

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	Nayre		
FIRST NAME	Gilda	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Prejula		
3. DATE OF BIRTH (mm/dd/yyyy)	01/03/1970	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Catbalogan Samar	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	☐ Male ☒ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Cogon Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521
7. HEIGHT (m)	1.55	18. PERMANENT ADDRESS	House/Block/Lot No. Street Cogon Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521
8. WEIGHT (kg)	59.00		
9. BLOOD TYPE	B+		
10. GSIS ID NO.	2001717240		
11. PAG-IBIG ID NO.	170000256090		
12. PHILHEALTH NO.	130000157431	19. TELEPHONE NO.	(
13. SSS NO.	N/A	20. MOBILE NO.	906-193-5808
14. TIN NO.	116625881	21. E-MAIL ADDRESS (if any)	gprejulanayre@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00359		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NAYRE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ARTEMIO	NAME EXTENSION (JR., SR)	AYSON FEB P. NAYRE	02/13/1990
MIDDLE NAME	TANO		ARGIL JAN P. NAYRE	01/17/1994
OCCUPATION	Administrative Aide IV		ATHENA MARIAN P. NAYRE	09/28/2011
EMPLOYER/BUSINESS NAME	Visayas State University			
BUSINESS ADDRESS	Visca, Baybay City, Leyte			
TELEPHONE NO.	09168788207			
24. FATHER'S SURNAME	PREJULA			
FIRST NAME	RESURRECION	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BERMEJO			
25. MOTHER'S MAIDEN NAME	GLORIA BOCO VOLOSO			
SURNAME	PREJULA			
FIRST NAME	GLORIA			
MIDDLE NAME	VOLOSO		(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	Burauen North Central School	Elementary	1975	1981		1981	N/A
SECONDARY	Burauen Provincial High School	High School	1981	1985		1985	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Agriculture	1985	1989		1989	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/16/2025
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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
	Career Service Professional	82.34	10/17/1993	Tacloban City	N/A	N/A
	Data Encoder		11/15/1999	Tacloban City	26080489	N/A

(Continue on separate sheet if necessary)

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						
01/01/2025		Administrative Aide VI	Visayas State University	19,963.00	6-8	Permanent	Y
01/01/2024		Administrative Aide VI	Visayas State University	19,261.00	6-8	Permanent	Y
01/01/2023		Administrative Aide VI	Visayas State University	18,520.00	6-8	Permanent	Y
01/01/2023		Administrative Aide VI	Visayas State University	18,520.00	6-8	Permanent	Y
01/01/2023		Administrative Aide VI	Visayas State University	18,520.00	6-8	Permanent	Y
01/01/2023		Administrative Aide VI	Visayas State University	18,520.00	6-8	Permanent	Y
01/01/2023		Administrative Aide VI	Visayas State University	18,520.00	6-8	Permanent	Y
01/01/2023		Administrative Aide VI	Visayas State University	18,520.00	6-8	Permanent	Y
01/01/2023		Administrative Aide VI	Visayas State University	18,520.00	6-8	Permanent	Y
01/01/2023		Administrative Aide VI	Visayas State University	18,520.00	6-8	Permanent	Y
01/01/2023		Administrative Aide VI	Visayas State University	18,520.00	6-8	Permanent	Y
01/01/2023		Administrative Aide VI	Visayas State University	18,520.00	6-8	Permanent	Y
01/01/2022		Administrative Aide VI	Visayas State University	17,806.00	6-8	Permanent	Y
01/01/2021		Administrative Aide VI	Visayas State University	17,092.00	6-8	Permanent	Y
01/01/2020		Administrative Aide VI	Visayas State University	16,129.00	6-6	Permanent	Y
01/01/2019		Administrative Aide VI	Visayas State University	15,426.00	6-6	Permanent	Y
01/01/2019		Administrative Aide VI	Visayas State University	15,192.00	-	Permanent	Y
01/01/2019		Administrative Aide VI	Visayas State University	15,076.00	-	Permanent	Y
01/01/2018	12/31/2018	Administrative Aide VI	Visayas State University	14,578.00	-	Permanent	Y
01/01/2017	12/31/2017	Administrative Aide VI	Visayas State University	14,096.00	-	Permanent	Y
01/01/2016	12/31/2016	Administrative Aide VI	Visayas State University	13,630.00	-	Permanent	Y
01/01/2016		Administrative Aide VI	Visayas State University	13,378.00	-	Permanent	Y
01/01/2016		Administrative Aide VI	Visayas State University	12,921.00	-	Permanent	Y
03/25/2013	12/31/2015	Administrative Aide IV	Visayas State University	11,292.00	-	Permanent	Y
06/01/2012	03/24/2013	Administrative Aide IV	Visayas State University	11,181.00	-	Permanent	Y
06/01/2011	05/31/2012	Administrative Aide IV	Visayas State University	10,358.00	-	Permanent	Y
06/24/2010	05/31/2011	Administrative Aide IV	Visayas State University	9,536.00	-	Permanent	Y
03/25/2010	06/23/2010	Administrative Aide IV	Visayas State University	8,713.00	-	Permanent	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/16/2025
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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						
	07/01/2009	03/24/2010	Administrative Aide III	Visayas State University	8,580.00	-	Permanent	Y
	07/01/2008	06/30/2009	Administrative Aide III	Visayas State University	7,868.00	-	Permanent	Y
	10/01/2007	06/30/2008	Administrative Aide III	Visayas State University	7,153.00	-	Permanent	Y
	07/01/2007	09/30/2007	Administrative Aide III	Visayas State University	6,977.00	-	Permanent	Y
	12/01/2004	06/30/2007	Administrative Aide III	Leyte State University	6,343.00	-	Permanent	Y
	10/01/2004	11/30/2004	Administrative Aide III	Leyte State University	6,343.00	-	Permanent	Y
	10/01/2001	09/30/2004	Clerk I	Leyte State University	6,189.00	-	Permanent	Y
	07/01/2001	09/30/2001	Clerk I	Visayas College of Agriculture	6,039.00	-	Permanent	Y
	01/01/2000	06/30/2001	Clerk I	Visayas College of Agriculture	5,751.00	-	Permanent	Y
	10/01/1998	12/31/1999	Clerk I	Visayas College of Agriculture	5,228.00	-	Permanent	Y
	07/01/1997	09/30/1998	Clerk I	Visayas College of Agriculture	237.64	-	Casual	Y
	01/01/1997	06/30/1997	Clerk I	Visayas College of Agriculture	237.64	-	Casual	Y
	01/01/1996	12/31/1996	Clerk I	Visayas College of Agriculture	225.27	-	Casual	Y
	01/01/1995	12/31/1995	Clerk	Visayas College of Agriculture	179.82	-	Casual	Y
	01/01/1994	12/31/1994	Clerk I	Visayas College of Agriculture	134.36	-	Casual	Y
	01/01/1993	12/31/1993	Clerk I	Visayas College of Agriculture	98.00	-	Casual	Y
	01/01/1992	12/31/1992	Clerk I	Visayas College of Agriculture	98.00	-	Casual	Y
	01/01/1991	12/31/1991	Clerk I	Visayas College of Agriculture	98.00	-	Casual	Y
	10/01/1990	12/31/1990	Clerk I	Visayas College of Agriculture	98.00	-	Casual	Y
	07/15/1990	09/30/1990	Clerk I	Visayas College of Agriculture	98.00	-	Casual	Y
	05/16/1990	06/30/1990	Clerk I	Visayas College of Agriculture	98.00	-	Casual	Y
(Continue on separate sheet if necessary)								
SIGNATURE				DATE	06/16/2025			

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

(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			
	Reorientation Seminar on the Ease of Doing Business, Data Privacy Act of 2012, and Privacy Impact Assessment	06/10/2025	06/10/2025	8	Technical	Learning and Development Office, Visayas State University, Visca Baybay City, Leyte
	ISO 9001:215 RE-AWARENESS AND AWARENESS SEMINAR	09/09/2024	09/09/2024	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Seminar Workshop on Basic Records and Archies Management	07/30/2024	07/31/2024	16	Technical	HRMO, Visayas State University
	DEveloping Effective Workteams	07/09/2024	07/12/2024	24	Technical	Personnel Officers Association of the Philippines, Inc. (POAP)
	Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University	11/29/2023	11/29/2023	4	Technical	Visayas State University
	Integrated Art Workshop for Project Enhancing Skills and Enriching the Culture Sayaw ng Huni Performers	11/16/2023	12/01/2023	24	Technical	Department of Education Region 8 Baybay City Division
	Attaining Work-Life Balance and Productivity	11/09/2022	11/11/2022	24	Technical	Personnel Officers Association of the Philippines, Inc. (POAP)
	ISO 9001:2015 Awareness/Re-awareness Seminar	08/30/2022	08/30/2022	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	ISO 9001:2015 Awareness/ Re-awareness Seminar	09/13/2021	09/13/2021	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	"Control your Records before They Control You: The Basics of Records Management and Records Control"	01/27/2021	01/27/2021	8	Technical	Department of Science and Technology - Science and Technology Information Institute (DOST-STII)
	ISO 9001:2015 Awareness/ Re-awareness Seminar	11/27/2020	11/27/2020	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Document Tracking System	11/13/2020	11/13/2020	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Training on Identification of roper & Complete Iems Technical Specification and Parameters & Orientation of the Purchaise Request (PR) Module of the Supply Properties Procurement Management and Information System (SPPMIS)	08/20/2020	08/28/2020	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	A Culture that Heals: The NCCA_RDC VIII Webinar on Filipino Values and Culture in the Time of Pandemic	03/24/2020	03/24/2020	8	Technical	National Commission for Culture and the ARTs and Regional Development Council VIII
	NCCA "National Kalkali with the theme: Vital Wisdoms: Learning with the Indigenous Peoples"	10/28/2019	10/29/2019	16	Technical	National Commission for Culture and the Arts (NCCA) - Maryhill School of Theology
	Frontline and Customer Service	09/24/2019	09/27/2019	24	Technical	Personnel Officers Association of the Philippines, Inc. (POAP)

(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)
	Strong Work Ethic		Loyalty/Service		Personnel Officers Association of the Philippines
	Word Processing		Model Clerk Award		Leyte State University – Administrative Personnel Association
	Music				Visayas State University Credit Cooperative
	Computer Literate				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/16/2025
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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) <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>GUIRALDO C. FERNANDEZ</td><td>VSU, VISCA, BAYBAY CITY, LEYTE</td><td>09472206163</td></tr><tr><td>MARIA VANESSA E. GABUNADA</td><td>FHSS, VISAYAS STATE UNIVERSITY</td><td>052 565-0600</td></tr><tr><td>AL FRANJON M. VILLAROYA</td><td>Baybay City, Leyte</td><td>09053159329</td></tr></table>			NAME	ADDRESS	TEL. NO.	GUIRALDO C. FERNANDEZ	VSU, VISCA, BAYBAY CITY, LEYTE	09472206163	MARIA VANESSA E. GABUNADA	FHSS, VISAYAS STATE UNIVERSITY	052 565-0600	AL FRANJON M. VILLAROYA	Baybay City, Leyte	09053159329
NAME	ADDRESS	TEL. NO.												
GUIRALDO C. FERNANDEZ	VSU, VISCA, BAYBAY CITY, LEYTE	09472206163												
MARIA VANESSA E. GABUNADA	FHSS, VISAYAS STATE UNIVERSITY	052 565-0600												
AL FRANJON M. VILLAROYA	Baybay City, Leyte	09053159329												
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 Right Thumbmark												
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: GSIS ID/License/Passport No.: 2001717240 Date/Place of Issuance: 01/01/2028 / Tacloban City	Signature (Sign inside the box) 06/16/2025 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														