

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	GUARTE		
FIRST NAME	DONNA	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	MASION		
3. DATE OF BIRTH (mm/dd/yyyy)	30/01/1989	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
5. SEX	<input type="checkbox"/> Male <input checked="" 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	
7. HEIGHT (m)	1.52	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	52		Guadalupe
9. BLOOD TYPE	O		Subdivision/Village Barangay
10. GSIS ID NO.	2005956389		Baybay Leyte
11. PAG-IBIG ID NO.	N/A		City/Municipality Province
12. PHILHEALTH NO.	11-025333079-1	ZIP CODE	6600
13. SSS NO.	34-6422361-1	18. PERMANENT ADDRESS	
14. TIN NO.	405-218-540	ZIP CODE	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	N/A		Purok 4 Cabulihan
			Subdivision/Village Barangay
			Maasin City Southern Leyte
			City/Municipality Province
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09207116869
		21. E-MAIL ADDRESS (if any)	quartedonna@gmail.com

II. FAMILY BACKGROUND




22. SPOUSE'S SURNAME	VALIDA	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ALJAY	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	DARIA		
OCCUPATION	GOVERNMENT EMPLOYEE		
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY		
BUSINESS ADDRESS	PANGASUGAN, BAYBAY CITY, LEYTE		
TELEPHONE NO.	N/A		
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	Primary Education	1996	2001	Graduated	2001	Salutatorian
SECONDARY	Guadalupe National High School	Secondary Education	2001	2006	Graduated	2006	Valedictorian
VOCATIONAL / TRADE COURSE	N/A	N/A					
COLLEGE	Visayas State University	BS Biology	2006	2009	Graduated	2009	DOST/ Cum Laude
GRADUATE STUDIES	University of the Philippines Visayas	MS Biology	2010	2016	Graduated	2016	DOST
	Kochi University	PhD Marine Biology	2017	2020	Graduated	2020	MEXT/ Excellent Academic Award
(Continue on separate sheet if necessary)							
SIGNATURE			DATE				
[Signature]			Aug-29, 2023				

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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			
	Department of Environment and Natural Resources-City Environment and Natural Resources Office Baybay	09/01/2022	09/02/2022	16	Volunteer	
	Cabulihan Elementary School Cabulihan, Maasin City, Southern Leyte	06/29/2022	06/29/2022	4	Speaker	
(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			
	6th International Conference for Fisheries and Aquatic Sciences and Asian Fisheries Social Science Research Network Forum One	1/24/2021	1/26/2021	24.0	Technical	University of the Philippines Visayas
	13th International Kuroshio Science Symposium	19/11/2019	21/11/2019	24.0	Technical	Cagayan State University, Kochi University
	52nd Annual Meeting of the Ichthyological Society of Japan	20/09/2019	23/09/2019	32.0	Technical	Ichthyological Society of Japan
	Training on Marine Fish Larvae Taxonomy	11/01/2019	14/01/2019	32.0	Technical	University of the Philippines Visayas
	Seminar on the Early Life Stages of Marine Fish	10/01/2019	10/01/2019	8.0	Technical	University of the Philippines Visayas
	12th International Kuroshio Symposium and South China Sea Marine Conference	18/11/2018	22/11/2018	40.0	Technical	National Sun Yat-sen University
	61st Annual Meeting of the Ichthyological Society of Japan	6/10/2018	8/10/2018	32.0	Technical	Ichthyological Society of Japan
	Fisheries Science and Management Training-Workshop	11/09/2017	12/09/2017	16.0	Technical	University of the Philippines Visayas, Environmental Defense Fund
	Japan-Asia Youth Exchange Program in Science (SAKURA Exchange Program of Science)	16/01/2017	23/01/2017	64.0	Technical	Japan Science and Technology Agency, Kochi University
	Participatory Coastal Resource Assessment in west Danao Bank, Bohol	19/09/2016	22/09/2016	32.0	Technical	University of the Philippines Visayas
	Round-table Discussion on Artificial Reefs and Coral Transplantation/Rehabilitation	23/08/2016	23/08/2016	8.0	Technical	Zoological Society of London
	1st International DOST-SEI ASTHRDP-NSC Scholars Conference	7/04/2016	8/04/2016	16.0	Technical	Science Education Institute
	2016 CAS Scientific Poster Exhibit	22/02/2016	26/02/2016	40.0	Technical	University of the Philippines Visayas
	Research, Creative Work and Public Service Planning Workshop	7/04/2015	9/04/2015	16.0	Technical	University of the Philippines Visayas
	13th National Symposium of Marine Science	22/10/2015	26/10/2015	40.0	Technical	Philippine Association of Marine Science
	Training on Underwater Reef Assessment and Monitoring Surveys for the Technical Team of the Igang Bay Marine Sanctuary	6/08/2015	9/08/2015	40.0	Technical	John B. Laason Foundation Maritime University
	International Conference on Biodiversity, Ecology and Conservation of Marine Ecosystems (2015)	1/06/2015	4/06/2015	32.0	Technical	The Swire Institute of Marine Science, The University of Hong Kong
	Training on Coastal Fish Stock Assessment (CoFSA)	11/12/2015	15/12/2015	40.0	Technical	The Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development
	12th National Symposium of Marine Science	24/10/2013	26/10/2013	24.0	Technical	Philippine Association of Marine Science
	Reef Check EcoDiver Program	13/03/2013	18/03/2013	48.0	Technical	Reef Check
	Participatory Coastal Resource Assessment	20/08/2012	26/08/2012	66.0	Technical	University of the Philippines Visayas, German Agency for International Cooperation (GIZ)
	11th National Symposium of Marine Science	20/10/2011	22/10/2011	24.0	Technical	Philippine Association of Marine Science
	4th Graduate Research Conference	24/09/2011	24/09/2011	8.0	Technical	University of the Philippines Visayas
	Vulnerability Assessment and MPA Forum for Visayas and Mindanao	28/07/2011	29/07/2011	16.0	Technical	Conservation International, US Agency for International Development (USAID), Marine Environment and Resources Foundation (MERF), GIZ
	Vulnerability Assessment and MPA Forum	12/07/2011	13/07/2011	16.0	Technical	Conservation International, US Agency for International Development (USAID), Marine Environment and Resources Foundation (MERF), GIZ
	ICE CREAM National Workshop	22/11/2010	23/11/2010	16.0	Technical	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	13/01/2010	16/01/2010	24.0	Technical	Integrated Coastal Enhancement: Coastal Research, Evaluation and Adaptive Management for Climate Change Program
	10th National Symposium of Marine Science	22/10/2009	24/10/2009	24.0	Technical	Philippine Association of Marine Science
(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	N/A		Japanese-French Oceanographic Society		
	Fish ageing and staining techniques			Ichthyological Society of Japan		
	Ichthyoplankton, fisheries and habitat assessment survey methods			Philippine Association of Marine Science		
	Taxonomy of fish, corals, seagrass and mangroves					
	Computer literate					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	Aug. 29, 2023	

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 checked="" 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 type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<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)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Dr. Wilfredo L. Campos</td><td>OceanBio Laboratory, UP Visayas, Miagao, Iloilo</td><td>(+63) 33-315-9271</td></tr><tr><td>Dr. Izumi Kinoshita</td><td>Uea Institute of Marine Biology, Kochi University, Kochi, Japan</td><td>(+81) 088-856-0633</td></tr><tr><td>Dr. Annabelle del-Norte Campos</td><td>UP Visayas, Miagao, Iloilo</td><td>(+63) 33-315-9271</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Dr. Wilfredo L. Campos	OceanBio Laboratory, UP Visayas, Miagao, Iloilo	(+63) 33-315-9271	Dr. Izumi Kinoshita	Uea Institute of Marine Biology, Kochi University, Kochi, Japan	(+81) 088-856-0633	Dr. Annabelle del-Norte Campos	UP Visayas, Miagao, Iloilo	(+63) 33-315-9271
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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.													
<div>Government Issued ID (e.g. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: <u>Passport</u> ID/License/Passport No.: <u>P8232550A</u> Date/Place of Issuance: <u>06Aug2018/PCG Osaka, Japan</u></div>	<div> Signature (Sign inside the box) <u>Aug-29, 2023</u> Date accomplished</div> <div> Right Thumbmark</div>												
SUBSCRIBED AND SWORN to before me this <u>18 SEP 2023</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<div> ATTY. RYLAN C. GUINOCOR YSU Chief Legal Officer Person Administering Oath</div>													

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

- Duration: Aug. 23, 2021-present
- Position: Instructor 1
- Name of Office/Unit: DBS
- Immediate Supervisor: Dr. Analyn Mazo
- Name of Agency/Organization and Location: Visayas State University
- Summary of Actual Duties
 - Teaching, research and few administrative functions

- Duration: Apr. 1, 2016 – Sep. 30, 2017
- Position: Research Associate
- Name of Office/Unit: OceanBio Laboratory, College of Arts and Science
- Immediate Supervisor: Dr. Wilfredo L. Campos
- Name of Agency/Organization and Location: University of the Philippines Visayas, Miagao, Iloilo
- List of Accomplishments and Contributions (if any)
 - Designed of an LGU-implemented comprehensive fisheries catch and effort monitoring
- Summary of Actual Duties
 - Design monitoring scheme; training of field personnel for the monitoring program; biological sampling; analysis of gathered data to determine spawning potential ratios and other practical measures for sustainable use of studied stocks; report writing; manage budget and expenses

- Duration: Apr. 1, 2015- Feb. 28, 2016
- Position: Senior Research Assistant
- Name of Office/Unit: OceanBio Laboratory, College of Arts and Science
- Immediate Supervisor: Dr. Wilfredo L. Campos
- Name of Agency/Organization and Location: University of the Philippines Visayas, Miagao, Iloilo
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Reef coral/fish/invertebrate surveys; training on reef and fisheries survey methods; data analysis; report writing; manage budget and expenses

- Duration: Apr. 1, 2014 – Mar. 31, 2015
- Position: Research Assistant
- Name of Office/Unit: OceanBio Laboratory, College of Arts and Science
- Immediate Supervisor: Dr. Wilfredo L. Campos
- Name of Agency/Organization and Location: University of the Philippines Visayas, Miagao, Iloilo
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Reef coral/fish/invertebrate surveys; training on reef and fisheries survey methods; data analysis; report writing; manage budget and expenses

- Duration: Jan. 1, 2015 – Mar. 31, 2014

- Position: Research Assistant
- Name of Office/Unit: OceanBio Laboratory, College of Arts and Science
- Immediate Supervisor: Dr. Wilfredo L. Campos
- Name of Agency/Organization and Location: University of the Philippines Visayas, Miagao, Iloilo
- Literature review on recruitment and exploitation patterns of fish stocks in the country for the State of Capture Fisheries in the Philippines 2016 under BFAR
- Summary of Actual Duties
 - Fisheries profiling; biological sampling to determine reproductive biology of common species; literature review on recruitment and exploitation patterns; data analysis; report writing

- Duration: Aug. 1, 2013 – Dec. 31, 2013
- Position: Research Assistant
- Name of Office/Unit: OceanBio Laboratory, College of Arts and Science
- Immediate Supervisor: Dr. Wilfredo L. Campos
- Name of Agency/Organization and Location: University of the Philippines Visayas, Miagao, Iloilo
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Reef coral/fish/invertebrate surveys; training on reef and fisheries survey methods; data analysis; report writing; manage budget and expenses

- Duration: Jan. 1, 2013 – Jul. 31, 2013
- Position: Research Assistant
- Name of Office/Unit: OceanBio Laboratory, College of Arts and Science
- Immediate Supervisor: Dr. Wilfredo L. Campos
- Name of Agency/Organization and Location: University of the Philippines Visayas, Miagao, Iloilo
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Fisheries profiling; biological sampling to determine reproductive biology of common species; data analysis; report writing

- Duration: Jul 1, 2009 – Dec. 31, 2012
- Position: Research Assistant
- Name of Office/Unit: OceanBio Laboratory, College of Arts and Science
- Immediate Supervisor: Dr. Wilfredo L. Campos
- Name of Agency/Organization and Location: University of the Philippines Visayas, Miagao, Iloilo
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Catch and effort monitoring; trawl survey of grassbed habitats; use of otolith microstructure to examine early life histories; data analysis; report writing; manage budget and expenses


DONNA M. GUARTE

(Signature over Printed Name
of Employee/Applicant)

Date: Aug. 29, 2023