

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)	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"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.52	ZIP CODE	6600
8. WEIGHT (kg)	48.5	18. PERMANENT ADDRESS	
9. BLOOD TYPE	O	ZIP CODE	6600
10. GSIS ID NO.	2005956389	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	121286711347	20. MOBILE NO.	09215799499
12. PHILHEALTH NO.	11-025333079-1	21. E-MAIL ADDRESS (if any)	donna.guarte@vsu.edu.ph
13. SSS NO.	34-6422361-1		
14. TIN NO.	405-218-540		
15. AGENCY EMPLOYEE NO.	V01261		

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	NA	2001	Salutatorian
SECONDARY	Guadalupe National High School	Secondary	2001	2005	NA	2005	Valedictorian
VOCATIONAL / TRADE COURSE	N/A	NA	NA	NA	NA	NA	NA
COLLEGE	Visayas State University	BS Biology	2005	2009	NA	2009	Cum Laude
GRADUATE STUDIES	University of the Philippines Visayas	MS Biology	2010	2016	NA	2016	NA
	Kochi University	PhD Marine Biology	2017	2020	NA	2020	NA

SIGNATURE		DATE	June 16, 2022
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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
	<b>Civil Service Professional Examination</b>			<b>PD #907</b>		
	<b>Open Water Diver</b>		<b>05/16/2008</b>	<b>Visayas State University</b>	<b>0807A42167</b>	<b>N/A</b>

## V. WORK EXPERIENCE

[illegible]

**SIGNATURE**

DATE \_\_\_\_\_

June 16, 2022



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/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	13th International Kuroshio Science Symposium	11/19/2019	11/21/2019	24.0	Technical	Cagayan State University, Kochi University
	52nd Annual Meeting of the Ichthyological Society of Japan	09/20/2019	09/23/2019	32.0	Technical	Ichthyological Society of Japan
	Training on Marine Fish Larvae Taxonomy	01/11/2019	01/14/2019	32.0	Technical	University of the Philippines Visayas
	Seminar on the Early Life Stages of Marine Fish	01/10/2019	01/10/2019	8.0	Technical	University of the Philippines Visayas
	12th International Kuroshio Symposium and South China Sea Marine Conference	11/18/2018	11/22/2018	40.0	Technical	National Sun Yat-sen University
	51st Annual Meeting of the Ichthyological Society of Japan	10/05/2018	10/08/2018	32.0	Technical	Ichthyological Society of Japan
	Fisheries Science and Management Training-Workshop	09/11/2017	09/12/2017	16.0	Technical	University of the Philippines Visayas, Environmental Defense Fund
	Japan-Asia Yout Exchange Program in Science (SAKURA Exchange Program of Science)	01/16/2017	01/23/2017	64.0	Technical	Japan Science and Technology Agency, Kochi University
	Participatory Coastal Resource Assessment in west Danaon Bank, Bohol	09/19/2016	09/22/2016	32.0	Technical	University of the Philippines Visayas
	Round-table Discussion on Artificial Reefs and Coral Trasplantation/Rehabilitation	08/23/2016	08/23/2016	8.0	Technical	Zoological Society of London
	1st International DOST-SEI ASTHRDP-NSC Scholars Conference	04/07/2016	04/08/2016	16.0	Technical	Science Education Institute
	2016 CAS Scientific Poster Exhibit	02/22/2016	02/26/2016	40.0	Technical	University of the Philippines Visayas
	Research, Creative Work and Public Service Planning Workshop	01/07/2015	01/08/2015	16.0	Technical	University of the Philippines Visayas
	13th National Symposium of Marine Science	10/22/2015	10/26/2015	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	08/05/2015	08/09/2015	40.0	Technical	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	Technical	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	Technical	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	Technical	Philippine Association of Marine Science
	Coastal Vulnerability Assessment and Climate Change Adaptation Workshop	06/25/2013	06/27/2013	24.0	Technical	PhilCORE Program under DOSR, DENR
	Reef Check EcoDiver Program	03/13/2013	03/18/2013	48.0	Technical	Reef Check
	Participatory Coastal Resource Assessment	08/20/2012	08/26/2012	56.0	Technical	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	Technical	Philippine Association of Marine Science
	4th Graduate Research Conference	09/24/2011	09/24/2011	8.0	Technical	University of the Philippines Visayas
	Vulnerability Assessment and MPA Forum for Visayas and Mindanao	07/28/2011	07/29/2011	16.0	Technical	ReSILIENT SEAs Program under DOST
	Vulnerability Assessment Training and MPA Forum	07/12/2011	07/13/2011	16.0	Technical	ReSILIENT SEAs Program under DOST
	Vulnerability Assessment and MPA Forum	07/12/2011	07/13/2011	16.0	Technical	Conservation International, US Agency for International Development (USAID), Marine Environment and Resources Foundation (MERF),
	ICE CREAM National Workshop	11/22/2010	11/23/2010	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	01/13/2010	01/15/2010	24.0	Technical	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	Technical	Philippine Association of Marine Science
	Leadership for Entrepreneurial Development	02/23/2008	02/23/2008	8.0	Managerial	Visayas State University
	2nd Student Council Leadership Conference	11/22/2007	11/24/2007	24.0	Managerial	An Waray Party-list
	1st Visayas Student Government Congress	11/08/2007	11/10/2007	24.0	Managerial	Visayas State University
	Peer Facilitator's Training on Reproductive Health	02/10/2006	02/12/2006	24.0	Managerial	Visayas State University
	Peer Educator's Training on Reproductive Health	01/20/2006	01/22/2006	24.0	Managerial	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	NA			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, Crocheting, knitting, drawing					
(Continue on separate sheet if necessary)						
SIGNATURE			DATE		June 16, 2022	





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## 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: June 16, 2022