

# 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 ( ) ☐ 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	CAPIN		
FIRST NAME	ORLAN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CABATINGAN		
3. DATE OF BIRTH (mm/dd/yyyy)	07/04/1977	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:
4. PLACE OF BIRTH	CARMEN, CEBU	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"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.73 m		House/Block/Lot No. Street VISCA FARMER'S VILLAGE PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
8. WEIGHT (kg)	74 KG	ZIP CODE	6521
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	
10. GSIS ID NO.			House/Block/Lot No. Street DAWIS NORTE Subdivision/Village Barangay CARMEN CEBU City/Municipality Province
11. PAG-IBIG ID NO.	1212-0356-3686	ZIP CODE	6005
12. PHILHEALTH NO.	12-050385416-9		
13. SSS NO.		19. TELEPHONE NO.	N/A
14. TIN NO.	456-539-060	20. MOBILE NO.	09632656465
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	orlan.capin@vsu.edu.ph


## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CAPIN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ALMIRA	NAME EXTENSION (JR., SR)	ARVIE CAPIN	10/19/2007
MIDDLE NAME	CABRALES			
OCCUPATION	CASHIER			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	CAPIN			
FIRST NAME	MAXIMIANO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ESCOTON			
25. MOTHER'S MAIDEN NAME				
SURNAME	CABATINGAN			
FIRST NAME	EVANGELINE			
MIDDLE NAME	SOLLANO		(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	DAWIS NORTE ELEMENTARY SCHOOL	PRIMARY	1986	1992		1991	
SECONDARY	CARMEN NATIONAL HIGH SCHOOL	SECONDARY	1993	1999		1999	
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	CEBU STATE COLLEGE OF SCIENCE AND TECHNOLOGY	ASSOCIATE IN FISHERIES TECHNOLOGY	2000	2003		2003	
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)


SIGNATURE		DATE	June 11, 2024
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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 (if applicable)	
					NUMBER	Date of Validity
	N/A	N/A	N/A	N/A	N/A	N/A

*(Continue on separate sheet if necessary.)*

(Continue on separate sheet if necessary)

[illegible]

June 11, 2024



[illegible]

VII. LEARNING AND DEVELOPMENT (L&amp;D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

INCLUSIVE DATES OF		Type of ID	
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(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION	
MEMBERSHIP IN ASSOCIATION/ORGANIZATION	MEMBERSHIP IN ASSOCIATION/ORGANIZATION

SIGNATURE		DATE	JUNE 11, 2024
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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:  
\_\_\_\_\_

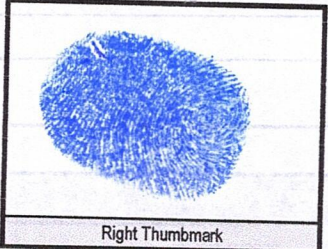
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
DR. ELIZA D. ESPINOSA	VISAYAS STATE UNIVERISTY	563-7997
DR. MARLITO M. BANDE	VISAYAS STATE UNIVERISTY	563-1011
DR. TEOFANES A. PATINDOL	VISAYAS STATE UNIVERISTY	563-1052

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.



ORLANDO CAPIN




Right Thumbmark

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: PHILHEALTH

ID/License/Passport No.: 12-050385416-9

Date/Place of Issuance: BAYBAY CITY, LEYTE

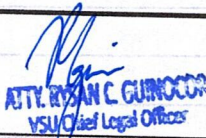


Signature (Sign inside the box)

JUNE 11, 2024

Date Accomplished

SUBSCRIBED AND SWORN to before me this **28 JUN 2024**, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. RYAN C. GUINCO  
VSU Chief Legal Officer

Person Administering Oath

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**WORK EXPERIENCE SHEET**

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

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 from most recent first.

**Sample: If applying to Supervising Administrative Officer**

- Duration: November 2, 2021 – present
- Position: Administrative Aide III
- Name of Office/Unit: Institute of Tropical Ecology and Environmental Management
- Immediate Supervisor: Teofanes A. Patindol
- Name of Agency/Organization and Location: Visayas State University , Baybay City, Leyte.
  
- List of Accomplishments and Contributions (if any)
  1. Assist the students to conduct mangroves for their thesis.
  2. Assist the students to conduct corals for their thesis.
  3. Attended Trainings on Coral Transplantation and coral bleaching spotting for the technical personnel of PAMO, DENR R8, VSU, & Fishery Focals of LGU Inopacan & Hindang, Leyte.
  4. Attended Training entitled Taxonomic Amalgamation Units, CIPLS, Baybay Leyte.
  5. Participated in a SCUBArero: Reef and Coastal Clean-up last Feb 22, 2024 in CIPLS, Hindang, Leyte.
  6. Assist the students to conduct Artificial Reefs for their Thesis.
  7. Conducted an Assesment of mangroves at Inopacan and Matalom, Leyte.
  8. Conducted an interview to fisher folks at Inopacan and Bato, Leyte.
  9. Conducted a survey about their Sanctuary Proposal CRFMO Fisheries at San Agustin, Baybay Leyte.
  
- Summary of Actual Duties
  - Works as laboratory technician in the AED Marine Laboratory, which includes the regular care and maintenance of the SCUBA diving gears and equipment; Take charge on the maintenance of the Hatchery for Tilapia production; SCUBA dives to assist in the Coastal Resource Management (CRM), artificial reef monitoring in the 5th district of Leyte, and other research and extension activities of the AED, Incharge refill scuba tanks. Takes charge of the AED archive; Incharge on the refilling of scuba tanks; Maintains the cleanliness of the Marine Laboratory, its offices and its surroundings; Does messengerial tasks when necessary. Performs other related jobs as assigned by the superior.

  
ORLAN C. CAPIN

(Signature over Printed Name  
of Employee/Applicant)

Date: 07/03/24