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 READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM. (Do not fill up. For CSC use only) Print legibly. Tick appropriate boxes ( and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. I. PERSONAL INFORMATION 2 SURNAME CAPUNO NAME EXTENSION (JR., SR) FIRST NAME JOSE MIDDLE NAME VILLA 3. DATE OF BIRTH 10/6/1958 16 CITIZENSHIP Dual Citizenship **✓** Filipino ✓ by birth □ by naturalization 4. PLACE OF BIRTH Baybay City, Leyte If holder of dual citizenship, Pls. indicate country: please indicate the details ☐ Male Female Philippines Single **✓** Married 17. RESIDENTIAL ADDRESS N/A NA 6 CIVIL STATUS House/Block/Lot No. Street ☐ Widowed Separated **Barangay Guadalupe** N/A Other/s: Subdivision/Village Barangay **Baybay City** Leyte 164 5 cm 7. HEIGHT (m) City/Municipality 76 kgs. 8 WEIGHT (kg) 7IP CODE 6521 18 PERMANENT ADDRESS N/A N/A "B" 9 BLOOD TYPE use/Block/Lot No N/A **Barangay Guadalupe** 10. GSIS ID NO. 58100602774 Subdivision/Village Barangay **Baybay City** Levte 11. PAG-IBIG ID NO. 1700-0026-9444 City/Municipality 12 PHILHEALTH NO. 13-0000-152667-7 ZIP CODE 6521 13. SSS NO. N/A 19. TELEPHONE NO. none 14. TIN NO. 116-623-650 9268132793 20 MORILE NO V-000141 15. AGENCY EMPLOYEE NO. 21. E-MAIL ADDRESS (if any) ihk@vsu.edu.ph FAMILY BACKGROUND VILLOCINO 22 SPOUSE'S SURNAME 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) JOSEPH NEL V. CAPUNO FIRST NAME I FONII A 06/08/2005 N/A VENTULA MIDDLE NAME N/A N/A OCCUPATION **Public School Teacher** N/A N/A EMPLOYER/BUSINESS NAME Department of Education N/A N/A BUSINESS ADDRESS Baybay South District II, Baybay \City, Leyte N/A N/A NIA TELEPHONE NO N/A N/A 4. FATHER'S SURNAME CAPUNO N/A AME EXTENSION (JR., SR) N/A FIRST NAME CONRADO (deceased) N/A N/A MIDDLE NAME YPIL N/A N/A MOTHER'S MAIDEN NAME VILLA N/A N/A CAPUNO SURNAME N/A N/A ARCADIA (deceased) FIRST NAME N/A **GOFREDO** MIDDLE NAME (Continue on separate sheet if necessary) EDUCATIONAL BACKGROUND SCHOLARSHIP HIGHEST LEVEL PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE ACADEMIC HONORS YEAR UNITS EARNED (if not graduated) I EVEL GRADUATED RECEIVED From To **Guadalupe Elementary School** FLEMENTARY **Primary Education** 1965 1971 N/A 1971 N/A SECONDARY N/A N/A N/A N/A N/A N/A N/A VOCATIONAL / N/A N/A N/A N/A N/A NIA N/A TRADE COURSE COLLEGE N/A N/A N/A N/A N/A N/A N/A GRADUATE STUDIES N/A N/A N/A N/A N/A N/A N/A nue on separate sheet if necessary) SIGNATURE run DATE run April 24, 2017

				DATE OF		LICENSE (if applicable)			
SPECIAL LAWS/CES/CSEE RATING			(If Applicable)	EVAMINATION	PLACE OF EXAM	NUMBER	Date o		
			N/A		Chall (CON TELENS AT a	N/A	N/A		
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				(O - 1)			Alli	V	BEST
	EXPERIENCE vate employme		work) Desc	(Continue on separate		ttached Work Fxpe	erience sheet		
(Include private employment. Start from your recen: 28. INCLUSIVE DATES (mm/dd/yyyy) POSITION TITLE			ALCHE STATE		4	SALARYI JOBI PAY GRADE (II		GOVT	
From	То	POSITION TITLE (Write in full/Do not abbreviate)		Harry Co. C. Land Co.	ENCY / OFFICE / COMPANY //Do not abbreviate)	MONTHLY SALARY	applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	SERVIC (Y/ N)
01/01/2017	Present	Administrative Aide III		Visayas State University		11,387.00	SG-3	Permanent	Yes
01/01/2016	12/31/2017	Administrative Aide III	44	Visayas State Univ		10,883.00	SG-3	Permanent	Yes
5//16/2014	12/31/2015	Administrative Aide III	Payaey	Visayas State University		10,401.00	SG-3	Permanent	Yes
06/01/2012	5/15/2014	Administrative Aide I	- CACAL	Visayas State Univ		9,365.00	SG-1	Permanent	Yes
12/06/2011	05/31/2012	Administrative Aide I	At a second	Visayas State University		8,721.00	SG-1	Permanent	Yes
06/01/2011	12/05/2011	Administrative Aide I		Visayas State Univ		8,610.00	SG-1	Permanent	Yes
06/24/2010	05/31/2011	Administrative Aide I	Land of the	Visayas State Univ	00 Mar. 12 14	7,947.00	SG-1	Permanent	Yes
01/07/2009	We I	Administrative Aide I	BUYAC	Visayas State University		7,285.00	SG-1	Permanent	Yes
2/06/2008	06/30/2009	Administrative Aide I		Visayas State University		6,622.00	SG-1	Permanent	Yes
7/01/2008	12/05/2008	Administrative Aide I			sayas State University		SG-1	Permanent	Yes
7/01//2007		Administrative Aide I	-	Visayas State University		6,460.00 5,873.00	SG-1	Permanent	Yes
2/06/2005		Administrative Aide I	120	Leyte State Univers		5,339.00	SG-1	Permanent	Yes
12/01/2004		Administrative Aide I	U. UC 3 US	Leyte State University		5,209.00	SG-1	Permanent	Yes
12/06/2002		Utility Worker I	-	Leyte State University		5,209.00	SG-1	Permanent	Yes
07/01/2001	12/05/2002	Utility Worker I	THE REAL PROPERTY.	Visayas State College of Agriculture		5,082.00	SG-1	Permanent	Yes
01/01/2000	06/30/2001	Utility Worker I	Section 1	Visayas State College of Agriculture		4,840.00	SG-1	Permanent	Yes
2/06/1999		Utility Worker I		Visayas State College of Agriculture		4,400.00	SG-1	IV]	SEA,
01/01/1999		Utility Worker I		Visayas State College of Agriculture		200.00	N/A	Permanent Casual	Yes
01/01/1995		Utility Worker I		Visayas State College of Agriculture		172.73	TO INSMUSE	SUE - SUE FUE	Yes
1/01/1994		Utility Worker I			SINE VILL	YE DYSEL; ILIDIDAS	N/A	Casual	Yes
1/01/1993		Utility Worker I		Visayas State College of Agriculture		127.26	N/A	Casual	Yes
2/14/1987	06/30/1989	Pagi .		Visayas State College of Agriculture Visayas State College of Agriculture		90.90	N/A	Casual	Yes
3/01/1987		Janitor				32.85	N/A	Casual	Yes
7/01/1986	02/28/1987	Janitor		Visayas State Colle		22.90	N/A	Casual	Yes
1/01/1985		Janitor		Visayas State Colle		19.90	N/A	Casual	Yes
5/01/1983		Janitor		Visayas State College of Agriculture		18.10	N/A	Casual	Yes
1/01/1983		Janitor		Visayas State College of Agriculture		16.45	N/A	Casual	Yes
2/05/1981	Servery N	Janitor		Visayas State College of Agriculture		14.95	N/A	Casual	Yes
9/16/1979		Laborer	Part of the	Visayas State College of Agriculture		13.00	N/A	Casual	Yes
3/01/1979	35 Aug 20	Laborer	- No. 1	Visayas State College of Agriculture Visayas State College of Agriculture		13.00	N/A	Casual	Yes
6/02/1975	06/15/1975	FRAME TO THE PARTY OF				10.00	N/A	Casual	Yes
x-x-x-x	9	Laborer	21	Visayas State Colle	ge of Agriculture	9.00	N/A	Casual	Yes
				1,345		and the state of the state of	- de adores es		- MAI
	III.			(Continue on separate	sheet if necessary)	AVI			434
SIGNA	TURE	Harr	mus	AUM.	DATE		April 24, 2017		LINE

SIC NA TURE

	NAME & ADDRESS OF ORGANIZATION (Write in full)			NUMBER OF HOURS	POSITION / NATURE OF WORK	
CA	M. J. Bay L.J. J.	(mm/do	To State (Color	HUSIBU SIII	e paramina ya	3 te sea sal) songae Almai alla militar d
N/A	Sician avp. 23Y3	N/A	N/A	N/A		N/A
				elive offense	nielania s vas	з в. Нале уси еуег беел торда дилу от
NO	M Say L.J					
	(C	ontinue on separate s	sheet if necessar	1)		
II. LEARNING AND DEVELOPMENT (Later from the most recent L&D/training program an				hind/Ever ithin/Maro	verial partitions)	
30. TITLE OF LEARNING AND DEVELOPME	NT INTERVENTIONS/TRAINING PROGRAMS te in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/	CONDUCTED/ SPONSORED BY (Write in full)
	7 [7] [40,020]	From	To To	NEL YEE TO IT	Technical/etc)	Hare you ever been convined or any one of any one.
eminar on Fire Prevention	If YES, give details:	03/30/2012		8	Technical	Visayas State University
ои Е	□ ves □	resignation	neg modest	ly of the follow	is in ecivide in a	1
VA L	ed out 14CO, give delete	a no locationo	hademil m	tob and of the	sampt Jeen	retirement, dropped from the rolls, distri- (abolition) in the public or private sector
oh 🔽		last year (e) ce	di ridliw bis	cal election h	national or lo	Have you ever been a candidate in a     Baranday electron?
	If YES, give details:					harman and anni kamisaa may a sid sid
ON [X	Flast   I YES, give detailer	enod beloreth	(3)-moning ate?	uring the inter school candid	en cervice d	election to promote/actively campaign to
ON E	237 🖸 📗	country?	of anothe	naneni resider	grant or pets	Have you exquired the status of an unin
:(vinu	If YES, give details (co.					
		AP) encers (RA	ta for Disab		(KA 83/1);	Pulsuani to: (a) indigenous r'acpies Ac 7277): and (d) Solo Parects Welfara Act
		engli pawalia	entabuers.	89771 pt. as		Are you a member of any indigenous given
01112	If YES, please specify					Confidence disa nomena a una gua
ОИ [2	If YES, piesse specify ID N					
on ©	U VES SEGGIN IU N					Are you a noto parent?
And the second s						ASI CREMOUS CONTRACTOR OF THE PROPERTY OF THE
	TEL NO.	SRESS	JA .			SWPVI
ID picture taken writen the tast 5 months 3.5 cm, X.4,5 cm	563-134-6	ybay City, Leyte	SU, Visce, Ba	V		Dr. Alell A. VINOCINO
estic boganeri	563-7170	lybay City, Liyte	SU, Vison, Ba	N		Prof. Vicente B. Antipato
when paying						
III. OTHER INFORMATION	The second secon	Continue on separate	sheet if necessa	y)		rman ayar I translation sector ensorth in
31. SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTI	NCTIONS / RECO			
Driving (Motorcycle)	THE THE BE AS US	(Write in full) VSU Loyalty Award (30 years)			Visayas State University Credit Cooperativ	
Regutting tennis racket		VSU Loyalty Award (35 years)				
		tul. t	Cropped Issued 10: School In			
	1000	Signature (Sign Marde			Conseffee and No Drivers Licence #103.0	
		grigure (Sign Inside	1			Milese of interess - Baybay City Layte
Right Thumbern's		SOLVE TO COLUMN	1100	and the second		A. A. HOOME DIM ADDICTION
ovuda li etabibni se Ci tusc		Continue on separate	sheet if necessa	77)	sidt em	SUBSORIBED AND SWORN to before
SIGNATURE	Duy a	full-		D	ATE	April 24, 2017

FOLL OF NATIONALE IS NO. 57467

34. Are you related by consanguinity or affinity to the chief of bureau or office or to the person who has immedial			. 5. 27 1.1		
Bureau or Department where you will be apppointed,	021002000000000000000000000000000000000	WOTTACHER OF THE	23.8 (A. 3.16)		
a. within the third degree?	☐ YES ☑	YES NO			
b. within the fourth degree (for Local Government Unit - Ca	☐ YES ☑ NO If YES, give details:				
35. a. Have you ever been found guilty of any administrative of	ffense?	YES V	NO		
		If YES, give details:			
b. Have you been criminally charged before any court?	(CALCASO E HOLE AND A CALCASO E	YES If YES, give details:	] NO		
ES C PRO 2006 Z PRI MODE DE MO	Date Filed: Status of Case/s:	ENCLUSED ON A SMIRE AND A CO.			
36. Have you ever been convicted of any crime or violation of a	any law, decree, ordinance or regulation b	Dy DYES 5	Z NO		
any court or tribunal?  vilous/friù etafo asyrsel// leoinide?	d \$10510015Q	If YES, give details:			
37. Have you ever been separated from the service in any of the retirement, dropped from the rolls, dismissal, termination, et (abolition) in the public or private sector?	and of term, finished contract or phased ou	ut	√ NO		
38. a. Have you ever been a candidate in a national or local ele Barangay election)?	ection held within the last year (except	YES If YES, give details:			
b. Have you resigned from the government service during to election to promote/actively campaign for a national or local	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?				
39. Have you acquired the status of an immigrant or permanent	☐ YES ☑ NO If YES, give details (country):				
<ol> <li>Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mar</li> <li>7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972).</li> </ol>	igna Carta for Disabled Persons (RA ), please answer the following items:				
Are you a member of any indigenous group?		□ YES	✓ NO		
Are you a person with disability?		If YES, please specify:	✓ NO		
Are you a solo parent?		If YES, please specify ID  YES  If YES, please specify ID			
41. REFERENCES (Person not reliated by consenguinity or affinity to applicant.	1. 31.3	III TEO, piedos apoony ib	NO:		
			( ) ( ) ( ) ( ) ( ) ( )		
NAME D. A. M.	ADDRESS	TEL. NO.			
Dr. Aleli A. Villocino Prof. Vicente B. Antipaso	VSU, Visca, Baybay City, Leyte VSU, Visca, Baybay City, Leyte	563-1344	( 7.5)		
	VOU, VISCA, Daybay Oity, Leyte	563-7170			
42. I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertin Philippines. I authorize the agency head/authorized represe agree that any misrepresentation made in this docu administrative/criminal case/s against me.	nent laws, rules and regulations of the entative to verify/validate the contents state	Republic of the	JUSE VCAPUNO		
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  PLEASE INDICATE ID Number and Date of Issuance	VBU LOS AWARD (35 years)		Regulting Lander		
Government Issued ID: School ID	The struck	<u> </u>			
ID/License/Passport No.: Drivers Licence #H03-03-040336					
Date/Place of Issuance: Baybay City, Leyte	\$ignature (Sign inside the b	10X)	Right Thumbmark		
SUBSCRIBED AND SWORN to before me this	PR 2 7 2017 , affiant exhibiti	ing his/her validly issued gover	nment ID as indicated above.		
MATE April 24, 2017	Main	No.	SIGNATURE		
A ST THE STATE OF	ATTY. RYSAN G. GUINOC				
	UNTAL DE Rerson Administering Opt				
	PO 402 VA TACLOS VALLE	-4/12/1/			

IBP1030 24- TAGLOBAN GITY-12/19/16 MCLE COMP. NO. V-0003520-07/20/15 ROLL OF ATTORNEYS NO. 57467

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