

PERSONAL DATA SHEET

Sept. 1st 2021

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	GUARTE			
FIRST NAME	DONNA		NAME EXTENSION (JR., SR.) N/A	
MIDDLE NAME	MASION			
3. DATE OF BIRTH (mm/dd/yyyy)	01/30/1989	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	
4. PLACE OF BIRTH	Cabulihan, Maasin City, Southern Leyte	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:	
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		
7. HEIGHT (m)	1.52	ZIP CODE	House/Block/Lot No. Street Purok 4 Cabulihan Subdivision/Village Barangay Maasin City Southern Leyte City/Municipality Province	
8. WEIGHT (kg)	48.5		6600	
9. BLOOD TYPE	O		18. PERMANENT ADDRESS	
10. GSIS ID NO.	N/A		ZIP CODE	House/Block/Lot No. Street Purok 4 Cabulihan Subdivision/Village Barangay Maasin City Southern Leyte City/Municipality Province
11. PAG-IBIG ID NO.	N/A			6600
12. PHILHEALTH NO.	11-025333079-1			
13. SSS NO.	34-6422361-1	19. TELEPHONE NO.	N/A	
14. TIN NO.	405-218-540	20. MOBILE NO.	09215799499	
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	donna.guarte@vsu.edu.ph	

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	NAME EXTENSION (JR., SR.)		N/A	N/A
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Guarte			
FIRST NAME	Dominador	NAME EXTENSION (JR., SR.)		
MIDDLE NAME	Mantilla			
25. MOTHER'S MAIDEN NAME				
SURNAME	Masion			
FIRST NAME	Presina			
MIDDLE NAME	Pamaong		(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	Cabulihan Elementary School	Elementary	1995	2001	Graduated	2001	Salutatorian
SECONDARY	Guadalupe National High School	Secondary	2001	2005	Graduated	2005	Valedictorian
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	Visayas State University	BS Biology	2005	2009	Graduated	2009	Cum Laude
GRADUATE STUDIES	University of the Philippines Visayas	MS Biology	2010	2016	Graduated	2016	N/A
	Kochi University	PhD Marine Biology	2010	2016	Graduated	2016	N/A

(Continue on separate sheet if necessary)

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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 (# applicable)
					NUMBER
	Civil Service Professional Examination		PD #907		
	Open Water Diver		05/16/2008	Visyas State University	0807A42167 N/A

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

[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		

(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)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	13th International Kuroshio Science Symposium	11/19/2019	11/21/2019	24.0	Techn	Cagayan State University, Kochi University
	52nd Annual Meeting of the Ichthyological Society of Japan	09/20/2019	09/23/2019	32.0	Techn	Ichthyological Society of Japan
	Training on Marine Fish Larvae Taxonomy	01/11/2019	01/14/2019	32.0	Techn	University of the Philippines Visayas
	Seminar on the Early Life Stages of Marine Fish	01/10/2019	01/10/2019	8.0	Techn	University of the Philippines Visayas
	12th International Kuroshio Symposium and South China Sea Marine Conference	11/18/2018	11/22/2018	40.0	Techn	National Sun Yat-sen University
	51st Annual Meeting of the Ichthyological Society of Japan	10/05/2018	10/08/2018	32.0	Techn	Ichthyological Society of Japan
	Fisheries Science and Management Training-Workshop	09/11/2017	09/12/2017	16.0	Techn	University of the Philippines Visayas, Environmental Defense Fund
	Japan-Asia Youth Exchange Program in Science (SAKURA Exchange Program of Science)	01/16/2017	01/23/2017	64.0	Techn	University of the Philippines Visayas, Japan Science and Technology Agency, Kochi University
	Participatory Coastal Resource Assessment in west Danajon Bank, Bohol	09/19/2016	09/22/2016	32.0	Techn	University of the Philippines Visayas
	Round-table Discussion on Artificial Reefs and Coral Transplantation/Rehabilitation	08/23/2016	08/23/2016	8.0	Techn	Zoological Society of London
	1st International DOST-SEI ASTHRDP-NSC Scholars Conference	04/07/2016	04/08/2016	16.0	Techn	Science Education Institute
	2016 CAS Scientific Poster Exhibit	02/22/2016	02/26/2016	40.0	Techn	University of the Philippines Visayas
	Research, Creative Work and Public Service Planning Workshop	01/07/2015	01/08/2015	16.0	Techn	University of the Philippines Visayas
	13th National Symposium of Marine Science	10/22/2015	10/26/2015	40.0	Techn	Philippine Association of Marine Science
	Training on Underwater Reef Assessment and Monitoring Surveys for the Technical Team of the Igang Bay Marine Sanctuary	08/05/2015	08/09/2015	40.0	Techn	John B. Lacson Foundation Maritime University
	International Conference on Biodiversity, Ecology and Conservation of Marine Ecosystems (2015)	06/01/2015	06/04/2015	32.0	Techn	The Swire Institute of Marine Science, The University of Hong Kong
	Training on Coastal Fish Stock Assessment (CoFSA)	12/11/2015	12/15/2015	40.0	Techn	The Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development
	12th National Symposium of Marine Science	10/24/2013	10/26/2013	24.0	Techn	Philippine Association of Marine Science
	Coastal Vulnerability Assessment and Climate Change Adaptation Workshop	06/25/2013	06/27/2013	24.0	Techn	PhilCORE Program under DOSR, DENR
	Reef Check EcoDiver Program	03/13/2013	03/18/2013	48.0	Techn	Reef Check
	Participatory Coastal Resource Assessment	08/20/2012	08/26/2012	56.0	Techn	University of the Philippines Visayas, German Agency for International Cooperation (GIZ)
	11th National Symposium of Marine Science	10/20/2011	10/22/2011	24.0	Techn	Philippine Association of Marine Science
	4th Graduate Research Conference	09/24/2011	09/24/2011	8.0	Techn	University of the Philippines Visayas
	Vulnerability Assessment and MPA Forum for Visayas and Mindanao	07/28/2011	07/29/2011	16.0	Techn	ReSILIENT SEAs Program under DOST
	Vulnerability Assessment Training and MPA Forum	07/12/2011	07/13/2011	16.0	Techn	ReSILIENT SEAs Program under DOST
	Vulnerability Assessment and MPA Forum	07/12/2011	07/13/2011	16.0	Techn	Conservation International, US Agency for International Development (USAID), Marine Environment and Resources Foundation (MERF), GIZ
	ICE CREAM National Workshop	11/22/2010	11/23/2010	16.0	Techn	Integrated Coastal Enhancement: Coastal Research, Evaluation and Adaptive Management for Climate Change Program
	Training Course in Climate Change Impacts Assessment and Monitoring on Coastal Environment and Fisheries for Visayas and Mindanao	01/13/2010	01/15/2010	24.0	Techn	Integrated Coastal Enhancement: Coastal Research, Evaluation and Adaptive Management for Climate Change Program
	10th National Symposium of Marine Science	10/22/2009	10/24/2009	24.0	Techn	Philippine Association of Marine Science
	Leadership for Entrepreneurial Development	02/23/2008	02/23/2008	8.0	Manag	Visayas State University
	2nd Student Council Leadership Conference	11/22/2007	11/24/2007	24.0	Manag	An Waray Party-list
	1st Visayas Student Government Congress	11/08/2007	11/10/2007	24.0	Manag	Visayas State University
	Peer Facilitator's Training on Reproductive Health	02/10/2006	02/12/2006	24.0	Manag	Visayas State University
	Peer Educator's Training on Reproductive Health	01/20/2006	01/22/2006	24.0	Manag	Visayas State University

(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)
	SCUBA Diver				Japanese-French Oceanographic Society
	Fish ageing and staining techniques		N/A		Ichthyological Society of Japan
	Ichthyoplankton, fisheries and habitat assessment survey methods		N/A		Philippine Association of Marine Science
	Taxonomy of fish, corals, seagrass and mangroves		N/A		
	Computer literate		N/A		
	Crocheting, knitting, drawing		N/A		

(Continue on separate sheet if necessary)

SIGNATURE	DATE
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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)?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
39. Have you acquired the status of an immigrant or permanent resident of another country?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
Dr. Wilfredo L. Campos	OceanBio Laboratory, UP Visayas, Miagao , Iloilo	(+63) 33-315-9271
Dr. Izumi Kinoshita	Usa Institute of Marine Biology, Kochi University, Kochi, Japan	(+81) 088-856-0633
Dr. Annebelle del Norte-Campos	MarineBio Laboratory, UP Visayas, Miagao , Iloilo	(+63) 33-315-9271
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

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID:	N/A
ID/License/Passport No.:	P8232550A
Date/Place of Issuance:	06Aug2018/PCG Osaka, Japan

<div>Signature (Sign inside the box)</div> <div>Date Accomplished</div>
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<div>Right Thumbmark</div>
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SUBSCRIBED AND SWORN to before me this	9/1/2021	, affiant exhibiting his/her validly issued government ID as indicated above.
<div>ATTY. RYSAN C. GUIMOCOR VSU Chief Legal Officer</div> <div>Person Administering Oath</div>		