

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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	CAPACAO		
FIRST NAME	RODA	NAME EXTENSION (JR., SR) NA	
MIDDLE NAME	GONATO		
3. DATE OF BIRTH (mm/dd/yyyy)	07/13/1993	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	TABGAS ALBUERA LEYTE	If holder of dual citizenship, NA	<input checked="" type="checkbox"/> by birth <input checked="" type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	Philippines	Pls. indicate country:
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	NA
7. HEIGHT (m)	5'2FT	Subdivision/Village	MARCOS
8. WEIGHT (kg)	61KG	BAYBAY CITY	LEYTE
9. BLOOD TYPE	NA	City/Municipality	Province
10. GSIS ID NO.	NA	ZIP CODE	6521
11. PAG-IBIG ID NO.	1212-805-851-79	18. PERMANENT ADDRESS	NA
12. PHILHEALTH NO.	21-025350978-8	House/Block/Lot No.	Street
13. SSS NO.	02-3948470-1	Subdivision/Village	MARCOS
14. TIN NO.	479-324-870	BAYBAY CITY	LEYTE
15. AGENCY EMPLOYEE NO.		City/Municipality	Province
		ZIP CODE	6521
		19. TELEPHONE NO.	NA
		20. MOBILE NO.	09456038835
		21. E-MAIL ADDRESS (if any)	capacaoroda@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NA	NAME EXTENSION (JR., SR)	NA
MIDDLE NAME	NA	NA	NA
OCCUPATION	NA		
EMPLOYER/BUSINESS NAME	NA		
BUSINESS ADDRESS	NA		
TELEPHONE NO.	NA		
24. FATHER'S SURNAME	CAPACAO		
FIRST NAME	MAXIMO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MISPEROS		
25. MOTHER'S MAIDEN NAME			
SURNAME	GONATO		
FIRST NAME	DIVINA		
MIDDLE NAME	BAGARINAO		

(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	PANGASUGAN ELEMENTARY SCHOOL	ELEMENTARY DIPLOMA	2001	2007	NA	2007	3RD HONOURABLE MENTION
SECONDARY	ALTERNATIVE LEARNING SYSTEM	HIGH SCHOOL DIPLOMA	2007	2010	NA	2010	6TH PLACE
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	VISAYAS STATE UNIVERSITY	CERTIFICATE OF SCIENCE IN AGRICULTURE	2011	2013	NA	2015	HIGH HONOR/ COLLEGE SCHOLAR
		BACHELOR OF SCIENCE IN AGRICULTURE	2011	2015	NA	2015	CUM LAUDE/ GAWAD PATNUBAY SCHOLAR
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES LOS BAÑOS	MS PLANT PATHOLOGY	Jan. 2018	PRESENT	24 UNITS	NA	DOST - ASTHRDP

(Continue on separate sheet if necessary)

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IV. CIVIL SERVICE ELIGIBILITY						
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
	HONOR GRADUATE ELIGIBILITY (PD 907)	NA	NA	NA	100108150381	NA
	AGRICULTURIST LICENSURE EXAMINATION (RA1080)	NA	22/06/2015	TACLOBAN CITY	0022430	13/07/2026

V. WORK EXPERIENCE	
1. Name of Employer	
2. Position Held	
3. Dates of Employment	
4. Description of Duties and Responsibilities	
5. Name of Supervisor	
6. Date of Reference	
7. Contact Information	
8. Comments	

[illegible]

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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)		POSITION / NATURE OF WORK
		From	To	
	HAYAG FAMILY DEVELOPMENT CENTER WORKING WITH CHILD FUND - ORMOC CITY	24/04/2013	26/04/2013	24.0
	HAYAG FAMILY DEVELOPMENT CENTER IN PARTNERSHIP WITH PEACE CORPS PHILIPPINES - ORMOC CITY	22/06/2013	22/06/2013	8.0

(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			
	STATE UNIVERSITIES AND COLLEGES-ASSOCIATION OF COLLEGESOFAGRICULTURE INTHEPHILIPPINES, INC. BIENNIAL CONFERENCE AND GENERAL ASSEMBLY	06/12/2023	07/12/2023	16.0	Participant	STATE UNIVERSITIES AND COLLEGES-ASSOCIATION OF COLLEGES OF AGRICULTURE IN THE PHILIPPINES, INC.
	REGIONAL RDE SYMPOSIUM	30/11/2023	01/12/2023	16.0	Poster Presenter	VISAYAS CONSORTIUM FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES PROGRAM (VICARP)-RRDEN
	ISSAASS INTERNATIONAL SCIENTIFIC CONGRESS AND GENERAL MEETING 2023	08/09/2023	10/09/2023	24.0	Poster Presenter	INTERNATIONAL SOCIETY FOR SOUTHEAST ASIAN AGRICULTURAL SCIENCES PHILIPPINE CHAPTER
	CLIMATE SMART AGRICULTURE IN FOOD SECURITY FORUM 2018	22/10/2023	22/10/2023	8.0	Participant	UNIVERSITY OF THE PHILIPPINES LOS BANOS
	30TH NATIONAL RICE R&D CONFERENCE	05/09/2017	06/09/2017	16.0	Poster Presenter	PHILIPPINE RICE RESEARCH INSTITUTE
	19TH ANNUAL SCIENTIFIC MEETING AND SYMPOSIUM	26/08/2017	06/08/2017	8.0	Poster Presenter	MYCOLOGICAL SOCIETY OF THE PHILIPPINES, INC.
	49TH ANNIVERSARY AND ANNUAL SCIENTIFIC CONFERENCE OF THE PEST MANAGEMENT COUNCIL IN THE PHILIPPINES, INC.	10/05/2017	12/05/2017	24.0	Poster Presenter	PEST MANAGEMENT COUNCIL IN THE PHILIPPINES
	29TH NATIONAL RICE R&D CONFERENCE	07/09/2016	08/09/2016	16.0	Poster Presenter	PHILIPPINE RICE RESEARCH INSTITUTE
	BASIC GEOGRAPHIC INFORMATION SYSTEM (GIS) TRAINING-WORKSHOP FOR PHILRICE RESEARCHERS	15/11/2016	18/11/2016	32.0	Participant	PHILIPPINE RICE RESEARCH INSTITUTE
	HEALTH RISKS OF RICE FARMING	13/01/2016	13/01/2016	8.0	Participant	PHILIPPINE RICE RESEARCH INSTITUTE
	EDUCATION TO EMPLOYMENT INTERNSHIP PROGRAM	14/09/2015	20/11/2015	56.0	Trainee	LANDBANK OF THE PHILIPPINES AND PHILIPPINE RICE RESEARCH INSTITUTE
	RICE: RESEARCH TO PRODUCTION COURSE	10/08/2015	28/08/2015	152.0	Trainee	INTERNATIONAL RICE RESEARCH INSTITUTE
	46TH ANNIVERSARRY AND ANNUAL SCIENTIFIC CONFERENCE OF THE PEST MANAGEMENT COUNCIL IN THE PHILIPPINES	05/05/2015	08/05/2015	32.0	Poster Presenter	PEST MANAGEMENT COUNCIL IN THE PHILIPPINES
	SUMMER FIELD PRACTICUM			240.0	Trainee	VISAYAS STATE UNIVERSITY

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION		
31.	32.	33.
SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
READING SCIENTIFIC REPORTS	PMCP-BAYER CROP SCIENCE BEST UNDERGRADUATE THESIS AWARD IN WEED SCIENCE	INTERNATIONAL SOCIETY FOR SOUTHEAST ASIAN AGRICULTURAL SCIENCE, INC. (ISSAAS) - PHILIPPINE CHAPTER
WRITING RESEARCH PAPERS	1ST PLACE FOR THE ONGOING RESEARCH PAPER DURING THE CY 2023 RDE CLUSTER REVIEW AT VISAYAS STATE UNIVERSITY	PHILIPPINE ASSOCIATION OF AGRICULTURIST
EXPLORING SCIENTIFIC IDEAS		
PLAYING SPORTS		

(Continue on separate sheet if necessary)

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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

☐ YES☒ NO

If YES, give details:

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:

Finished contract

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.
FE A. DELA PEÑA	MALIGAYA SCIENCE CITY OF MUÑOZ NUEVA ECIJA	9433479934
LUALHATI M. NORIEL	VISCA, BAYBAY CITY, LEYTE	9187755627
ROBELYN T. PIAMONTE	VISCA, BAYBAY CITY, LEYTE	9171546999

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.

Roda G. Capacao

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: SSS ID

License No.: 0111-7291310-5

Date/Place of Issuance: Baguio City

Roda G. Capacao

Signature (Sign inside the box)

Date Accomplished

SUBSCRIBED AND SWORN to before me this 14 FEB 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATY. REYNOLD GUNDOCOR

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.

- Duration: December 1, 2015 – December 31, 2016
  - Position: Science Research Analyst
  - Name of Office/Unit: Crop Protection Division
  - Immediate Supervisor: Dr. Fe A. Dela Peña
  - Name of Agency/Organization and Location: Philippine Rice Research Institute
  - List of Accomplishments and Contributions (if any)
    - Assisted in the conduct of the Genetic Diversity study of *Pyricularia grisea* in the Philippines
    - Performed other task assigned by the immediate supervisor
  - Summary of Actual Duties
    - Serves as a research analyst of the project and prepares necessary documents needed for its implementation.
- 
- Duration: January 1, 2017 – December 31, 2017
  - Position: Science Research Specialist I
  - Name of Office/Unit: Crop Protection Division
  - Immediate Supervisor: Dr. Fe A. Dela Peña
  - Name of Agency/Organization and Location: Philippine Rice Research Institute, Maligaya Science City of Muñoz, Nueva Ecija
  - List of Accomplishments and Contributions (if any)
    - Assisted in the conduct of the Genetic Diversity study of *Pyricularia grisea* in the Philippines
    - Performed other task assigned by the immediate supervisor
  - Summary of Actual Duties
    - Serves as a research specialist of the project and prepares necessary documents needed for its implementation.

- Duration: February 15, 2021- July 31, 2021
- Position: University Research Associate I
- Name of Office/Unit: Plant Pathology, IPB
- Immediate Supervisor: Dr. Fe Dela Cueva
- Name of Agency/Organization and Location: Institute of Plant Breeding, University of the Philippines Los Baños

- List of Accomplishments and Contributions (if any)
  - Assisted in the conduct of pest survey of high valued vegetable crops of Bayanihan II IPB project
  - Collected disease specimens and cultured pathogen for identification.
- Summary of Actual Duties
  - Serves as the research associate of the project and prepares necessary documents needed for its implementation.

- Duration: September 5, 2021 – February 1, 2023
- Position: Part- Time Instructor
- Name of Office/Unit: Department of Pest Management
- Immediate Supervisor: Dr. Elvira O. Oclarit
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay City

- List of Accomplishments and Contributions (if any)
  - Conducted classes as scheduled; checked student's papers and recorded their scores in a well-maintained class record book; attended student queries even outside the class schedule; assisted students in data gathering of their laboratory exercises; and submitted grades.
  - Performed other task assigned by the Department Head to facilitate an effective delivery of teaching functions.
- Summary of Actual Duties
  - Serves as a part- time instructor handling Microbiology 101 subject.

- Duration: March 1, 2023 – Jan. 31, 2024
- Position: Science Research Assistant
- Name of Office/Unit: NARC Diagnostic Laboratory
- Immediate Supervisor: Dr. Robelyn T. Piamonte
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay City

- List of Accomplishments and Contributions (if any)
  - Assisted if the conduct of the project entitled "Characterization and Quality Assessment of Locally made Biofertilizers"

- Performed other task assigned by the immediate supervisor
- Summary of Actual Duties
  - Serves as the research associate of the project and prepares necessary documents needed for its implementation

*Rcapacar*  
RODA G. CAPACAR  
(Signature over Printed Name  
of Employee/Applicant)

Date: 01/29/20