

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	TAPAYAN		
FIRST NAME	CHARMAE		NAME EXTENSION (JR., SR)
MIDDLE NAME	BATINGAL		
3. DATE OF BIRTH (mm/dd/yyyy)	OCTOBER 18,1992	16. CITIZENSHIP	<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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		
7. HEIGHT (m)	1.43	17. RESIDENTIAL ADDRESS	House/Block/Lot No. _____ Street _____ MAKINHAS Subdivision/Village _____ Barangay _____ BAYBAY LEYTE City/Municipality _____ Province _____ ZIP CODE 6521
8. WEIGHT (kg)	48		
9. BLOOD TYPE			
10. GSIS ID NO.	N/A	18. PERMANENT ADDRESS	House/Block/Lot No. _____ Street _____ MAKINHAS Subdivision/Village _____ Barangay _____ BAYBAY LEYTE City/Municipality _____ Province _____ ZIP CODE 6521
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	13-025419550-3		
13. SSS NO.	0111-68147111-8	19. TELEPHONE NO.	N/A
14. TIN NO.	711-199-734	20. MOBILE NO.	09501496440
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	tapayancharmae@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	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	TAPAYAN			
FIRST NAME	MIGUEL, JR.	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CAJES			
25. MOTHER'S MAIDEN NAME	BATINGAL			
SURNAME	TAPAYAN			
FIRST NAME	MARLITA			
MIDDLE NAME	RAMAL		(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	MAKINHAS ELEMENTARY SCHOOL	N/A	06/07/1999	04/04/2005	N/A	2005	
SECONDARY	MAKINHAS NATIONAL HIGH SCHOOL	N/A	06/06/2005	04/03/2009	N/A	2009	
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	Bachelor of Science in Agriculture Major in Horticulture	06/08/2009	05/05/2013	N/A	2013	CA-FAP
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	Master of Science in Horticulture Minor in Agricultural Extension	00/07/2017	06/14/2019	N/A	2019	DOST-SEI ASTHRDP

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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[illegible]

(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.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	<i>J. J. J.</i>	DATE	
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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		
	Philippine Association for Plant Tissue Culture and Biotechnology Inc.	06/15/2017	Present		Member

(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			
	30th Joint Visayas Consortium for Agriculture and Resources Program (ViCARP) and Regional Research and Development Extension Network (RRDEN) Symposium.	11/21/2018	11/23/2018	24 hours	Technical	Visayas Consortium for Agriculture and Resources Program and Regional Research and Development Extension Network
	Asian Association of Agricultural Colleges and Universities (AAACU) 22nd Biennial Conference and General Assembly.	10/16/2018	10/18/2018	24 hours	Technical	Asian Association of Agricultural Colleges and Universities
	11th Philippine Association for Plant Tissue Culture and Biotechnology Inc. (PAPTCB) Scientific Convention.	07/09/2018	07/14/2018	48 hours	Technical	Philippine Association for Plant Tissue Culture and Biotechnology
	Seminar on Ecological Research: Methods and Data Analysis.	07/06/2018	07/06/2018	4 hours	Technical	Visayas State University
	16th National Vegetable Congress.	09/27/2017	09/29/2017	24 hours	Technical	Eastern Visayas Vegetable Farmer-Officers' Association/ Vegetable Industry Development Board/ Department of Agriculture Regional Field Office 8
	24th Federation of Crop Science Societies of the Philippines (FCSSP) Scientific Conference.	06/13/2017	06/17/2017	40 hours	Technical	Federation of Crop Science Societies of the Philippines
	28th Joint Visayas Consortium for Agriculture and Resources Program (ViCARP) and Regional Research and Development Extension Network (RRDEN) Symposium.	12/07/2016	12/08/2016	16 hours	Technical	Visayas Consortium for Agriculture and Resources Program and Regional Research and Development Extension Network
	27th Joint Visayas Consortium for Agriculture and Resources Program (ViCARP) and Regional Research and Development Extension Network (RRDEN) Regional Symposium.	12/03/2015	12/04/2015	16 hours	Technical	Visayas Consortium for Agriculture and Resources Program and Regional Research and Development Extension Network
	25th Joint Visayas Consortium for Agriculture and Resources Program (ViCARP) and Regional Research and Development Extension Network (RRDEN) Regional Symposium.	06/20/2014	06/20/2014	8 hours	Technical	Visayas Consortium for Agriculture and Resources Program and Regional Research and Development Extension Network
	Training on the Production of High Quality Corn Seeds.	07/07/2012	07/07/2012	8 hours	Technical	Department of Agronomy and Soil Science Visayas State University

(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)
	Microsoft Literate		Outstanding Paper (Research Category) "Improvement of Yam Production System Through Tissue-Culture Derived Plantlets and Microtubers, and Breaking tuber Dormancy for Continuous Production of Planting Materials"		Philippine Association for Plant Tissue Culture and Biotechnology
	Plant Propagation		DOST-SEI Accelerated Science and Technology Human Resource Development Program(ASTHRDP) Scholarship		
	Gardening		College of Agriculture-Financial Assistant Program (CA-FAP) Scholarship		
	Playing Guitar				
	Singing				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to chief of bureau or office or to the person who has immediate supervision over you in the Bureau or Department where you will be appointed,
a. within the third degree?
b. within the fourth degree (for Local Government Unit - Career Employees)?

☐ YES ☒ NO
☐ YES ☒ NO
If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense?

b. Have you been criminally charged before any court?

☐ YES ☒ NO
If YES, give details: _____

☐ YES ☒ NO
If YES, give details: _____
Date Filed: _____
Status of Case/s: _____

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

☐ YES ☒ NO
If YES, give details: _____

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?

☐ YES ☒ NO
If YES, give details: _____

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?

☐ YES ☒ NO
If YES, give details: _____

☐ YES ☒ NO
If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES ☒ NO
If YES, give details (country): _____


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
a. Are you a member of any indigenous group?
b. Are you a person with disability?
c. Are you a solo parent?

☐ YES ☒ NO
If YES, please specify: _____
☐ YES ☒ NO
If YES, please specify ID No: _____
☐ YES ☒ NO
If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Dr. Villaluz Z. Acedo	Philippine Rootcrop Research and Training Center Visayas State University	917328534
Dr. Rosario A. Salas	Department of Horticulture Visayas State University	908873203


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.




CHARMAE B. TAPAYAN
PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: Professional Regulation Commission
ID/License/Passport No.: 0025688
Date/Place of Issuance: 05/16/2017 / Tacloban City



Signature (Sign inside the box)
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath