

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

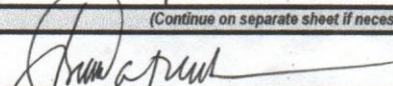
2. SURNAME	C A P U N O		
FIRST NAME	J O S E		NAME EXTENSION (JR., SR)
MIDDLE NAME	V I L L A		
3. DATE OF BIRTH (mm/dd/yyyy)	10/6/1958	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	Philippines ▼
5. SEX	<input 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	N/A House/Block/Lot No. _____ Street _____ N/A Subdivision/Village _____ Barangay _____ Baybay City _____ Leyte _____ City/Municipality _____ Province _____
7. HEIGHT (m)	164. 5 cm	ZIP CODE	6521
8. WEIGHT (kg)	76 kgs.		
9. BLOOD TYPE	"B"	18. PERMANENT ADDRESS	N/A House/Block/Lot No. _____ Street _____ N/A Subdivision/Village _____ Barangay _____ Baybay City _____ Leyte _____ City/Municipality _____ Province _____
10. GSIS ID NO.	58100602774	ZIP CODE	6521
11. PAG-IBIG ID NO.	1700-0026-9444		
12. PHILHEALTH NO.	13-0000-152667-7		
13. SSS NO.	N/A	19. TELEPHONE NO.	none
14. TIN NO.	116-623-650	20. MOBILE NO.	9268132793
15. AGENCY EMPLOYEE NO.	V-000141	21. E-MAIL ADDRESS (if any)	ihk@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	VILLOCINO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	LEONILA	NAME EXTENSION (JR., SR)	JOSEPH NEL V. CAPUNO	06/08/2005
MIDDLE NAME	VENTULA		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 iCity, Leyte		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	CAPUNO		N/A	N/A
FIRST NAME	CONRADO (deceased)	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	YPIL		N/A	N/A
25. MOTHER'S MAIDEN NAME	VILLA		N/A	N/A
SURNAME	CAPUNO		N/A	N/A
FIRST NAME	ARCADIA (deceased)		N/A	N/A
MIDDLE NAME	GOFREDO		(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	Guadalupe Elementary School	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 / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
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

(Continue on separate sheet if necessary)	
SIGNATURE	DATE
	April 24, 2017

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
N/A	N/A	N/A	N/A	N/A	N/A

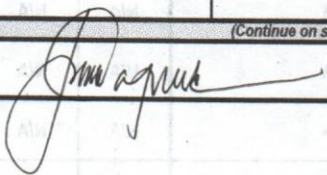
(Continue on separate sheet if necessary)

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	SALARY/ JOB/PAY GRADE (if applicable) & STEP (Format "00-0") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
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	Visayas State University	10,883.00	SG-3	Permanent	Yes
05/16/2014	12/31/2015	Administrative Aide III	Visayas State University	10,401.00	SG-3	Permanent	Yes
06/01/2012	5/15/2014	Administrative Aide I	Visayas State University	9,365.00	SG-1	Permanent	Yes
12/06/2011	05/31/2012	Administrative Aide I	Visayas State University	8,721.00	SG-1	Permanent	Yes
06/01/2011	12/05/2011	Administrative Aide I	Visayas State University	8,610.00	SG-1	Permanent	Yes
06/24/2010	05/31/2011	Administrative Aide I	Visayas State University	7,947.00	SG-1	Permanent	Yes
01/07/2009	06/23/2010	Administrative Aide I	Visayas State University	7,285.00	SG-1	Permanent	Yes
12/06/2008	06/30/2009	Administrative Aide I	Visayas State University	6,622.00	SG-1	Permanent	Yes
07/01/2008	12/05/2008	Administrative Aide I	Visayas State University	6,460.00	SG-1	Permanent	Yes
07/01/2007	06/30/2008	Administrative Aide I	Visayas State University	5,873.00	SG-1	Permanent	Yes
12/06/2005	06/30/2007	Administrative Aide I	Leyte State University	5,339.00	SG-1	Permanent	Yes
12/01/2004	12/05/2005	Administrative Aide I	Leyte State University	5,209.00	SG-1	Permanent	Yes
12/06/2002	11/30/2004	Utility Worker I	Leyte State University	5,209.00	SG-1	Permanent	Yes
07/01/2001	12/05/2002	Utility Worker I	Visayas State College of Agriculture	5,082.00	SG-1	Permanent	Yes
01/01/2000	06/30/2001	Utility Worker I	Visayas State College of Agriculture	4,840.00	SG-1	Permanent	Yes
12/06/1999	12/31/1999	Utility Worker I	Visayas State College of Agriculture	4,400.00	SG-1	Permanent	Yes
01/01/1999	12/31/1996	Utility Worker I	Visayas State College of Agriculture	200.00	N/A	Casual	Yes
01/01/1995	12/31/1995	Utility Worker I	Visayas State College of Agriculture	172.73	N/A	Casual	Yes
01/01/1994	12/31/1994	Utility Worker I	Visayas State College of Agriculture	127.26	N/A	Casual	Yes
01/01/1993	12/31/1990	Utility Worker I	Visayas State College of Agriculture	90.90	N/A	Casual	Yes
12/14/1987	06/30/1989	Janitor	Visayas State College of Agriculture	32.85	N/A	Casual	Yes
03/01/1987	12/13/1987	Janitor	Visayas State College of Agriculture	22.90	N/A	Casual	Yes
07/01/1986	02/28/1987	Janitor	Visayas State College of Agriculture	19.90	N/A	Casual	Yes
01/01/1985	06/30/1986	Janitor	Visayas State College of Agriculture	18.10	N/A	Casual	Yes
05/01/1983	12/31/1984	Janitor	Visayas State College of Agriculture	16.45	N/A	Casual	Yes
01/01/1983	04/27/1981	Janitor	Visayas State College of Agriculture	14.95	N/A	Casual	Yes
02/05/1981	11/20/1979	Janitor	Visayas State College of Agriculture	13.00	N/A	Casual	Yes
09/16/1979	05/31/1979	Laborer	Visayas State College of Agriculture	13.00	N/A	Casual	Yes
03/01/1979	04/30/1979	Laborer	Visayas State College of Agriculture	10.00	N/A	Casual	Yes
06/02/1975	06/15/1975	Laborer	Visayas State College of Agriculture	9.00	N/A	Casual	Yes
x-x-x-x-x							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 24, 2017
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29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	N/A	N/A	N/A	N/A	N/A

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

15-1-1920		INCLUSIVE DATES OF		Time of ID	
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(Continue on separate sheet if necessary)

	NON ACADEMIC DISTINCTIONS / RECOGNITION	MEMBERSHIP IN ASSOCIATION/ORGANIZATION
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(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 24, 2017
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April 24, 2017

