

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	CAPRICHO		
FIRST NAME	JOSE ROSE		NAME EXTENSION (JR., SR)
MIDDLE NAME	BANDALAN		
3. DATE OF BIRTH (mm/dd/yyyy)	10/18/1961	16. CITIZENSHIP	FILIPINO <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, 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	747 MH DEL PILAR STREET House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	5'6"	ZIP CODE	6521
8. WEIGHT (kg)	80 kg		
9. BLOOD TYPE	"B"	18. PERMANENT ADDRESS	747 MH DEL PILAR STREET House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	006-0086-5873-3	ZIP CODE	6521
11. PAG-IBIG ID NO.	1700-0024-5054		
12. PHILHEALTH NO.	13-000015264-2		
13. SSS NO.	06-2777634-8	19. TELEPHONE NO.	563-7594
14. TIN NO.	140-031-311	20. MOBILE NO.	09183052301
15. AGENCY EMPLOYEE NO.	V000140	21. E-MAIL ADDRESS (if any)	joserose_capricho@yahoo.com.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CAPRICHO		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	GIL	NAME EXTENSION (JR., SR)	JAN ROI BANDALAN CAPRICHO	1/5/1984
MIDDLE NAME	ALMEÑE		JAN RAI BANDALAN CAPRICHO	1/5/1984
OCCUPATION	GOVERNMENT EMPLOYEE		JOSE CARLO BANDALAN CAPRICHO	8/12/1985
EMPLOYER/BUSINESS NAME	LAND BANK OF THE PHILIPPINES		JEL JOSEF BANDALAN CAPRICHO	2/20/1994
BUSINESS ADDRESS	TACLOBAN LENDING CENTER, TACLOBAN CITY		JOSEPH CARNEL BANDALAN CAPRICHO	8/31/2000
TELEPHONE NO.	(053) 832-0978			
24. FATHER'S SURNAME	BANDALAN			
FIRST NAME	JOSE	SR.		
MIDDLE NAME	RONGKALES			
25. MOTHER'S MAIDEN NAME				
SURNAME	MILAN			
FIRST NAME	ROSITA			
MIDDLE NAME	PIASTRO		(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	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	N/A	6/1/1969	3/31/1974	GRADUATED	1974	N/A
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	N/A	6/1/1974	3/31/1978	GRADUATED	1978	N/A
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	UNIVERSITY OF SAN CARLOS	N/A	6/1/1978	10/31/1983	4TH YR. AB ENGLISH WITH SECRETARIAL STUDIES	N/A	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10 - 2 - 18	CS FORM 212 (Revised 2017), Page 1 of 4
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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	
CAREER SERVICE ELIGIBILITY SUB PROFESSIONAL EXAMINATION	81.13	11/8/1998	Tacloban City	N/A	12/9/1998	
(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.						
28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To					
1/1/2017	Present	Adm Aide IV	Department of Soil Science, VSU	P 12,262.00	P	YES
5/16/2016	12/30/2016	Adm Aide IV	Department of Soil Science, VSU	11767.00	P	YES
1/1/2016	5/15/2016	Adm Aide IV	Department of Soil Science, VSU	11658.00	P	YES
5/16/2013	12/31/2015	Adm Aide IV	Department of Agronomy & Soil Science, VSU	11181.00	P	YES
6/1/2012	5/15/2013	Adm. Aide III	Department of Agronomy & Soil Science, VSU	10505.00	P	YES
7/1/2011	5/31/2012	Adm. Aide III	Department of Agronomy & Soil Science, VSU	9751.00	P	YES
6/1/2011	6/30/2011	Adm. Aide III	Department of Agronomy & Soil Science, VSU	9628.00	P	YES
6/24/2010	5/30/2011	Adm. Aide III	Department of Agronomy & Soil Science, VSU	8854.00	P	YES
7/1/2009	6/23/2010	Adm. Aide III	Department of Agronomy & Soil Science, VSU	8080.00	P	YES
7/1/2008	6/30/2009	Adm. Aide III	Department of Agronomy & Soil Science, VSU	7307.00	P	YES
7/1/2007	6/30/2008	Adm. Aide III	Department of Agronomy & Soil Science, VSU	6642.90	P	YES
1/1/2005	6/30/2007	Adm. Aide III	Department of Agronomy & Soil Science, VSU	6039.00	C	YES
1/1/2002	12/31/2004	Clerk I	Department of Agronomy & Soil Science, VSU	6039.00	C	YES
7/1/2001	12/31/2001	Clerk I	Department of Agronomy & Soil Science, VSU	6039.00	C	YES
1/1/2001	6/30/2001	Clerk I	Department of Agronomy & Soil Science, VSU	5751.02	C	YES
1/1/2000	12/31/2000	Clerk I	Department of Agronomy & Soil Science, VSU	5751.02	C	YES
1/1/1999	12/31/1999	Clerk I	Department of Agronomy & Soil Science, VSU	5228.08	C	YES
1/1/1998	12/31/1998	Clerk I	Department of Agronomy & Soil Science, VSU	5228.08	C	YES
1/1/1997	12/31/1997	Clerk I	Department of Agronomy & Soil Science, VSU	5228.08	C	YES
1/1/1996	12/31/1996	Clerk I	Department of Agronomy & Soil Science, VSU	4955.94	C	YES
1/1/1995	12/31/1995	Clerk I	Department of Agronomy & Soil Science, VSU	3956.04	C	YES
1/1/1994	12/31/1994	Clerk I	Department of Agronomy & Soil Science, VSU	2955.92	C	YES
1/1/1993	12/30/1993	Clerk I	Department of Agronomy & Soil Science, VSU	2156.00	C	YES
2/17/1992	12/31/1992	Clerk I	Department of Agronomy & Soil Science, VSU	2156.00	C	YES
2/17/1992			Department of Agronomy & Soil Science, VSU		C	YES
(Continue on separate sheet if necessary)						
SIGNATURE		DATE		CS FORM 212 (Revised 2017), Page 2 of 4		

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		
	N/A				

(Continue on separate sheet if necessary)

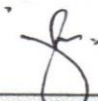
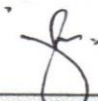
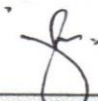
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
(Start from the most recent L&D training program and include only the relevant L&D training taken for the last five (5) years for Division Chief/Executive/Managerial positions)						
30.	TITLE OF LEARNING AND DEVELOPMENT 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			
	GAD SEMINAR					
	2015 AREAS+ Erasmus Mundus Scholarship on a One Month Staff Training on Internationalization at Masaryk University, Brno, Czech Republic	4/11/2015	5/8/2015	160 hrs		ERASMUS MUNDOS
	2014 VSU Budget Review & Workshop on the Preparation of PPMP.	1/15/2014		4hrs		Budget Office, VSU
	Briefing of Staff Involved in the Conduct of Teaching Evaluation of Academic Staff.	1/14/2013		4hrs		OVPI,VSU
	Forum on Anti-Red Tape law & CSC Policy on Cash Advances	9/24/2012		8hrs		ODAHRD, VSU
	Fire Prevention Seminar	9/21/2012		8hrs		ODAHRD, VSU
	Personality Development Seminar for Frontliners	9/20/2012		8 hrs		ODAHRD, VSU
	SALN Seminar	3/9/2012		8 hrs		ODAHRD, VSU

(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 magazines, books	15 years Loyalty Award of Continuous and Dedicated Service to the Visayas State University (Feb. 17, 1992 - Feb. 16, 2007)	VSU-ADPA
Playing volleyball	20 years Loyalty Award of Continuous and Dedicated Service to the Visayas State University (Feb 17, 1992 - Feb. 16, 2012)	VSU ERASMUS MUNDUS CLUB
cooking	Awarded the AREAS+ Erasmus Mundus Scholarship of a One Month Staff Training on Internationalization at Masaryk University, Brno, Czech Republic (April 11 - May	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10 - 2 - 18	CS FORM 212 (Revised 2017), Page 3 of 4
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<div>34. Are you related by consanguinity or affinity to 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)?</div>	<div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
<div>35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?</div>	<div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
	<div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div></div>												
<div>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</div>	<div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
<div>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?</div>	<div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
<div>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?</div>	<div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
	<div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
<div>39. Have you acquired the status of an immigrant or permanent resident of another country?</div>	<div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, give details (country): _____</div></div>												
<div>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?</div>	<div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, please specify: _____</div></div>												
	<div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No: _____</div></div>												
	<div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No: _____</div></div>												
	<div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No: _____</div></div>												
<div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <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. VICTOR B. ASIO</td><td>CAFS, VSU</td><td>563-7435</td></tr><tr><td>DR. SUZETTE B. LINA</td><td>DSS, VSU</td><td>563-7652</td></tr><tr><td>DR. RODOLFO G. ESCALADA</td><td>DPBRG, VSU</td><td></td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	DR. VICTOR B. ASIO	CAFS, VSU	563-7435	DR. SUZETTE B. LINA	DSS, VSU	563-7652	DR. RODOLFO G. ESCALADA	DPBRG, VSU	
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<div>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.</div>													
<div><div>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div><table border="1" style="width:100%; border-collapse: collapse;"><tr><td>Government Issued ID: VSU ID</td></tr><tr><td>ID/License/Passport No.: VOOO140</td></tr><tr><td>Date/Place of Issuance: SEPTEMBER 2016</td></tr></table></div>	Government Issued ID: VSU ID	ID/License/Passport No.: VOOO140	Date/Place of Issuance: SEPTEMBER 2016	<div><table border="1" style="width:100%; border-collapse: collapse;"><tr><td style="text-align: center;"> Signature (Sign inside the box) OCTOBER 2, 2018 Date Accomplished</td></tr></table><div style="border: 1px solid black; width: 100px; height: 100px; margin-top: 10px; text-align: center; line-height: 100px;">Right Thumbmark</div></div>	 Signature (Sign inside the box) OCTOBER 2, 2018 Date Accomplished								
Government Issued ID: VSU ID													
ID/License/Passport No.: VOOO140													
Date/Place of Issuance: SEPTEMBER 2016													
 Signature (Sign inside the box) OCTOBER 2, 2018 Date Accomplished													
<div><div>SUBSCRIBED AND SWORN to before me this <u>OCT 03 2018</u>, affiant exhibiting his/her validly issued government ID as indicated above.</div><div style="text-align: center; margin-top: 20px;"><div>ATTY. RYSAN C. GUINOCOR VSU LEGAL OFFICER</div><div>Person Administering Oath</div></div></div>													