	6600
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	121330721868	20. MOBILE NO.	09061002450
12. PHILHEALTH NO.	13-251662393-8	21. E-MAIL ADDRESS (if any)	shairaquinto15@gmail.com
13. SSS NO.	N/A		
14. TIN NO.	733-735-358-00000		
15. AGENCY EMPLOYEE NO.	VJO02197		

## 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	Carabelle, Dyara Ovurene Fheryse Quinto	05/15/2020
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Quinto			
FIRST NAME	Leopoldo	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Olita			
25. MOTHER'S MAIDEN NAME				
SURNAME	Lolo			
FIRST NAME	Anita			
MIDDLE NAME	Samalca			

(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	Maasin City SpED Center	Primary Education	06/01/2007	05/30/2012	Grade 6	2012	High Honor
SECONDARY	Maasin City National High School	Science, Technology, and Engineering/Science, Technology, Engineering, and Mathematics	06/01/2012	05/30/2019	Grade 12	2019	Valedictorian
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	08/01/2019	08/03/2023	4th Year	2023	DA-Biotech Program Scholarship/ Cum Laude
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/28/2025
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[illegible]

**V. WORK EXPERIENCE**  
*(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.*








[illegible]

SIGNATURE	DATE	05/28/2025
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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			
N/A		N/A	N/A	N/A	N/A	
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
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/ <del>Supervisory</del> / Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Webinar Series on Biotech Innovations for a Sustainable Agriculture	11/10/2023	11/10/2023	4.0	Technical	DA Biotech Program, ISAAA Inc., DA Bureau of Animal Industry, Biotechnology Coalition of the Philippines, CORTEVA
	Seminar 3: Enabling Biotechnology Innovations and Policies in Aquaculture - Promoting Food Availability and Security	11/13/2023	11/13/2023	4.0	Technical	Agriculture & Food Systems Institute
	Pinoy Biotech Seminar: PCR-based Detection Kit for Salmonella in Meat	03/12/2024	03/12/2024	4.0	Technical	ISAAA Inc., Institute of Biology U.P. Diliman, and DA Biotech Program
	Healthy Soils for Healthy Humans and A Healthy Planet	07/16/2024	07/16/2024	4.0	Technical	USTP, VSU, UP, DOST, ACIAR, and The University of Queensland Australia
(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)	
	Laboratory Skills					
	Computer Skills					
(Continue on separate sheet if necessary)						
SIGNATURE		DATE			05/28/2025	

<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Marciana B. Galambao</td> <td>Visca, Baybay City, Leyte, Philippines 6521</td> <td>9664888378</td> </tr> <tr> <td>Lourd Franz M. Gabunada</td> <td>Visca, Baybay City, Leyte, Philippines 6522</td> <td>9982617809</td> </tr> <tr> <td>Donna Christene Q. Ramos</td> <td>Visca, Baybay City, Leyte, Philippines 6523</td> <td></td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Marciana B. Galambao	Visca, Baybay City, Leyte, Philippines 6521	9664888378	Lourd Franz M. Gabunada	Visca, Baybay City, Leyte, Philippines 6522	9982617809	Donna Christene Q. Ramos	Visca, Baybay City, Leyte, Philippines 6523	
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<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>Bureau of Internal Revenue</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>733-735-358-00000</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>11/20/2018</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:	Bureau of Internal Revenue	ID/License/Passport No.:	733-735-358-00000	Date/Place of Issuance:	11/20/2018	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">           Signature (Sign inside the box)          05/06/2025          Date Accomplished       </td> <td style="text-align: center;">           Right Thumbmark       </td> </tr> </table>	 Signature (Sign inside the box) 05/06/2025 Date Accomplished	 Right Thumbmark
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<p>SUBSCRIBED AND SWORN to before me this <u>28 MAY 2025</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;">   <b>ATTY. KAREN ABIGAIL S. MONTERON</b>          VSU Director, Legal Affairs and Services  <hr/>         Person Administering Oath       </div>													

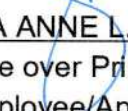


### WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: October 16, 2023 – Present
- Position: Science Research Assistant
- Name of Office/Unit: Department of Biotechnology
- Immediate Supervisor: MS. Marciana B. Galambao
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  
- Summary of Actual Duties
  - Work side-by-side with the project leader and will take charge in the daily activities of the research project.
  - File purchase requests of materials needed for the project.
  - Travel to collaborating agencies of the project for sample collection and related activities.
  - Conduct laboratory works/experiment associated with the research project.
  - Maintain proper records of all transactions associated with the research project.
  - Draft reports for timely submission to the University and funding agency.
  - Conduct bioinformatics and other statistical analyses.
  - Draft project terminal report and manuscript for journal publication.
  - Perform other duties assigned by the dean and/or project leaders as appropriate.

  
SHAIRA ANNE L. QUINTO  
(Signature over Printed Name  
of Employee/Applicant)

Date: 08/28/2025