

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	GAPASIN			
FIRST NAME	BRYAN		NAME EXTENSION (JR., SR)	NA
MIDDLE NAME	RANCHES			
3. DATE OF BIRTH (mm/dd/yyyy)	24/03/1979	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: Philippines	
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.		
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female			
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	#74 KILBOURNE STREET House/Block/Lot No. Street VSU PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province	
7. HEIGHT (m)	1.68	ZIP CODE	6521	
8. WEIGHT (kg)	92			
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	BLOCK 4, LOT 7 FLUVIA STREET House/Block/Lot No. Street TAMBULILID ORMOC CITY LEYTE City/Municipality Province	
10. GSIS ID NO.	003385645022	ZIP CODE	6541	
11. PAG-IBIG ID NO.	109001162063			
12. PHILHEALTH NO.	13-025076083-4			
13. SSS NO.	33-8564502-2	19. TELEPHONE NO.	(053) 563-7648	
14. TIN NO.	927-087-657	20. MOBILE NO.	+639055513040	
15. AGENCY EMPLOYEE NO.	V01122	21. E-MAIL ADDRESS (if any)	bryan.gk2024@gmail.com	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	GAPASIN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	CIEDELLE HONEY LOU	NAME EXTENSION (JR., SR)	NA	NA
MIDDLE NAME	DIMALIG		NA	NA
OCCUPATION	Clinical Instructor		NA	NA
EMPLOYER/BUSINESS NAME	Visayas State University		NA	NA
BUSINESS ADDRESS	Brgy. Pangasugan, Baybay City, Leyte		NA	NA
TELEPHONE NO.	09667926984		NA	NA
24. FATHER'S SURNAME	GAPASIN		NA	NA
FIRST NAME	RUBEN	NAME EXTENSION (JR., SR)	NA	NA
MIDDLE NAME	MADAYAG		NA	NA
25. MOTHER'S MAIDEN NAME	NA		NA	NA
SURNAME	RANCHES		NA	NA
FIRST NAME	MYRNA		NA	NA
MIDDLE NAME	VIDAD		(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	VISCA FOUNDATION ELEMENTARY SCHOOL	ELEMENTARY	1986	1992	Graduated	Mar-88	NA
SECONDARY	VISCA LABORATORY HIGH SCHOOL	HIGH SCHOOL	1992	1996	Graduated	Mar-96	NA
VOCATIONAL / TRADE COURSE	JEFSPA	NC - I	AUG.2018	NOV.2018	NA	Jan-19	NA
VOCATIONAL / TRADE COURSE	JEFSPA	NC - II	18-Feb	29-Mar-19	NA	May-19	NA
COLLEGE	VISAYAS STATE UNIVERSITY	BS in Agribusiness	1996	2000	Graduated	Mar-00	NA
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	Master of Science (Agricultural Economics)	2001	2015	42 units	NA	NA
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	Master of Management (Agribusiness Management)	2017	2019	Graduated	June 2019	CHED K-12

(Continue on separate sheet if necessary)

SIGNATURE		DATE	5/02/2024	CS FORM 212 (Revised 2017), Page 1 of 4
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[illegible]

## V. WORK EXPERIENCE

[illegible]

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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		
	GAWAD KALINGA COMMUNITY DEVELOPMENT FOUNDATION, INC.	08/01/2008	25/03/2019	NA	COMMUNITY COORDINATOR/ORGANIZER
	GAWAD KALINGA COMMUNITY DEVELOPMENT FOUNDATION, INC.	01/01/2008	01/01/2010	NA	PARTNERSHIP COORDINATOR FOR THE VISAYAS
	GAWAD KALINGA COMMUNITY DEVELOPMENT FOUNDATION, INC.	01/06/2006	01/01/2010	NA	PROGRAM HEAD FOR GK YOUTH

(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			
	Training Workshop on Research Proposal Writing	3/11/2024	3/12/2024	16	Technical	VSU - OVPREI
	Introduction to Academic Writing	1/31/2024	4/10/2024	8	Technical	ACIAR thru ACIAR Learn
	Research in the Field	1/17/2024	4/17/2024	8	Technical	ACIAR thru ACIAR Learn
	Extension Training-Workshop: Developing VSU Extension Proposal	11/25/2022	11/25/2022	24	Technical	VSU - OVPREI
	ONLINE Training on Advanced Methods for Impact Assessment of R&D and Technology Transfer Programs in Agriculture, Aquatic and Natural Resources	8/22/2022	8/24/2022	24	Technical	DOST-PCAARRD, NGRP, VISERDAC
	Virtual ISSAAS National Scientific Congress	12/16/2021	12/17/2021	16	Technical	ISSAAS
	3rd GAME Conference	11/18/2021	11/18/2021	16.0	Technical	CEM, SEARCA, IFAMA, CEMAFI
	Training on Collection and Use of Sex-Disaggregated Data (SDD) and/or Gender Statistics	8/16/2021	8/20/2021	40.0	Technical	DOST-PCAARRD, NGRP, VISERDAC
	Training on Basic Gender Analysis (GA) and Use of GA Tools for R&D Management and Implementation	7/12/2021	7/14/2021	24.0	Technical	DOST-PCAARRD, NGRP, VISERDAC
	Marketing Strategies Training for Baybay Dairy Cooperative	12/08/2020	12/09/2020	4.0	Technical	VSU - ISRDS
	VSU E-Learning Environment Training -Workshop Series	12/08/2020	12/08/2020	8.0	Technical	VSU-DCST
	Economic and Financial Literacy Week Regional Forum	12/03/2020	12/03/2020	4.0	Technical	NEDA
	Webinar on Online Digital Marketing	9/28/2020	9/29/2020	16.0	Technical	VSU - OVP for Research, Extension, & Innovation
	Business Investment Ideas and Financial Opportunities Seminar	8/25/2020	8/27/2020	24.0	Technical	DTI
	Online Training on Social Media Marketing Management	7/27/2020	7/27/2020	6.0	Technical	Limitless Power Coach
	Online training on Developing a MOODLE Online Classroom	5/20/2020	5/22/2020	24.0	Technical	VSU

(Continue on separate sheet if necessary)








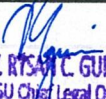
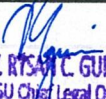
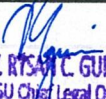
VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	NCII in Organic Agriculture Production		NA		VSU ALUMNI ASSOCIATION
	Mountaineering		NA		
	Community Organizing		NA		
	Standard First Aid		NA		

(Continue on separate sheet if necessary)

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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: resigned from a NGO												
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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>DR. ANTONIO P. ABAMO</td><td>VSU, VISCA, BAYBAY CITY</td><td>09176341465</td></tr><tr><td>DR. NILDA T. AMESTOSO</td><td>VSU, VISCA, BAYBAY CITY</td><td>09558639019</td></tr><tr><td>MR. RICARDO IGOT</td><td>GAWAD KALINGA, ORMOC CITY</td><td>09157581925</td></tr></table>	NAME	ADDRESS	TEL. NO.	DR. ANTONIO P. ABAMO	VSU, VISCA, BAYBAY CITY	09176341465	DR. NILDA T. AMESTOSO	VSU, VISCA, BAYBAY CITY	09558639019	MR. RICARDO IGOT	GAWAD KALINGA, ORMOC CITY	09157581925	
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MR. RICARDO IGOT	GAWAD KALINGA, ORMOC CITY	09157581925											
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.	 BRYAN E. CAPASIN												
<table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td><td rowspan="3"> Signature (Sign inside the box) 5/02/2024 Date Accomplished</td><td rowspan="3"> Right Thumbmark</td></tr><tr><td>Government Issued ID: PAG-IBIG</td></tr><tr><td>ID/License/Passport No.: 1090-0116-2063</td></tr><tr><td>Date/Place of Issuance: ORMOC CITY</td><td></td><td></td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	 Signature (Sign inside the box) 5/02/2024 Date Accomplished	 Right Thumbmark	Government Issued ID: PAG-IBIG	ID/License/Passport No.: 1090-0116-2063	Date/Place of Issuance: ORMOC CITY							
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Government Issued ID: PAG-IBIG													
ID/License/Passport No.: 1090-0116-2063													
Date/Place of Issuance: ORMOC CITY													
SUBSCRIBED AND SWORN to before me this <u>09 MAY 2024</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td> ATTY. RISAM. GUINOCOR VSU Chief Legal Officer Person Administering Oath</td></tr></table>			 ATTY. RISAM. GUINOCOR VSU Chief Legal Officer Person Administering Oath										
 ATTY. RISAM. GUINOCOR VSU Chief Legal Officer Person Administering Oath													



WORK EXPERIENCE SHEET

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

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 starting with the most recent/present employment

Sample: If applying to Supervising Administrative Officer

**JOB TITLE: INSTRUCTOR 3 (regular-permanent status)**

Visayas State University  
2<sup>nd</sup> Semester, SY 2022-2023 to present

Duties:

- Prepares class sessions and assignments to help students grasp course content and how it integrates with overall student learning outcomes for the course;
- Teaches courses in accordance with defined course standards and outcomes;
- Creates a learning environment that encourages student involvement and participation;
- Documents students' attendance, participation, and academic progress by giving and grading assignments, projects, quizzes and/or examinations that lead to a final grade;
- Submits course grades on a timely manner, and make it accessible to students outside the classroom, providing ample periods of time for counseling and mentoring students in matters related to academic success and life goals.

List of Accomplishments and Contributions (if any)

Summary of Actual Duties

Creates a learning environment that encourages student involvement and participation by giving lectures and assignments, documenting students' attendance and its overall performance, and submits actual reports of grades on a timely manner.

**JOB TITLE: INSTRUCTOR 1 (regular-temporary status)**

Visayas State University  
1<sup>st</sup> Semester, SY 2020-2021 to present

Duties:

- Prepares class sessions and assignments to help students grasp course content and how it integrates with overall student learning outcomes for the course;
- Teaches courses in accordance with defined course standards and outcomes;
- Creates a learning environment that encourages student involvement and participation;
- Documents students' attendance, participation, and academic progress by giving and grading assignments, projects, quizzes and/or examinations that lead to a final grade;
- Submits course grades on a timely manner, and make it accessible to students outside the classroom, providing ample periods of time for counseling and mentoring students in matters related to academic success and life goals.

List of Accomplishments and Contributions (if any)



Summary of Actual Duties

Creates a learning environment that encourages student involvement and participation by giving lectures and assignments, documenting students' attendance and its overall performance, and submits actual reports of grades on a timely manner.

**JOB TITLE: INSTRUCTOR 1 (regular-temporary status)**

Visayas State University  
2<sup>nd</sup> Semester, SY 2019-2020 to Present

Duties:

- Prepares class sessions and assignments to help students grasp course content and how it integrates with overall student learning outcomes for the course;
- Teaches courses in accordance with defined course standards and outcomes;
- Creates a learning environment that encourages student involvement and participation;
- Documents students' attendance, participation, and academic progress by giving and grading assignments, projects, quizzes and/or examinations that lead to a final grade;
- Submits course grades on a timely manner, and make it accessible to students outside the classroom, providing ample periods of time for counseling and mentoring students in matters related to academic success and life goals.

List of Accomplishments and Contributions (if any)

Summary of Actual Duties

Creates a learning environment that encourages student involvement and participation by giving lectures and assignments, documenting students' attendance and its overall performance, and submits actual reports of grades on a timely manner.

**JOB TITLE: SUBSTITUTE INSTRUCTOR**

Visayas State University  
2<sup>nd</sup> Semester, SY 2018-2019 to Present

Duties:

- Prepares class sessions and assignments to help students grasp course content and how it integrates with overall student learning outcomes for the course;
- Teaches courses in accordance with defined course standards and outcomes;
- Creates a learning environment that encourages student involvement and participation;
- Documents students' attendance, participation, and academic progress by giving and grading assignments, projects, quizzes and/or examinations that lead to a final grade;
- Submits course grades on a timely manner, and make it accessible to students outside the classroom, providing ample periods of time for counseling and mentoring students in matters related to academic success and life goals.

List of Accomplishments and Contributions (if any)

Summary of Actual Duties

Creates a learning environment that encourages student involvement and participation by giving lectures and assignments, documenting students' attendance and its overall performance, and submits actual reports of grades on a timely manner.



**JOB TITLE – GK COMMUNITY COORDINATOR**

Gawad Kalinga Community Development Foundation, Inc.  
January 2008 – March 2019

Gawad Kalinga is a non-profit organization focus on building communities for the underprivileged members of the society, empowering them thru values formation, training, and capacity building so they can be productive members of the society and be a model of change. As a community coordinator, my role is to ensure that GKs' development programs are properly implemented at the community level. Likewise, I conduct meetings with the community people and ensure submission of necessary reports in a timely manner.

**Duties:**

- Build strong relationships with key stakeholders in the area;
- Translate OGSM into operational plans together with the Management Team in the area;
- Monitors the progress of the projects being implemented at the community level.

**List of Accomplishments and Contributions (if any)**

Developed a two-year formation program module for the GK youth  
Organized external linkages among school institutions for their community relations and outreach activities, as well as their extension services

**Summary of Actual Duties**

As a community coordinator, my role is to make sure that GKs' development programs are properly implemented at the community level. Likewise, we conduct meetings with the community people and ensure submission of necessary reports in a timely manner.

**JOB TITLE: PART-TIME INSTRUCTOR**

Visayas State University  
SY 2016 – 2017; 1<sup>st</sup> Semester, SY 2017-2018

**Duties:**

- Prepares class sessions and assignments to help students grasp course content and how it integrates with overall student learning outcomes for the course;
- Teaches courses in accordance with defined course standards and outcomes;
- Creates a learning environment that encourages student involvement and participation;
- Documents students' attendance, participation, and academic progress by giving and grading assignments, projects, quizzes and/or examinations that lead to a final grade;
- Submits course grades on a timely manner, and make it accessible to students outside the classroom, providing ample periods of time for counseling and mentoring students in matters related to academic success and life goals.

**List of Accomplishments and Contributions (if any)****Summary of Actual Duties**

Creates a learning environment that encourages student involvement and participation by giving lectures and assignments, documenting students' attendance and its overall performance, and submits actual reports of grades on a timely manner.

**JOB TITLE: Operations Manager**

7in1 Blow Pest Control Services

2002 – 2003

**Duties:**

- Deploy personnel for the day to day pest control servicing and monitor their progress;
- Prepare and submit day to day report of servicing and provide recommendations to the manager and clients;
- Monitors the availability of chemicals, condition of the equipment to be able to deliver 100% servicing to the clients;
- In-charge of personnel's development towards better service to clients.

  
(Signature over Printed Name  
of Employee/Applicant)

Date: 5/02/2024