

# 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	ATHENA VALERIE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	CORBITA		
3. DATE OF BIRTH (mm/dd/yyyy)	11/6/2000	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	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	
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"/> 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)	1.45m	ZIP CODE	6521
8. WEIGHT (kg)	65kg		
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.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	121313279913		
12. PHILHEALTH NO.	13-250378759-1	19. TELEPHONE NO.	(053) 563-7018
13. SSS NO.	N/A	20. MOBILE NO.	0928 714 0110
14. TIN NO.	619-915-865-0000	21. E-MAIL ADDRESS (if any)	athena.casangcapan@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	N/A		

## 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	CASANGCAPAN			
FIRST NAME	MANUEL	NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME	EMBODO			
25. MOTHER'S MAIDEN NAME				
SURNAME	CORBITA			
FIRST NAME	CORA			
MIDDLE NAME	MANDAGUAY			

(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)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	Visca Foundation Elementary School	Primary and Intermediate Education	2006	2012		2012	4th Honor
SECONDARY	Visayas State University Integrated High School	Junior & Senior High School	2012	2018		2018	With Honors
VOCATIONAL / TRADE COURSE	N/A	N/A					
COLLEGE	University of San Carlos	Bachelor of Science in Applied Physics	2018	2022		2022	DOST-SEI Scholar
GRADUATE STUDIES	N/A	N/A					

(Continue on separate sheet if necessary)

SIGNATURE		DATE	7/30/24
-----------	---	------	---------



## IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

*(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.*

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	<i>ANCE</i>	DATE	7/30/24
-----------	-------------	------	---------

SIGNATURE	<i>ANCE</i>	DATE	7/30/24
-----------	-------------	------	---------

SIGNATURE	<i>ANCE</i>	DATE	7/30/24
-----------	-------------	------	---------



[illegible]

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

[illegible]

VIII. OTHER INFORMATION

37. SPECIAL SKILLS AND HOBBIES	(Write in full)	38. ASSOCIATION MEMORIZATION (Write in full)
Arts and Crafts	2022 BPI-DOST Innovation Award (Finalist)	Carolinian Physics Society
Cooking and Baking		University of San Carlos Astronomy Society
Film Photography		
Gaming Technology		

SIGNATURE		DATE	7/30/24
-----------	---	------	---------



34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to chief of bureau or office or to the person who has immediate supervision over you in the 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

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. Renante R. Violanda	University of San Carlos	230-0100 local 145
Dr. Rommel G. Bacabac	University of San Carlos	230-0100 local 145
Dr. Beatriz S. Belonias	Visayas State University	0917 331 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.

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

Government Issued ID: Passport

ID/License/Passport No.: P6059908C


Date/Place of Issuance: Nov. 2023 - Tacloban




Signature (Sign inside the box)

7/30/24

Date Accomplished




Right Thumbmark



ATHENA VALERIE C. CASAN, LAPAN

SUBSCRIBED AND SWORN to before me this 19 AUG 2024, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. RYSANE GUINOCOR

VSU Chief Legal Officer

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.

- Duration: August 17, 2023 – July 31, 2024
- Position: Instructor I
- Name of Office/Unit: Department of Physics
- Immediate Supervisor: Dr. Rev Rhizza L. Aure
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  
- List of Accomplishments and Contributions (if any)
  
- Summary of Actual Duties
  - Facilitated face-to-face classes as scheduled using various strategies to enhance learning
  - Applied/conducted applicable modes of assessment of the learnings gained by the students and gave feedback regarding their performance
  - Monitored and gave feedback regarding students' performance
  - Performed other tasks assigned by the Department Head and College Dean to facilitate the effective delivery of teaching functions.

- Duration: September 2022 – July 2023
- Position: Part-time Instructor
- Name of Office/Unit: Department of Physics
- Immediate Supervisor: Dr. Rev Rhizza L. Aure
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  
- List of Accomplishments and Contributions (if any)
  - Attended the BPI-DOST Innovation Awards 2022 as one of the finalists to present a paper.
  
- Summary of Actual Duties
  - Facilitated face-to-face classes as scheduled using various strategies to enhance learning
  - Applied/conducted applicable modes of assessment of the learnings gained by the students and gave feedback regarding their performance
  - Performed other tasks assigned by the Department Head and College Dean to facilitate the effective delivery of teaching functions.

  
**ATHENA VALERIE C. CASANGCAPAN**  
(Signature over Printed Name  
of Employee/Applicant)  
Date: July 30, 2024