

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	CAPUNO			
FIRST NAME	CHARMAGNE FAITH		NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	FELICILDA			
3. DATE OF BIRTH (mm/dd/yyyy)	03/17/1993	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	BAYBAY CITY, 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	Apt 42 Kilbourne Drive House/Block/Lot No. Street VSU Campus Brgy Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province	
7. HEIGHT (m)	1.58	ZIP CODE	6521	
8. WEIGHT (kg)	52	18. PERMANENT ADDRESS	Apt 42 Kilbourne Drive House/Block/Lot No. Street VSU Campus Brgy Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province	
9. BLOOD TYPE	B+	ZIP CODE	6521	
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	(053) 563-8935	
11. PAG-IBIG ID NO.	121102730272	20. MOBILE NO.	+639177099781	
12. PHILHEALTH NO.	010518243018	21. E-MAIL ADDRESS (if any)	ccapuno317@gmail.com	
13. SSS NO.	34-3784116-9			
14. TIN NO.	436-207-331			
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	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	CAPUNO			
FIRST NAME	OTHELLO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BATULAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	FELICILDA			
FIRST NAME	RUFINA			
MIDDLE NAME	LAGUMBAY			

(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	Visca Foundation Elementary School	Primary Education	1999	2005	N/A	2005	Class Valedictorian
SECONDARY	Philippine Science High School - Eastern Visayas Campus	High School	2005	2009	N/A	2009	With Highest Honors
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Ateneo de Manila University	BS Management Engineering	2009	2013	N/A	2013	Cum Laude
GRADUATE STUDIES	University of the Philippines - Diliman	MS Industrial Engineering	2018	2023	N/A	2023	None

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10 10 2023
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#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

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










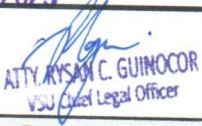
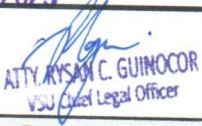
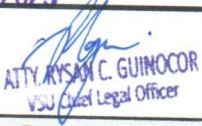
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(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/02/2023
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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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: (1) <u>company transfer and</u> (2) <u>graduate studies</u>												
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)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Dr. Eugene Rex L. Jalao</td><td>DIEOR, Melchor Hall, University of the Philippines, Diliman, Quezon City</td><td>+63 2 8981 8500 loc 3149, 3128</td></tr><tr><td>Edrielle Paule J. Enriquez</td><td>One Raffles Quay, Level 24, South Tower Singapore</td><td>+65 8223 9837</td></tr><tr><td>Dr. Milagros C. Bales</td><td>Brgy. Pangasugan, Baybay City, Leyte</td><td>+63 942 481 4524</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Dr. Eugene Rex L. Jalao	DIEOR, Melchor Hall, University of the Philippines, Diliman, Quezon City	+63 2 8981 8500 loc 3149, 3128	Edrielle Paule J. Enriquez	One Raffles Quay, Level 24, South Tower Singapore	+65 8223 9837	Dr. Milagros C. Bales	Brgy. Pangasugan, Baybay City, Leyte	+63 942 481 4524
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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.													
<table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: <b>Passport</b></td></tr><tr><td>ID/License/Passport No.: <b>P0074520C</b></td></tr><tr><td>Date/Place of Issuance: <b>DFA NCR EAST (05/14/2022)</b></td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: <b>Passport</b>	ID/License/Passport No.: <b>P0074520C</b>	Date/Place of Issuance: <b>DFA NCR EAST (05/14/2022)</b>	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td><b>1010212023</b></td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	<b>1010212023</b>	Date Accomplished				
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SUBSCRIBED AND SWORN to before me this <u>05 OCT 2023</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td>ATTY. RYSAN C. GUIMOCOR WSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYSAN C. GUIMOCOR WSU 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 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: Oct 2017 – Jul 2018
  - Position: Analyst
  - Name of Office/Unit: Strategic Initiatives Division
  - Immediate Supervisor: Daniel Dy
  - Name of Agency/Organization and Location: Security Bank Corporation, Ayala Avenue, Makati City
  - List of Accomplishments and Contributions (if any)
    - Recommended Policy Changes and Alignment Training for Personal Loans Approval Process to reduce turnaround time and increase approval volume
    - Estimated Income generated to the bank for each personal loan booking based on channel acquisition
  - Summary of Actual Duties
    - Analyzed return and decision reasons through Crude Text Analysis and determined most frequent causes for delays and returns in personal loan applications
    - Updated Revenue and Cost Drivers for Personal Loan Booking Financial Model through Employee Interviews and Financial Statement Reviews
- 
- Duration: Jun 2014 – Sep 2017
  - Position: Analyst
  - Name of Office/Unit: Project Management Office
  - Immediate Supervisor: Geraldine Dy
  - Name of Agency/Organization and Location: Security Bank Corporation, Ayala Avenue, Makati City
  - List of Accomplishments and Contributions (if any)
    - Reduced turnaround time of application to approval from 20-30 days to 5-10 days
    - Designed a real-time tracking status system for customer updates on credit card application
  - Summary of Actual Duties
    - Monitored day-to-day approval operations of credit card approval process by checking daily productivity and processor decisions to ensure daily target approvals are met and decisions are accurate for each application
    - Coordinated with IT and Business Units to apply policy changes into approval process system
    - Prepare User-Testing Scenarios to cover cases in newly-implemented rules
    - Created Training Materials for employee onboarding (processor, analyst, developer, etc.)



- Duration: Oct 2013 – April 2016
- Position: Analyst
- Name of Office/Unit: Project Management Office
- Immediate Supervisor: Garret Go
- Name of Agency/Organization and Location: Security Bank Corporation, Ayala Avenue, Makati City
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Updated branch key result area (KRA) components and ownership rules to align with revised branch network sales strategy
  - Designed system enhancements to align with adjusted KRA components and ownership rules
  - Prepared guidelines to ensure branch production is correctly reflected in modified performance reports

- Duration: Apr 2013 – Sep 2013
- Position: System Specialist
- Name of Office/Unit: Systems, Methods and Operations Management
- Immediate Supervisor: Toni Favis
- Name of Agency/Organization and Location: ABS-CBN Corporation, South Triangle, Diliman, Quezon City
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Attended several programs, concerts, and events to review processes and manpower supply involved in production for the Entertainment Division
  - Formulated process flows and policies for the implementation of a to-be-launched product (Transit TV) for transient viewers in commuter buses operating in Metro Manila and Luzon Area

  
CHARMAGNE FAITH CAPUNO  
(Signature over Printed Name  
of Employee/Applicant)

Date: 10/02/2023