

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	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Ballicud		
3. DATE OF BIRTH (mm/dd/yyyy)	03/03/1998	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Catarman, Northern 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	N/A N/A House/Block/Lot No. Street N/A Linao Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province
7. HEIGHT (m)	1.58	ZIP CODE	6522
8. WEIGHT (kg)	68.00		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	N/A N/A House/Block/Lot No. Street N/A Linao Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province
10. GSIS ID NO.	2006370727	ZIP CODE	6522
11. PAG-IBIG ID NO.	121271649570		
12. PHILHEALTH NO.	130255090918	19. TELEPHONE NO.	N/A
13. SSS NO.	0644972879	20. MOBILE NO.	916-539-0892
14. TIN NO.	6079731900000	21. E-MAIL ADDRESS (if any)	shaira.manapsal@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V02127		

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	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	NAME EXTENSION (JR., SR)		
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 Elementary School	Elementary	2004	2010		2010	N/A
SECONDARY	Tinago National High School	High School	2010	2014		2014	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Biotechnology (Major in Plant Biotechnology)	2014	2019		2019	N/A
GRADUATE STUDIES	Southern Leyte State University	Master in Management	2024		27		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/29/2025
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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		
	Southern Leyte State University Emergency Response Volunteer (SLSU-SERVE) Sogod, Southern Leyte	11/16/2022	09/11/2023	255	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 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			
	Filming and Video Production on Making Fish Paste and Sauce	10/21/2024	10/25/2024	40	Technical	Access Agriculture
	ISO 9001:2015 Awareness/Re-awareness Webinar	09/09/2024	09/09/2024	8	Technical	Office of the Quality Assurance Center
	From Policy to Practice: EODB, DPA of 2012, and PIA Reorientation for Visayas State University (VSU) Personnel	07/29/2024	07/29/2024	8	Technical	Office of the Director for Human Resource Management, Visayas State University
	Annual In-House Review	07/08/2024	07/12/2024	16	Technical	Office of the VP for Research, Extension and Innovation
	Financial Transaction Forum	03/20/2024	03/20/2024	8	Technical	Office of the Director for Human Resource Management, Visayas State University
	"Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)"	02/23/2024	02/23/2024	8	Managerial	Office of the Director for Human Resource Management, Visayas State University
	"Unlocking Excellence: The 5S Resolution for Clerks and Heads at Visayas State University"	11/29/2023	11/29/2023	8	Managerial	Office of the Director for Human Resource Management, Visayas State University
	Video Production Workshop	11/27/2023	12/08/2023	40	Technical	ACCESS Agriculture
	Extension Training-Workshop: Developing VSU Extension Proposal	11/14/2023	11/17/2023	32	Research	Office of the Director for Extension
	Japanese Language and Culture	07/04/2023	07/06/2023	9	Technical	Southern Leyte State University (SLSU), Sogod, Southern Leyte
	Efficient Techniques in taking Minutes of Meeting and Policy Memo	06/15/2023	06/15/2023	8	Managerial	Southern Leyte State University (SLSU), Sogod, Southern Leyte
	FOI Orientation and eFOI Portal Training	02/21/2023	02/21/2023	8	Technical	Freedom of Information - Presidential Management Office (FOI-PMO)
	Social Responsibility and Personality Development of Employees	12/09/2022	12/09/2022	8	Managerial	Southern Leyte State University (SLSU), Sogod, Southern Leyte
	Target Setting Workshop for July-December 2022	09/15/2022	09/15/2022	8	Managerial	Southern Leyte State University (SLSU), Sogod, Southern Leyte
	Emergency Response Training Course: Advanced First Aid for SLSU-Emergency Response Volunteer (SERVE-SLSU) Corps	08/16/2022	08/19/2022	32	Technical	Local Disaster Risk Reduction Management Office
	Training on Community-Based Disaster Risk Reduction and Management (CBDRRM) for Volunteers	07/13/2022	07/15/2022	24	Technical	Philippine Red Cross - Southern Leyte Chapter
	Faculty Manual Revision Workshop	05/19/2022	05/20/2022	16	Instruction	Southern Leyte State University (SLSU), Sogod, Southern Leyte

PLEASE SEE ATTACHMENT A

(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)
	Organizational Skills		Face Lifter		Leyte State University - Administrative Personnel Association
	Teamwork and Collaboration				VSU Alumni Association
	Computer Skills(Minor troubleshooting)				
	Proficient in Microsoft Office Applications				
	Driving Motorcycle				
	Administrative Services Management				

PLEASE SEE ATTACHMENT B

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/29/2025
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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>NENITA FLORES</td><td>SOGOD, SO. LEYTE</td><td>09817757107</td></tr><tr><td>ANNABELLE HULAFAR</td><td>RIZAL, SOGOD, SO. LEYTE</td><td>09452309230</td></tr><tr><td>TEOFANES PATINDOL</td><td>KILBOURNE ST., VSU, BAYBAY CITY, LEYTE</td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	NENITA FLORES	SOGOD, SO. LEYTE	09817757107	ANNABELLE HULAFAR	RIZAL, SOGOD, SO. LEYTE	09452309230	TEOFANES PATINDOL	KILBOURNE ST., VSU, BAYBAY CITY, LEYTE	
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TEOFANES PATINDOL	KILBOURNE ST., VSU, BAYBAY CITY, LEYTE													
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: Phil ID ID/License/Passport No.: 7389640816974271 Date/Place of Issuance: 11/03/2021 / Inopacan, Leyte	Signature (Sign inside the box) 07/29/2025 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														