

CS Form No. 212  
Revised 2017

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                    | CAPUNO   |   |   |                    |
| FIRST NAME                    | JOSE   | NAME EXTENSION (JR., SR)                                    |   |                    |
| MIDDLE NAME                   | VILLA  |   |   |                    |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 10/6/1958  | 16. CITIZENSHIP   | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship  |                    |
| 4. PLACE OF BIRTH             | Baybay City, Leyte   | If holder of dual citizenship, please indicate the details. | <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization |                    |
| 5. SEX                        | <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female   |   | Pls. indicate country:  |                    |
| 6. CIVIL STATUS               | <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS                                     | Philippines   |                    |
| 7. HEIGHT (m)                 | 164.5 cm   | ZIP CODE  | N/A   |                    |
| 8. WEIGHT (kg)                | 76 kgs.  |   | House/Block/Lot No.   | Street             |
| 9. BLOOD TYPE                 | "B"  |   | N/A   | Barangay Guadalupe |
| 10. GSIS ID NO.               | 58100602774  |   | Subdivision/Village   | Barangay           |
| 11. PAG-IBIG ID NO.           | 1700-0026-9444   |   | Baybay City   | Leyte              |
| 12. PHILHEALTH NO.            | 13-0000-152667-7   | 18. PERMANENT ADDRESS                                       | City/Municipality   |                    |
| 13. SSS NO.                   | N/A  | ZIP CODE  | Province  |                    |
| 14. TIN NO.                   | 116-623-650  |   | N/A   | Barangay Guadalupe |
| 15. AGENCY EMPLOYEE NO.       | V-000141   |   | House/Block/Lot No.   | Street             |
| 19. TELEPHONE NO.             | none   |   | N/A   | Barangay           |
| 20. MOBILE NO.                | 9268132793   |   | Subdivision/Village   | Barangay           |
| 21. E-MAIL ADDRESS (if any)   | ihk@vsu.edu.ph   | Baybay City   | Leyte   |                    |
|                               |  | City/Municipality   | Province  |                    |

II. FAMILY BACKGROUND

|                          |  |                          |   |                            |
|--------------------------|--|--------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME     | VILLOCINO                                    |                          | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME               | LEONILA                                      | NAME EXTENSION (JR., SR) | JOSEPH NEL V. CAPUNO                                | 06/08/2005                 |
| MIDDLE NAME              | VENTULA                                      |                          | N/A   | N/A                        |
| OCCUPATION               | Public School Teacher                        |                          | N/A   | N/A                        |
| EMPLOYER/BUSINESS NAME   | Department of Education                      |                          | N/A   | N/A                        |
| BUSINESS ADDRESS         | Baybay South District II, Baybay City, Leyte |                          | N/A   | N/A                        |
| TELEPHONE NO.            | N/A  |                          | N/A   | N/A                        |
| 24. FATHER'S SURNAME     | CAPUNO                                       |                          | N/A   | N/A                        |
| FIRST NAME               | CONRADO (deceased)                           | NAME EXTENSION (JR., SR) | N/A   | N/A                        |
| MIDDLE NAME              | YPIL   |                          | N/A   | N/A                        |
| 25. MOTHER'S MAIDEN NAME | VILLA  |                          | N/A   | N/A                        |
| SURNAME                  | CAPUNO                                       |                          | N/A   | N/A                        |
| FIRST NAME               | ARCADIA (deceased)                           |                          | N/A   | N/A                        |
| MIDDLE NAME              | GOFREDO                                      |                          | (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                | Guadalupe Elementary School    | Primary Education                             | 1965                 | 1971 | N/A  | 1971           | N/A                                   |
| SECONDARY                 | N/A                            | N/A   | N/A                  | N/A  | N/A  | N/A            | N/A                                   |
| VOCATIONAL / TRADE COURSE | N/A                            | N/A   | N/A                  | N/A  | N/A  | N/A            | N/A                                   |
| COLLEGE                   | N/A                            | N/A   | N/A                  | N/A  | N/A  | N/A            | N/A                                   |
| GRADUATE STUDIES          | N/A                            | N/A   | N/A                  | N/A  | N/A  | N/A            | N/A                                   |

SIGNATURE

DATE

JULY 25, 2019

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| IV. CIVIL SERVICE ELIGIBILITY   |                           |  |                                   |                         |                     |
|---|---------------------------|--|-----------------------------------|-------------------------|---------------------|
| 27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE<br>BARANGAY ELIGIBILITY / DRIVER'S LICENSE | RATING<br>(If Applicable) | DATE OF<br>EXAMINATION /<br>CONFERMENT | PLACE OF EXAMINATION / CONFERMENT | LICENSE (if applicable) |                     |
|   |                           |  |                                   | NUMBER                  | Date of<br>Validity |
| N/A   | N/A                       | N/A                                    | N/A                               | N/A                     | 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<br>(mm/dd/yyyy) |            | POSITION TITLE<br>(Write in full/Do not abbreviate) | DEPARTMENT / AGENCY / OFFICE / COMPANY<br>(Write in full/Do not abbreviate) | MONTHLY SALARY | SALARY/ JOB/ PAY<br>GRADE (if<br>applicable) & STEP<br>(Format "00-0")<br>INCREMENT | STATUS OF<br>APPOINTMENT | GOV'T<br>SERVICE<br>(Y/ N) |
|-------------------------------------|------------|---|---|----------------|---|--------------------------|----------------------------|
| From                                | To         |   |   |                |   |                          |                            |
| 01/01/2019                          | Present    | Administrative Aide III                             | Visayas State University  | 12,562.00      | SG-3  | Permanent                | Yes                        |
| 01/01/2017                          | 12/31/2018 | Administrative Aide III                             | Visayas State University  | 12,013.00      | SG-3  | Permanent                | Yes                        |
| 01/01/2016                          | 12/31/2017 | Administrative Aide III                             | Visayas State University  | 10,883.00      | SG-3  | Permanent                | Yes                        |
| 05/16/2014                          | 12/31/2015 | Administrative Aide III                             | Visayas State University  | 10,401.00      | SG-3  | Permanent                | Yes                        |
| 06/01/2012                          | 5/15/2014  | Administrative Aide I                               | Visayas State University  | 9,365.00       | SG-1  | Permanent                | Yes                        |
| 12/06/2011                          | 05/31/2012 | Administrative Aide I                               | Visayas State University  | 8,721.00       | SG-1  | Permanent                | Yes                        |
| 06/01/2011                          | 12/05/2011 | Administrative Aide I                               | Visayas State University  | 8,610.00       | SG-1  | Permanent                | Yes                        |
| 06/24/2010                          | 05/31/2011 | Administrative Aide I                               | Visayas State University  | 7,947.00       | SG-1  | Permanent                | Yes                        |
| 01/07/2009                          | 06/23/2010 | Administrative Aide I                               | Visayas State University  | 7,285.00       | SG-1  | Permanent                | Yes                        |
| 12/06/2008                          | 06/30/2009 | Administrative Aide I                               | Visayas State University  | 6,622.00       | SG-1  | Permanent                | Yes                        |
| 07/01/2008                          | 12/05/2008 | Administrative Aide I                               | Visayas State University  | 6,460.00       | SG-1  | Permanent                | Yes                        |
| 07/01/2007                          | 06/30/2008 | Administrative Aide I                               | Visayas State University  | 5,873.00       | SG-1  | Permanent                | Yes                        |
| 12/06/2005                          | 06/30/2007 | Administrative Aide I                               | Leyte State University  | 5,339.00       | SG-1  | Permanent                | Yes                        |
| 12/01/2004                          | 12/05/2005 | Administrative Aide I                               | Leyte State University  | 5,209.00       | SG-1  | Permanent                | Yes                        |
| 12/06/2002                          | 11/30/2004 | Utility Worker I                                    | Leyte State University  | 5,209.00       | SG-1  | Permanent                | Yes                        |
| 07/01/2001                          | 12/05/2002 | Utility Worker I                                    | Visayas State College of Agriculture  | 5,082.00       | SG-1  | Permanent                | Yes                        |
| 01/01/2000                          | 06/30/2001 | Utility Worker I                                    | Visayas State College of Agriculture  | 4,840.00       | SG-1  | Permanent                | Yes                        |
| 12/06/1999                          | 12/31/1999 | Utility Worker I                                    | Visayas State College of Agriculture  | 4,400.00       | SG-1  | Permanent                | Yes                        |
| 01/01/1999                          | 12/31/1996 | Utility Worker I                                    | Visayas State College of Agriculture  | 200.00         | N/A   | Casual                   | Yes                        |
| 01/01/1995                          | 12/31/1995 | Utility Worker I                                    | Visayas State College of Agriculture  | 172.73         | N/A   | Casual                   | Yes                        |
| 01/01/1994                          | 12/31/1994 | Utility Worker I                                    | Visayas State College of Agriculture  | 127.26         | N/A   | Casual                   | Yes                        |
| 01/01/1993                          | 12/31/1990 | Utility Worker I                                    | Visayas State College of Agriculture  | 90.90          | N/A   | Casual                   | Yes                        |
| 12/14/1987                          | 06/30/1989 | Janitor   | Visayas State College of Agriculture  | 32.85          | N/A   | Casual                   | Yes                        |
| 03/01/1987                          | 12/13/1987 | Janitor   | Visayas State College of Agriculture  | 22.90          | N/A   | Casual                   | Yes                        |
| 07/01/1986                          | 02/28/1987 | Janitor   | Visayas State College of Agriculture  | 19.90          | N/A   | Casual                   | Yes                        |
| 01/01/1985                          | 06/30/1986 | Janitor   | Visayas State College of Agriculture  | 18.10          | N/A   | Casual                   | Yes                        |
| 05/01/1983                          | 12/31/1984 | Janitor   | Visayas State College of Agriculture  | 16.45          | N/A   | Casual                   | Yes                        |
| 01/01/1983                          | 04/27/1981 | Janitor   | Visayas State College of Agriculture  | 14.95          | N/A   | Casual                   | Yes                        |
| 02/05/1981                          | 11/20/1979 | Janitor   | Visayas State College of Agriculture  | 13.00          | N/A   | Casual                   | Yes                        |
| 09/16/1979                          | 05/31/1979 | Laborer   | Visayas State College of Agriculture  | 13.00          | N/A   | Casual                   | Yes                        |
| 03/01/1979                          | 04/30/1979 | Laborer   | Visayas State College of Agriculture  | 10.00          | N/A   | Casual                   | Yes                        |
| 06/02/1975                          | 06/15/1975 | Laborer   | Visayas State College of Agriculture  | 9.00           | N/A   | Casual                   | Yes                        |
| x-x-x-x-x                           |            |   |   |                |   |                          |                            |
|                                     |            |   |   |                |   |                          |                            |

(Continue on separate sheet if necessary)

|           |      |
|-----------|------|
| SIGNATURE | DATE |
|-----------|------|



| 29. | NAME & ADDRESS OF ORGANIZATION<br>(Write in full) | INCLUSIVE DATES<br>(mm/dd/yyyy) |     | NUMBER OF HOURS | POSITION / NATURE OF WORK |
|-----|---|---------------------------------|-----|-----------------|---------------------------|
|     |   | From                            | To  |                 |                           |
|     | N/A   | N/A                             | N/A | N/A             | N/A                       |
|     |   |                                 |     |                 |                           |
|     |   |                                 |     |                 |                           |
|     |   |                                 |     |                 |                           |

## 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)

[illegible]

(Continue on separate sheet if necessary)

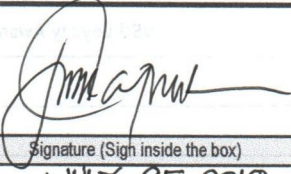


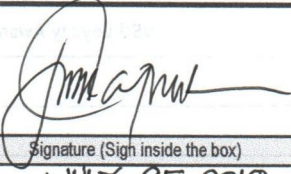


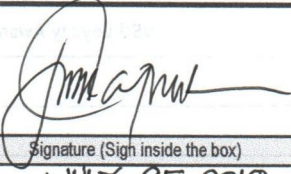


| 31. SPECIAL SKILLS and HOBBIES | 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full) | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full) |
|--------------------------------|--|---|
| Driving (Motorcycle)           | VSU Loyalty Award (30 years)                                   | Visayas State University Credit Cooperative (VSUCC)           |
| Regutting tennis racket        | VSU Loyalty Award (35 years)                                   |   |
|                                |  |   |
|                                |  |   |
|                                |  |   |
|                                |  |   |
|                                |  |   |

(Continue on separate sheet if necessary)

(Continue on)

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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,<br>a. within the third degree?<br>b. within the fourth degree (for Local Government Unit - Career Employees)?   | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, give details:<br>_____   |  |                       |           |                          |                                |                         |                           |  |   |  |  |  |
|--|--|--|-----------------------|-----------|--------------------------|--------------------------------|-------------------------|---------------------------|--|---|--|--|--|
| 35. a. Have you ever been found guilty of any administrative offense?<br><br>b. Have you been criminally charged before any court?   | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, give details:<br>_____<br><br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, give details:<br>Date Filed: _____<br>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<br>If YES, give details:<br>_____  |  |                       |           |                          |                                |                         |                           |  |   |  |  |  |
| 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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, give details:<br>_____  |  |                       |           |                          |                                |                         |                           |  |   |  |  |  |
| 38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?<br><br>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<br>If YES, give details: _____<br><br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>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<br>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:<br>a. Are you a member of any indigenous group?<br>b. Are you a person with disability?<br>c. Are you a solo parent?  | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, please specify: _____<br><br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, please specify ID No: _____<br><br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, please specify ID No: _____ |  |                       |           |                          |                                |                         |                           |  |   |  |  |  |
| 41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)   |  |  |                       |           |                          |                                |                         |                           |  |   |  |  |  |
| <table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Dr. Aleli A. Villocino</td><td>VSU, Visca, Baybay City, Leyte</td><td>563-1344</td></tr><tr><td>Prof. Vicente B. Antipaso</td><td>VSU, Visca, Baybay City, Leyte</td><td>563-7170</td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table>   |  | NAME   | ADDRESS               | TEL. NO.  | Dr. Aleli A. Villocino   | VSU, Visca, Baybay City, Leyte | 563-1344                | Prof. Vicente B. Antipaso | VSU, Visca, Baybay City, Leyte   | 563-7170  |  |  |  |
| NAME   | ADDRESS  | TEL. NO.   |                       |           |                          |                                |                         |                           |  |   |  |  |  |
| Dr. Aleli A. Villocino   | VSU, Visca, Baybay City, Leyte   | 563-1344   |                       |           |                          |                                |                         |                           |  |   |  |  |  |
| Prof. Vicente B. Antipaso  | VSU, Visca, Baybay City, Leyte   | 563-7170   |                       |           |                          |                                |                         |                           |  |   |  |  |  |
|  |  |  |                       |           |                          |                                |                         |                           |  |   |  |  |  |
| 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. |  |  |                       |           |                          |                                |                         |                           |  |   |  |  |  |
| <table><tr><td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)<br/>PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID:</td><td>School ID</td></tr><tr><td>ID/License/Passport No.:</td><td>Drivers Licence #H03-03-040336</td></tr><tr><td>Date/Place of Issuance:</td><td>Baybay City, Leyte</td></tr></table>   | Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)<br>PLEASE INDICATE ID Number and Date of Issuance   |  | Government Issued ID: | School ID | ID/License/Passport No.: | Drivers Licence #H03-03-040336 | Date/Place of Issuance: | Baybay City, Leyte        | <table><tr><td><br/>Signature (Sign inside the box)<br/>JULY 25, 2019<br/>Date Accomplished</td><td><br/>PHOTO</td></tr><tr><td colspan="2"><br/>Right Thumbmark</td></tr></table> | <br>Signature (Sign inside the box)<br>JULY 25, 2019<br>Date Accomplished | <br>PHOTO | <br>Right Thumbmark |  |
| Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)<br>PLEASE INDICATE ID Number and Date of Issuance   |  |  |                       |           |                          |                                |                         |                           |  |   |  |  |  |
| Government Issued ID:  | School ID  |  |                       |           |                          |                                |                         |                           |  |   |  |  |  |
| ID/License/Passport No.:   | Drivers Licence #H03-03-040336   |  |                       |           |                          |                                |                         |                           |  |   |  |  |  |
| Date/Place of Issuance:  | Baybay City, Leyte   |  |                       |           |                          |                                |                         |                           |  |   |  |  |  |
| <br>Signature (Sign inside the box)<br>JULY 25, 2019<br>Date Accomplished  | <br>PHOTO   |  |                       |           |                          |                                |                         |                           |  |   |  |  |  |
| <br>Right Thumbmark   |  |  |                       |           |                          |                                |                         |                           |  |   |  |  |  |
| SUBSCRIBED AND SWORN to before me this <u>30 JUL 2019</u> , affiant exhibiting his/her validly issued government ID as indicated above.  |  |  |                       |           |                          |                                |                         |                           |  |   |  |  |  |
| <table><tr><td>ATTY. RYAN L. GUINOCOR<br/>VSU LEGAL OFFICER<br/>Person Administering Oath</td></tr></table>  |  | ATTY. RYAN L. GUINOCOR<br>VSU LEGAL OFFICER<br>Person Administering Oath |                       |           |                          |                                |                         |                           |  |   |  |  |  |
| ATTY. RYAN L. GUINOCOR<br>VSU LEGAL OFFICER<br>Person Administering Oath   |  |  |                       |           |                          |                                |                         |                           |  |   |  |  |  |