## CS Form No. 212 Revised 2017

## **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.

PERSONAL INFORMATIO		not applicable. DO NOT ABBREVIATE.	1. CS ID No.		(Do not fill up.	For CSC use onl	
2. SURNAME	CAPUNO						
FIRST NAME	CHARMAGNE FAITH		NAME EXTENSION (JR., SR) N/A				
MIDDLE NAME							
3. DATE OF BIRTH	FELICILDA						
(mm/dd/yyyy)	03/17/1993	16. CITIZENSHIP	✓ Filipino	Dual Citizenship  July by birth			
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship,	Pls. indicate co		untry:		
5. SEX	Male Female	please indicate the details.	Philippines				
6 CIML STATUS	✓ Single	17. RESIDENTIAL ADDRESS	House/Block/Lot No.		ülbourne Drive Street gy Pangasugan Barangay		
7. HBGHT (m)	1.58		Baybay City City/Municipality		Leyte Province		
8. WEIGHT (kg)	55	ZIP CODE	Onymumopuny.	6521			
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	Apt 42		Kilbourne Drive		
10. GSIS ID NO.	200 639 00 28 in process	appect Arris youage	House/Block/Lot No. VSU Campus	Street Brgy Pangasugan			
11. PAG-IBIG ID NO.	010518243018	ASS-CSM Command	Subdivision/Vilage Baybay City City/Municipality	Barangay Leyte Province			
12. PHILHEALTH NO.	8254-2164956-3	ZIP CODE		6521			
13. SSS NO.	34-3784116-9	19. TELEPHONE NO:	(0				
14. TIN NO.	436-207-331	20. MOBILE NO.	+6				
15. AGENCY EMPLOYEE NO.	V02138	21. E-MAIL ADDRESS (if any)	ccapun	n			
II. FAMILY BACKGROUND		No. of the last of					
22. SPOUSE'S SURNAME	N/A		of CHILDREN (Write full name and	list all)	DATE OF BIR	TH (mm/dd/yyyy)	
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	N/A	Company of the second of the second	1	VA	
MIDDLENAME	N/A		N/A		N/A		
OCCUPATION N/A			N/A		N/A		
EMPLOYER/BUSINESS NAME Visayas State Unive			N/A		N/A		
BUSINESS ADDRESS	Visca, Baybay City, I		N/A		N/A		
TELEPHONE NO.	+63 53 565 0500		N/A		1	VA	
24. FATHER'S SURNAME	Philippine Science High School - East	tern Visayas Campus	N/A		N/A		
FIRST NAME	OTHELLO	NAME EXTENSION (JR., SR)	N/A	N/A			
MIDDLE NAME	BATULAN		N/A	N/A			
25. MOTHER'S MAIDEN NAME			N/A		N/A		
SURNAME	FELICILDA		N/A		N/A		
FIRST NAME	RUFINA		N/A N/A				
MIDDLE NAME  III. EDUCATIONAL BACKO	LAGUMBAY		(Continue on s	eparate sheet if neces	saгу)		
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	UNITS EA		ED YEAR	SCHOLARSHIP/ ACADEMIC HONORS	
ELEMENTARY	Visca Foundation Elementary School		From To	(if not graduated)		RECEIVED Class	
	Philippine Science High School - Eastern Visayas	Primary Education	1999 2005	Graduated	2005	Valedictorian With Highest	
SECONDARY	Campus	High School	2005 2009	Graduated	2009	Honors	
MOCATION	N/A	N/A	N/A N/A	Graduated	N/A	N/A	
VOCATIONAL / TRADE COURSE		THE REAL PROPERTY OF THE PARTY		Graduated	2013	Cum Laude	
	Ateneo de Manila University	BS Management Engineering	2009 2013	Oladdated	2013	Cuin Laude	
TRADE COURSE	University of the Philippines - Diliman	BS Management Engineering  MS Industrial Engineering  (Continue on separate sheet if necessary)	2009 2013	Graduated	2023	None	

LAWS/ CES	/ CSEE	RD/ BAR) UNDER SPECIAL BARANGAY	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMIN	ATION / CONFER	MENT	LICENSE (if ap	Date of
		11/ DRIVERS LIGENSE				Validity			
	Driver's Licen	se	N/A	2/28/24	LTO	LTO Baybay		H12-24-000772	3/17/28
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INCLU	JSIVE DATES		1908	duties should be indicate			SALARY/JOB/PAY		
(mr	n/dd/yyyy) To	POSITION TIT (Write in full/Do not alt		DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)		MONTHLY SALARY	GRADE(ifapplicable)& STEP (Format*00-0*)/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SER (Y/ N)
02/2023	Present	Instructor	ı	Visayas Sta	te University	31,165.00	SG 12, Step 1	Temporary Regular	Y
15/2013	07/31/2018	Business Ana	alyst	Security Ban	k Corporation	80,000.00	N/A	Permanent	N
22/2013	09/30/2013	System Speci	alist	ABS-CBN	Corporation	30,000.00	N/A	Contractual	N
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VI. VOLUNTARY WORK OR INVOLVEMENT II	I CIVIC / NON-GOVERNMENT	/ PEOPLE / VO	LUNTARY OR	GANIZATION	<i>'</i> \$	
29. NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy) From To		NUMBER OF HOURS	POSITION / NATURE OF WORK	
				NUMBER OF HOURS		FOOTHORY WATCHE OF WORK
N/A		N/A	N/A	N/A	InU) second	N/A
	and the second second					
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/II. LEARNING AND DEVELOPMENT (L&D) I	NIERVENTIONS/TRAINING )				Type of LD	VB half a temperature.
<ol> <li>TITLE OF LEARNING AND DEVELOPMENT INTER (Write in full)</li> </ol>	VENTIONS/TRAINING PROGRAMS		OF ATTENDANCE d/yyyy)	NUMBER OF HOURS	( Managerial/ Supervisory/	CONDUCTED/ SPONSORED BY (Write in full)
		From	То		Technical/etc)	
Research Proposal W		03/11/2024	03/12/2024	16.0	Technical	Research Office, VSU
Research Writesh		02/21/2024	02/21/2024	8.0	Technical	Research Office, VSU
Retooling Business Re	search	11/16/2023	03/09/2024	20.0	Technical	Department of Business and Management, VS
Lean Six Sigma		04/12/2016	05/13/2016	40.0	Technical	Mejia Strategic Solutions
Project Management Fund		05/03/2016	05/04/2016	16.0	Technical	Security Bank Corporation
Better Banking Exper	ence	07/15/2016	07/16/2016	16.0	Informative	Security Bank Corporation
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		(Continue on separate	sheet if necessary	v)		
VIII. OTHER INFORMATION						
31. SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTI	INCTIONS / RECOG	NITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
N/A student of Climeropes	The state of the s	N/A	1 2024 A	T S MAN	sult avvecore	A INTONO CIAN O BIRDANIA
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SIGNATURE	1/4 -	(Continue on separate	sheet if necessar		DATE	0410112074
SIGNATURE	- This				AIL	04/01/2024 CS FORM 212 (Revised 2017), Page 3

34.	Are you related by consanguinity or affinity to the appointing or chief of bureau or office or to the person who has immediate subureau or Department where you will be apppointed, a. within the third degree?	TYES 7	10		
	b. within the fourth degree (for Local Government Unit - Career		10		
35.	a. Have you ever been found guilty of any administrative offens	☐ YES ✓ NO If YES, give details:			
	b. Have you been criminally charged before any court?	If YES  If YES, give details:  Date Filed:  Status of Case/s:			
36.	Have you ever been convicted of any crime or violation of any lany court or tribunal?	☐ YES			
37.	Have you ever been separated from the service in any of the for dropped from the rolls, dismissal, termination, end of term, finish the public or private sector?	YES NO If YES, give details: (1) employment transfer and (2) graduate studies			
38.	a. Have you ever been a candidate in a national or local election Barangay election)?	☐ YES			
	b. Have you resigned from the government service during the election to promote/actively campaign for a national or local ca	YES NO If YES, give details:			
39.	Have you acquired the status of an immigrant or permanent re	YES NO If YES, give details (country):			
40. a.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna and (c) Solo Parents Welfare Act of 2000 (RA 8972), please an Are you a member of any indigenous group?		YES [	√ NO	
b.	Are you a person with disability?	If YES, please specify:  YES  YES  If YES, please specify ID No:	v NO		
C.	Are you a solo parent?	YES If YES, please specify ID No:	NO		
41.	REFERENCES (Person not related by consanguinity or affinity to applicant /app	pointee)			
	NAME	ADDRESS	TEL. NO.		
	Dr. Eugene Rex L. Jalao	DIEOR, Melchor Hall, University of the Philippines, Diliman, Quezon City One Raffles Quay, Level 24, South Tower	+63 2981 8500 loc 3149, 3128		
	Edrielle Paule J. Enriquez	Singapore	+65 8223 9837 +63 53 565 0500		
42.	Dr. Moises Neil V. Seriño	VSU, Baybay City, Leyte	loc 1108		
	I declare under oath that I have personally accomplished this statement pursuant to the provisions of pertinent laws, rules an the agency head/authorized representative to verify/valid misrepresentation made in this document and its attachment against me.	d regulations of the Republic of the Philippate the contents stated herein.	pines. Lauthorize	CHARMAGNE FAITH F CAPUNO	
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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: October 2023 Present
- Position: Instructor
- Name of Office/Unit: Department of Business and Management / Visayas Socio-economic Research and Data Analytics Center (DBM / ViSERDAC)
- Immediate Supervisor: Dr. Moises Neil V. Seriño
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - Performs instruction-related functions such as preparation of learning materials, design forms of learning evaluation, and assessment of student performance
    - o Prepare research proposals, seek funding, conduct research study, present findings
    - Manage database-related task such as journal archiving and website management
    - Design capacity-building initiatives
    - Proofread journal paper submissions
- Duration: October 2017 July 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 cause 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: June 2014 - September 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 application
  - Summary of Actual Duties
    - Monitored day-to-day approval operations 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

o Prepare User-Testing Scenarios to cover cases in newly-implemented rules

Created Training Materials for employee onboarding (processor, analyst, developer)

• Duration: October 2013 - May 2014

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
    - Monitored system integration of bank core system with other product

- Duration: April 2013 September 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 newly-launched product (Transit TV) for transient viewers in commuter buses operating in Metro Manila and Luzon Area

(Signature over Printed Name of Employee/Applicant)

Date: 01 APRIL 2024