

# 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	MANACPO		
FIRST NAME	NICOLE IVY		NAME EXTENSION (JR., SR)
MIDDLE NAME	DENDERO		
3. DATE OF BIRTH (mm/dd/yyyy)	3/18/1999	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	DAMULAAAN, ALBUERA, 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:		
7. HEIGHT (m)	1.55	17. RESIDENTIAL ADDRESS	544 CELEDIO
8. WEIGHT (kg)	47		House/Block/Lot No. Street
9. BLOOD TYPE	N/A		N/A DAMULAAAN
10. GSIS ID NO.	N/A		Subdivision/Village Barangay
11. PAG-IBIG ID NO.	121312781030	ALBUERA LEYTE	City/Municipality Province
12. PHILHEALTH NO.	12-251548293-1	ZIP CODE	6542
13. SSS NO.	N/A	18. PERMANENT ADDRESS	544 CELEDIO
14. TIN NO.	616-214-047-00000		House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	N/A		N/A DAMULAAAN
			Subdivision/Village Barangay
		ALBUERA LEYTE	City/Municipality Province
		ZIP CODE	6542
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09270818594
		21. E-MAIL ADDRESS (if any)	nimanacpo@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)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	MANACPO			
FIRST NAME	JOSELITO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CINCO			
25. MOTHER'S MAIDEN NAME				
SURNAME	DENDIRO			
FIRST NAME	DANILA			
MIDDLE NAME	CANUTO		(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	ALBUERA SOUTH CENTRAL SCHOOL	BASIC EDUCATION	7/4/2006	3/25/2012	GRADE 6	2012	WITH HONORS
SECONDARY	DAMULAAAN NATIONAL HIGH SCHOOL	HUMANITIES AND SOCIAL SCIENCES	7/12/2012	3/29/2018	GRADE 12	2018	WITH HONORS
VOCATIONAL / TRADE COURSE	PHILIPPINE CALL CENTER INSTITUTE	CONTACT CENTER SERVICES NCII	9/14/2023	10/20/2023	NCII	2023	TWSP
COLLEGE	VISAYAS STATE UNIVERISTY	BACHELOR OF SECONDARY EDUCATION MAJOR IN SOCIAL STUDIES	8/5/2018	8/12/2022	4TH YEAR	2022	MAGNA CUM LAUDE
GRADUATE STUDIES	VISAYAS STATE UNIVERISTY	MASTER OF SCIENCE IN DEVELOPMENT SOCIOLOGY	8/16/2023	PRESENT	15 UNITS	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE	DATE
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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
	Licensure Examination for Teachers	89.0	3/19/2023	Tacloban City, Leyte	2124475	12/11/2023
	Civi Service Honor Graduate Eliibility	N/A	3/22/2023	CSC RO VIII (PALO,LEYTE)	100108230503	8/12/2022

## 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						
	1/15/2024	6/24/2024	PART-TIME INSTRUCTOR	DEPARTMENT OF PHILOSOPHY AND SOCIAL SCIENCES	14K-16K	N/A	PART-TIME	Y
	8/16/2023	12/20/2023	PART-TIME INSTRUCTOR	DEPARTMENT OF PHILOSOPHY AND SOCIAL SCIENCES	8K-13K	N/A	PART-TIME	Y
	9/12/2022	2/2/2023	PART-TIME INSTRUCTOR	DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES	14K-16K	N/A	PART-TIME	Y

[illegible]

<i>SIGNATURE</i>		<i>DATE</i>	
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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			
	SIDLAK PAGLAUM (BAYBAY CITY)	5/2/2022	PRESENT	11 HOURS	FIELD AND ON-THE-GROUND TEAM FOR PSYCHOLOGICAL FIRST-AID OF AGATON VIC	
	LEGAL NETWORK FOR TRUTHFUL ELECTIONS	10/30/2023	PRESENT	15 HOURS	2023 BARANGAY AND SANGGUNIANG KABATAAN ELECTION MONITOR	
	NATIONAL SERVICE TRAINING PROGRAM - CIVIC WELFARE S VISAYAS STATE UNIVERSITY	9/2/2023	PRESENT	5 HOURS/WEEK	TEAM COORDINATOR	
*****NOTHING FOLLOWS*****						
(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/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Psychological First Aid (PFA) for Volunteers	4/23/2022	4/23/2022	6 HOURS	TECHNICAL	UPVTC Division of Social Sciences and UP Tacloban Ugnayan ng Pahinungod
	Seminar-Workshop on Enhancing the Gender and Society Curriculum	3/20/2024	3/20/2024	8 hours	TECHNICAL	Gender Resource Center
*****NOTHING FOLLOWS*****						
(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)	
	PLAYING SOFTBALL	ATHELETE OF THE YEAR			MEMBER OF DNHS LADY BATTLERS AND VSU SOFTBAL TEAM	
	WRITING POEMS AND ESSAYS	VSU ASSISTANT COACH			SIDLAK PAGLAUM	
*****NOTHING FOLLOWS*****						
(Continue on separate sheet if necessary)						
SIGNATURE					DATE	

<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> <hr/> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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 checked="" type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p>If YES, give details: <u>FINISHED CONTRACT</u></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      <b>N/A</b>      <input checked="" type="checkbox"/> NO      <b>N//</b></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: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td><b>JAY C. BANSALE</b></td> <td><b>VSISCA, BAYBAY CITY, LEYTE</b></td> <td><b>9489762630</b></td> </tr> <tr> <td><b>MILDRED SIAREZ</b></td> <td><b>VISCA, BAYBAYA CITY, LEYTE</b></td> <td><b>906 421-1742</b></td> </tr> <tr> <td><b>GLECY MAE M. CABILING</b></td> <td><b>MAGBANGON, ALBUERA, LEYTE</b></td> <td><b>9068721669</b></td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	<b>JAY C. BANSALE</b>	<b>VSISCA, BAYBAY CITY, LEYTE</b>	<b>9489762630</b>	<b>MILDRED SIAREZ</b>	<b>VISCA, BAYBAYA CITY, LEYTE</b>	<b>906 421-1742</b>	<b>GLECY MAE M. CABILING</b>	<b>MAGBANGON, ALBUERA, LEYTE</b>	<b>9068721669</b>
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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> <p style="text-align: center;"><b>VISAYAS STATE UNIVERSITY</b>      <b>MA</b></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.) <i>PLEASE INDICATE ID Number and Date of Issuance</i></td> </tr> <tr> <td style="width: 50%;">Government Issued ID:</td> <td><b>PRC ID</b></td> </tr> <tr> <td>ID/License/Passport No.:</td> <td><b>2124475</b></td> </tr> <tr> <td>Date/Place of Issuance:</td> <td><b>ORMOC CITY, LEYTE</b></td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i>		Government Issued ID:	<b>PRC ID</b>	ID/License/Passport No.:	<b>2124475</b>	Date/Place of Issuance:	<b>ORMOC CITY, LEYTE</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 100px; vertical-align: bottom; text-align: center;">Signature (Sign inside the box)</td> </tr> <tr> <td style="text-align: center;">Date Accomplished</td> </tr> </table>	Signature (Sign inside the box)	Date Accomplished		
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<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center;">ID picture taken within the last 6 months 4.5 cm. X 3.5 cm (passport size)</p> <p style="text-align: center;">Computer generated or photocopied picture is not acceptable</p> </div> <p style="text-align: center;">PHOTO</p> <div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center; font-size: 1.2em;"><b>PRESENT</b></p> <p style="text-align: center;">Right Thumbmark</p> </div>													
<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 200px; height: 60px; margin: 10px auto; text-align: center; line-height: 60px;"> <p>Person Administering Oath</p> </div>													