

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	GAPASIN		
FIRST NAME	BRYAN	NAME EXTENSION (JR., SR)	NA
MIDDLE NAME	RANCHES		
3. DATE OF BIRTH (mm/dd/yyyy)	24/03/1979	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.	Philippines
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	#32 House/Block/Lot No. Street Mirambel Homes GABAS Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.71	ZIP CODE	6521
8. WEIGHT (kg)	88	18. PERMANENT ADDRESS	BLOCK 4, LOT 7 FLUVIA STREET House/Block/Lot No. Street TAMBULILID ORmoc CITY LEYTE City/Municipality Province
9. BLOOD TYPE	B+	ZIP CODE	6541
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	(053) 563-7648
11. PAG-IBIG ID NO.	N/A	20. MOBILE NO.	+639055513040
12. PHILHEALTH NO.	13-025076083-4	21. E-MAIL ADDRESS (if any)	bryan.gk2024@gmail.com
13. SSS NO.	33-8564502-2		
14. TIN NO.	927-087-657		
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	DIMALIG		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	CIEDELLE HONEY LOU	NAME EXTENSION (JR., SR) NA	N/A	NA
MIDDLE NAME	SUMALJAG		N/A	NA
OCCUPATION	Senior High School Teacher		N/A	NA
EMPLOYER/BUSINESS NAME	DEPED		N/A	NA
BUSINESS ADDRESS	DEPED Division Office, Brgy. Don Felipe, Ormoc City, Leyte		N/A	NA
TELEPHONE NO.	N/A		N/A	NA
24. FATHER'S SURNAME	GAPASIN		N/A	NA
FIRST NAME	RUBEN	NAME EXTENSION (JR., SR)	N/A	NA
MIDDLE NAME	MADAYAG		N/A	NA
25. MOTHER'S MAIDEN NAME	NA		N/A	NA
SURNAME	RANCHES		N/A	NA
FIRST NAME	MYRNA		N/A	NA
MIDDLE NAME	VIDAD		(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	ELEMENTARY	1986	1992	NA	Mar-88	NA
SECONDARY	VISCA LABORATORY HIGH SCHOOL	HIGH SCHOOL	1992	1996	NA	Mar-96	NA
VOCATIONAL / TRADE COURSE	JEFSPA	NC - I	AUG.2018	NOV.2018	NA	Jan-19	NA
VOCATIONAL / TRADE COURSE	JEFSPA	NC - II	18-Feb	29-Mar-19	NA	May-19	NA
COLLEGE	VISAYAS STATE UNIVERSITY	BS in Agribusiness	1996	2000	NA	Mar-00	NA
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	Master of Science (Agricultural Economics)	2001	2015	42 units	NA	NA
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	Master of Management (Agribusiness Management)	2017	2019	NA	June 2019	NA

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/01/2021	CS FORM 212 (Revised 2017), Page 1 of 4
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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
	DRIVER'S LICENSE		03/24/2017	BAYBAY CITY, LEYTE	HO3-02-038994	03/24/2022
	CSE-PPT (Professional Level)	80.28%	6/8/2017	MAASIN CITY, SO. LEYTE	08-190624-736	

V. WORK EXPERIENCE

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

(Continue on separate sheet if necessary)

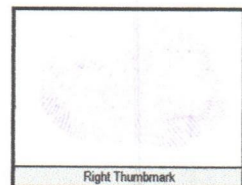
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	GAWAD KALINGA COMMUNITY DEVELOPMENT FOUNDATION, INC.	1/8/2008	3/25/2019	NA	COMMUNITY COORDINATOR/ORGANIZER	
	GAWAD KALINGA COMMUNITY DEVELOPMENT FOUNDATION, INC.	1/1/2008	1/1/2010	NA	PARTNERSHIP COORDINATOR FOR THE VISAYAS	
	GAWAD KALINGA COMMUNITY DEVELOPMENT FOUNDATION, INC.	6/1/2006	1/1/2010	NA	PROGRAM HEAD FOR GK YOUTH	
(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			
	Marketing Strategies Training for Baybay Dairy Cooperative	12/08/2020	12/09/2020	4.0	Technical	VSU - ISRDS
	VSU E-Learning Environment Training -Workshop Series	12/08/2020	12/08/2020	8.0	Technical	VSU-DCST
	Economic and Financial Literacy Week Regional Forum	12/03/2020	12/03/2020	4.0	Technical	NEDA
	Webinar on Online Digital Marketing	9/28/2020	9/29/2020	16.0	Technical	VSU - OVP for Research, Extension, & Innovation
	Business Investment Ideas and Financial Opportunities Seminar	8/25/2020	8/27/2020	24.0	Technical	DTI
	Online Training on Social Media Marketing Management	7/27/2020	7/27/2020	6.0	Technical	Limitless Power Coach
	Online training on Developing a MOODLE Online	5/20/2020	5/22/2020	24.0	Technical	VSU
	International Conference on Qualitative Research: Start to Finish	11/27/2019	11/29/2019	24.0	Technical	Asian Qualitative Research Association/ Johanna Research and Training Center
	Standard First Aid	10/16/2019	10/18/2019	24.0	Technical	VSUHS, DOH
	PCAARRD-SEARDAC SEMINAR SERIES on Socio-economic Researches in Agriculture, Aquatic, and Natural Resources (Visayas)	10/4/2019	10/4/2019	4.0	Technical	DOST, PCAARRD-SERDAC, VISERDAC
	DEPED- Division Science, Technology and Mathematics Fair	9/30/2019	10/1/2019	8.0	Technical	DEPED, ORMOC CITY DIVISION
	Financial Management Seminar	9/17/2019	9/18/2019	2.0	Technical	ISRDS, VSU
	Bootcamp on Agriculture and Food Technologies	7/16/2019	7/19/2019	2.0	Technical	VSU - AGRICULTURE & FOOD TECHNOLOGY BUSINESS INCUBATOR
	Training on Oral Interviews, Writing Transcripts and Data Analysis in Qualitative Research	3/11/2019	3/13/2019	24.0	Technical	CASTLE PEAK HOTEL, CEBU CITY
	BSAB OJT SEMINAR SY 2018-2019	1/9/2019	1/9/2019	2.0	Technical	RDE HALL, VSU
	Seminar-Workshop on Simple Bookkeeping & Sustainable Ventures through Women's Association	11/21/2018	11/21/2018	4.0	Technical	VSU - DEPT. OF FODD SCIENCE & TECHNOLOGY
	Seminar on Sustainable Livelihood through Women's Association	10/31/2018	10/31/2018	2.0	Technical	VSU - DEPT. OF FODD SCIENCE & TECHNOLOGY
	Food Value Chain Seminar	9/11/2018	9/14/2018	32.0	Technical	HRD, ASEAN
	Training on Extension Proposal Writing	7/18/2018	7/20/2018	16.0	Technical	VSU - OVP for Research & Extension
	Gender Sensitivity Trainer's Training for the Academe	7/9/2018	7/10/2018	24.0	Technical	National GAD
	SBE - International Conference on Business and Economics 2018	2/16/2018	2/17/2018	16.0	Technical	SBE - University of San Carlos
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)		
	NCII in Organic Agriculture Production	COACH, LAWN TENNIS WOMEN		VSU ALUMNI ASSOCIATION		
	Mountaineering			ASIAN ASSOCIATION FOR INTERDISCIPLINARY RESEARCH (AAIR)		
	Community Organizing					
	Standard First Aid					
(Continue on separate sheet if necessary)						
SIGNATURE		DATE		CS FORM 212 (Revised 2017), Page 3 of 4		

<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No.: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No.: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>DR. ANTONIO P. ABAMO</td> <td>VSU, VISCA, BAYBAY CITY</td> <td>09176341465</td> </tr> <tr> <td>DR. NILDA T. AMESTOSO</td> <td>VSU, VISCA, BAYBAY CITY</td> <td>09558639019</td> </tr> <tr> <td>MR. RICARDO IGOT</td> <td>GAWAD KALINGA, ORMOC CITY</td> <td>09157581925</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	DR. ANTONIO P. ABAMO	VSU, VISCA, BAYBAY CITY	09176341465	DR. NILDA T. AMESTOSO	VSU, VISCA, BAYBAY CITY	09558639019	MR. RICARDO IGOT	GAWAD KALINGA, ORMOC CITY	09157581925
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<p>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.</p>													
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</p> <p>PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: SSS</p> <p>ID/License/Passport No.: 33-8564502-2</p> <p>Date/Place of Issuance: ORMOC CITY</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; font-size: small;">Signature (Sign inside the box)</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; font-size: small;">Date Accomplished</p> </div>												
<p>SUBSCRIBED AND SWORN to before me this 23 FEB 2021, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 10px;"> <p style="text-align: center; font-weight: bold;">ATTY. RYSA M. GUINOCOR</p> <p style="text-align: center; font-size: small;">Notary Public for the Philippines</p> </div>													



BRUNO R. CAPASIN
PHOTO



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

Sample: If applying to Supervising Administrative Officer

JOB TITLE: INSTRUCTOR 1 (regular-temporary status)

Visayas State University

1st Semester, SY 2020-2021 to present

Duties:

- Prepares class sessions and assignments to help students grasp course content and how it integrates with overall student learning outcomes for the course;
- Teaches courses in accordance with defined course standards and outcomes;
- Creates a learning environment that encourages student involvement and participation;
- Documents students' attendance, participation, and academic progress by giving and grading assignments, projects, quizzes and/or examinations that lead to a final grade;
- Submits course grades on a timely manner, and make it accessible to students outside the classroom, providing ample periods of time for counseling and mentoring students in matters related to academic success and life goals.

List of Accomplishments and Contributions (if any)

Summary of Actual Duties

Creates a learning environment that encourages student involvement and participation by giving lectures and assignments, documenting students' attendance and its overall performance, and submits actual reports of grades on a timely manner.

JOB TITLE: INSTRUCTOR 1 (regular-temporary status)

Visayas State University

2nd Semester, SY 2019-2020 to Present

Duties:

- Prepares class sessions and assignments to help students grasp course content and how it integrates with overall student learning outcomes for the course;
- Teaches courses in accordance with defined course standards and outcomes;
- Creates a learning environment that encourages student involvement and participation;
- Documents students' attendance, participation, and academic progress by giving and grading assignments, projects, quizzes and/or examinations that lead to a final grade;

- Submits course grades on a timely manner, and make it accessible to students outside the classroom, providing ample periods of time for counseling and mentoring students in matters related to academic success and life goals.

List of Accomplishments and Contributions (if any)

Summary of Actual Duties

Creates a learning environment that encourages student involvement and participation by giving lectures and assignments, documenting students' attendance and its overall performance, and submits actual reports of grades on a timely manner.

JOB TITLE: SUBSTITUTE INSTRUCTOR

Visayas State University

2nd Semester, SY 2018-2019 to Present

Duties:

- Prepares class sessions and assignments to help students grasp course content and how it integrates with overall student learning outcomes for the course;
- Teaches courses in accordance with defined course standards and outcomes;
- Creates a learning environment that encourages student involvement and participation;
- Documents students' attendance, participation, and academic progress by giving and grading assignments, projects, quizzes and/or examinations that lead to a final grade;
- Submits course grades on a timely manner, and make it accessible to students outside the classroom, providing ample periods of time for counseling and mentoring students in matters related to academic success and life goals.

List of Accomplishments and Contributions (if any)

Summary of Actual Duties

Creates a learning environment that encourages student involvement and participation by giving lectures and assignments, documenting students' attendance and its overall performance, and submits actual reports of grades on a timely manner.

JOB TITLE – GK COMMUNITY COORDINATOR

Gawad Kalinga Community Development Foundation, Inc.

January 2008 – March 2019

Gawad Kalinga is a non-profit organization focus on building communities for the underprivileged members of the society, empowering them thru values formation, training, and capacity building so they can be productive members of the society and be a model of change. As a community coordinator, my role is to ensure that GKs' development programs are properly implemented at the community level.

Likewise, I conduct meetings with the community people and ensure submission of necessary reports in a timely manner.

Duties:

- Build strong relationships with key stakeholders in the area;
- Translate OGSM into operational plans together with the Management Team in the area;
- Monitors the progress of the projects being implemented at the community level.

List of Accomplishments and Contributions (if any)

Developed a two-year formation program module for the GK youth
Organized external linkages among school institutions for their community relations and outreach activities, as well as their extension services

Summary of Actual Duties

As a community coordinator, my role is to make sure that GKs' development programs are properly implemented at the community level. Likewise, we conduct meetings with the community people and ensure submission of necessary reports in a timely manner.

JOB TITLE: PART-TIME INSTRUCTOR

Visayas State University

SY 2016 – 2017; 1st Semester, SY 2017-2018

Duties:

- Prepares class sessions and assignments to help students grasp course content and how it integrates with overall student learning outcomes for the course;
- Teaches courses in accordance with defined course standards and outcomes;
- Creates a learning environment that encourages student involvement and participation;
- Documents students' attendance, participation, and academic progress by giving and grading assignments, projects, quizzes and/or examinations that lead to a final grade;
- Submits course grades on a timely manner, and make it accessible to students outside the classroom, providing ample periods of time for counseling and mentoring students in matters related to academic success and life goals.

List of Accomplishments and Contributions (if any)

Summary of Actual Duties

Creates a learning environment that encourages student involvement and participation by giving lectures and assignments, documenting students' attendance and its overall performance, and submits actual reports of grades on a timely manner.

JOB TITLE: Operations Manager

7in1 Blow Pest Control Services

2002 – 2003

Duties:

- Deploy personnel for the day to day pest control servicing and monitor their progress;
- Prepare and submit day to day report of servicing and provide recommendations to the manager and clients;
- Monitors the availability of chemicals, condition of the equipment to be able to deliver 100% servicing to the clients;
- In-charge of personnel's development towards better service to clients.


BRYAN R. GAPASIN

(Signature over Printed Name
of Employee/Applicant)

Date: 02/01/24