

## 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	Casangcapan		
FIRST NAME	Manuel	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Embodo		
3. DATE OF BIRTH (mm/dd/yyyy)	03/26/1961	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	San Juan, Southern 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"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Powerhouse 1 House/Block/Lot No. Street Visayas State University Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.60 m	ZIP CODE	6521-A
8. WEIGHT (kg)	65 kg		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	Powerhouse 1 House/Block/Lot No. Street Visayas State University Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
10. GSIS ID NO.	006-0058-8249-2	ZIP CODE	
11. PAG-IBIG ID NO.			
12. PHILHEALTH NO.			
13. SSS NO.	N/A	19. TELEPHONE NO.	(053) 563 7018
14. TIN NO.	140-031-329	20. MOBILE NO.	0936 841 9211
15. AGENCY EMPLOYEE NO.	V000146	21. E-MAIL ADDRESS (if any)	<a href="mailto:mecasangcapan@vsu.edu.ph">mecasangcapan@vsu.edu.ph</a>

## II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	Corbita		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Cora	NAME EXTENSION (JR., SR)	Athena Valerie Corbita Casangcapan	11/06/2000
MIDDLE NAME	Mandaguay			
OCCUPATION	Secondary School Teacher 3			
EMPLOYER/BUSINESS NAME	Baybay National High School			
BUSINESS ADDRESS	30 de Diciembre St., Baybay City, Leyte			
TELEPHONE NO.	0918 668 9760			
24. FATHER'S SURNAME	Casangcapan			
FIRST NAME	Felipe	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Bajan			
25. MOTHER'S MAIDEN NAME				
SURNAME	Embodo			
FIRST NAME	Gerarda			
MIDDLE NAME	Felicita			

(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	San Juan Central Elementary School	Elementary	1966	1974	NA	1974	Highest Honor
SECONDARY	San Juan Comprehensive High School	Secondary	1974	1978	NA	1978	Valedictorian
VOCATIONAL / TRADE COURSE							
COLLEGE	Visayas State College of Agriculture	Tertiary	1979	1983	NA	1983	Cum Laude
GRADUATE STUDIES	Lincoln University	M Applied Science Graduate School	1989	1991	NA	1991	First Class Honors

(Continue on separate sheet if necessary)

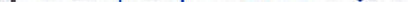
SIGNATURE		DATE	May 13, 2025
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27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	Board of Agricultural Engineering	78.9		Manila, Philippines	0002937	03/26/2027
	Civil Service Eligibility (PD 907 as amended by PD 933)		April 5, 1983	VISCA, Baybay, Leyte	17707	

**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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[illegible]

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

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Skills: Working knowledge in MS Office (Word, Excel and PowerPoint) and digital	N/A	Visayas State University Faculty Association
Hobbies: music (singing and playing guitar)		
Sports: lawn tennis, jogging, walking		

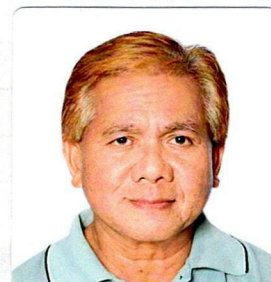
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, 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 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 /appointee)		
NAME	ADDRESS	TEL. NO.
Dr. Roberto C. Guarte	Sta. Cruz, Baybay City, Leyte	0917 310 8078
Dr. Candelario L. Calibo	Dumaguete City	0999 990 6169
Dr. Beatriz S. Belonias	Candadam, Baybay City, Leyte	0917 311 3309

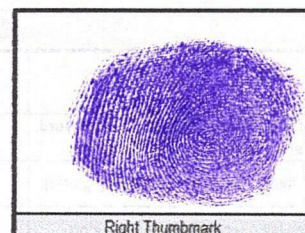
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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.



MANUEL E. CASANGCAPAN

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID:	PRC License (AB Engineer)
ID/License/Passport No.:	ID No. 0002937
Date/Place of Issuance:	PRC, Ormoc City

Signature (Sign inside the box)
May 13, 2025
Date Accomplished



SUBSCRIBED AND SWORN to before me this 04 JUL 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ABEGAIL S. MONTERO VSU Director, Legal Affairs and Services
Person Administering Oath



## 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.

### Applying for Associate Professor 3

- Duration: June 1983 – present
- Position: Associate Professor 2
- Name of Office/Unit: Department of Agricultural and Biosystems Engineering
- Immediate Supervisor: Daniel Leslie S. Tan
- Name of Agency/Organization and Location: Visayas State University, Baybay City
- List of Accomplishments and Contributions (if any)
  - Developed teaching materials (lecture notes, laboratory manuals and powerpoint presentations) in all subjects assigned to teach
  - Contributed to producing topnotchers in the licensure examination for agricultural and biosystems engineering
- Summary of Actual Duties
  - Responsible in teaching mathematics as well as basic and professional subjects in agricultural and biosystems engineering
  - Acted as academic adviser to BSABE students



MANUEL E. CASANGCAPAN  
(Signature over Printed Name  
of Employee/Applicant)

Date: 13 May 2025