

## 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	
MIDDLE NAME		FELICILDA	
3. DATE OF BIRTH (mm/dd/yyyy)		03/17/1993	
4. PLACE OF BIRTH		BAYBAY CITY, LEYTE	
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	
7. HEIGHT (m)		1.58	
8. WEIGHT (kg)		55	
9. BLOOD TYPE		B+	
10. GSIS ID NO.		in-process 2006290028	
11. PAG-IBIG ID NO.		010518243018	
12. PHILHEALTH NO.		8254-2164956-3	
13. SSS NO.		34-3784116-9	
14. TIN NO.		436-207-331	
15. AGENCY EMPLOYEE NO.		V02138	
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:	
17. RESIDENTIAL ADDRESS		Philippines Apt42 Kilbourne Drive House/Block/Lot No. Street VSU Campus Brgy Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province ZIP CODE 6521	
18. PERMANENT ADDRESS		Apt42 Kilbourne Drive House/Block/Lot No. Street VSU Campus Brgy Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province ZIP CODE 6521	
19. TELEPHONE NO.		(053) 563-8935	
20. MOBILE NO.		+639177099781	
21. E-MAIL ADDRESS (if any)		ccapuno317@gmail.com	


## 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
	MIDDLE NAME	N/A		N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	Visayas State University		N/A	N/A
BUSINESS ADDRESS	Visca, Baybay City, Leyte		N/A	N/A
TELEPHONE NO.	+63 53 565 0500		N/A	N/A
24. FATHER'S SURNAME	Philippine Science High School - Eastern 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	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	Graduated	2005	Class Valedictorian
	SECONDARY	Philippine Science High School - Eastern Visayas Campus	High School	2005	2009	Graduated	2009	With Highest Honors
	VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	Graduated	N/A	N/A
	COLLEGE	Ateneo de Manila University	BS Management Engineering	2009	2013	Graduated	2013	Cum Laude
	GRADUATE STUDIES	University of the Philippines - Diliman	MS Industrial Engineering	2018	2023	Graduated	2023	None

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/10/2024
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## IV. CIVIL SERVICE ELIGIBILITY

[illegible]

*(Continue on separate sheet if necessary)*

## V. WORK EXPERIENCE

[illegible]

*(Continue on separate sheet if necessary)*

**SIGNATURE**

DATE \_\_\_\_\_

04/01/2024



[illegible]

(Continue on separate sheet if necessary)


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

[illegible]

(Continue on separate sheet if necessary)

[illegible]

(Continue on separate sheet if necessary)

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	04/01/2024







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. Serio
- 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
  - 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

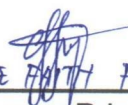
- List of Accomplishments and Contributions (if any)
  - Reduced turnaround time of application to approval from 20-30 days to 5-10 days
  - Designed a real-time tracking status system for customer updates on application
- Summary of Actual Duties
  - Monitored day-to-day approval operations by checking 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
  - 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

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

Date: 01 APRIL 2024