

CS Form No. 232
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 cases against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.
Do not highlight, use separate sheets, and use separate sheets if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

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I. PERSONAL DATA

3. SURNAME: **Macapenas**

4. FIRST NAME: **Reynante**

5. MIDDLE NAME: **Gemelo**

6. DATE OF BIRTH (mm/dd/yyyy): **4/20/1996**

7. PLACE OF BIRTH: **Tanauan, Leyte**

8. SEX: ☒ Male ☐ Female

9. CIVIL STATUS: ☒ Single ☐ Married ☐ Separated ☐ Other: _____

10. PLACE OF RESIDENCE: **Tanauan, Leyte**

11. ZIP CODE: **6501**

12. PERMANENT ADDRESS: **Tanauan, Leyte**

13. ZIP CODE: **6501**

14. TELEPHONE NO.: **727595438**

15. MOBILE NO.: **09454037201**

16. AGENCY EMPLOYEE NO.: **N/A**

17. E-MAIL ADDRESS (if any): **reynantemacapenas@gmail.com**

II. FAMILY BACKGROUND

18. FATHER'S SURNAME: **Macapenas**

19. FATHER'S FIRST NAME: **Reynante**

20. FATHER'S MIDDLE NAME: **Gemelo**

21. FATHER'S DATE OF BIRTH (mm/dd/yyyy): **4/20/1996**

22. FATHER'S PLACE OF BIRTH: **Tanauan, Leyte**

23. FATHER'S CIVIL STATUS: **Single**

24. FATHER'S OCCUPATION: **Teacher**

25. FATHER'S EMPLOYER/ORGANIZATION: **N/A**

26. FATHER'S BUSINESS ADDRESS: **N/A**

27. FATHER'S TELEPHONE NO.: **N/A**

28. MOTHER'S SURNAME: **Macapenas**

29. MOTHER'S FIRST NAME: **Reynante**

30. MOTHER'S MIDDLE NAME: **Gemelo**

31. MOTHER'S DATE OF BIRTH (mm/dd/yyyy): **4/20/1996**

32. MOTHER'S PLACE OF BIRTH: **Tanauan, Leyte**

33. MOTHER'S CIVIL STATUS: **Single**

34. MOTHER'S OCCUPATION: **Teacher**

35. MOTHER'S EMPLOYER/ORGANIZATION: **N/A**

36. MOTHER'S BUSINESS ADDRESS: **N/A**

37. MOTHER'S TELEPHONE NO.: **N/A**

III. EDUCATIONAL BACKGROUND

38. LEVEL: **Elementary**

39. NAME OF SCHOOL: **St. Rita (Elementary School)**

40. BASIC EDUCATION COURSE: **Primary**

41. PERIOD OF ATTENDANCE (mm/dd/yyyy): **6/20/2003 to 6/10/2009**

42. HIGHEST LEVEL OF EDUCATION ATTAINED: **Elementary**

43. YEAR GRADUATED: **2009**

44. SCHOOL LEAVING ACADEMIC ACHIEVEMENT: **N/A**

39. LEVEL: **Secondary**

40. NAME OF SCHOOL: **Tanauan National High School**

41. BASIC EDUCATION COURSE: **High School**

42. PERIOD OF ATTENDANCE (mm/dd/yyyy): **6/20/2009 to 6/10/2013**

43. HIGHEST LEVEL OF EDUCATION ATTAINED: **Secondary**

44. YEAR GRADUATED: **2013**

45. SCHOOL LEAVING ACADEMIC ACHIEVEMENT: **N/A**

40. LEVEL: **College**

41. NAME OF SCHOOL: **Visayas State University**

42. BASIC EDUCATION COURSE: **Bachelor of Science in Agriculture - Major in Soil Science**

43. PERIOD OF ATTENDANCE (mm/dd/yyyy): **6/20/2013 to 6/10/2019**

44. HIGHEST LEVEL OF EDUCATION ATTAINED: **College**

45. YEAR GRADUATED: **2019**

46. SCHOOL LEAVING ACADEMIC ACHIEVEMENT: **N/A**

41. LEVEL: **Graduate Studies**

42. NAME OF SCHOOL: **N/A**

43. BASIC EDUCATION COURSE: **N/A**

44. PERIOD OF ATTENDANCE (mm/dd/yyyy): **N/A**

45. HIGHEST LEVEL OF EDUCATION ATTAINED: **N/A**

46. YEAR GRADUATED: **N/A**

47. SCHOOL LEAVING ACADEMIC ACHIEVEMENT: **N/A**

SIGNATURE: _____ DATE: **January 10, 2022**

IV. CIVIL SERVICE ELIGIBILITY

48. CURRENT SERVICE NO. (BUREAU OR AGENCY OFFICIAL, LAWYER, JUDGE, BARANGAY ELIGIBILITY, OR OTHERS): **N/A**

49. PLACE OF EXAMINATION / CONFIRMATION: **N/A**

50. DATE OF EXAMINATION / CONFIRMATION: **N/A**

51. LICENSE OF PRACTICE: **N/A**

52. DATE OF EXPIRATION: **N/A**

V. WORK EXPERIENCE

53. INCLUDE ALL POSITIONS HELD FROM YOUR PRESENT WORK. (Description of duties should be indicated in the attached Work Experience Sheet.)

DATE	POSITION TITLE (WITH IN-SERVICE NO. REMARKS)	DEPARTMENT / AGENCY / OFFICE / COMPANY (WITH IN-SERVICE NO. REMARKS)	MONTHLY SALARY	STATUS OF EMPLOYMENT	DATE OF TERMINATION
7/1/2019	Science Research Aide	National Abaca Research Center	11000.00	N/A	Job Order
1/1/2020	Science Research Assistant	National Abaca Research Center	15000.00	N/A	Job Order

SIGNATURE: _____ DATE: **January 10, 2022**

VI. VOLUNTARY WORK OR INVOLVEMENT IN CHNG/ NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

49. NAME & ADDRESS OF ORGANIZATION (WITH IN-SERVICE NO.): **N/A**

50. INCLUSIVE DATES (mm/dd/yyyy): **N/A**

51. NUMBER OF HOURS: **N/A**

52. POSITION / NATURE OF WORK: **N/A**

VII. LEARNING AND DEVELOPMENT (LAD) INTERVENTIONS/ TRAINING PROGRAMS ATTENDED

53. TITLE OF LEARNING AND DEVELOPMENT INTERVENTION/ TRAINING PROGRAM (WITH IN-SERVICE NO.): **Hands-on Training on Vermicomposting**

54. INCLUSIVE DATES (mm/dd/yyyy): **6/30/2021 to 6/30/2021**

55. NUMBER OF HOURS: **8.0**

56. TYPE OF LAD (Professional, Technical, Management, etc.): **Facilitator**

57. CONDUCTED/ SPONSORED BY (WITH IN-SERVICE NO.): **Ecological Farm and Resource Management Institute**

VIII. OTHER INFORMATION

58. SPECIAL SKILLS AND HOBBIES: **Soil and Plant Tissue Analysis**

59. NON-ACADEMIC DISTINCTIONS / RECOGNITION (WITH IN-SERVICE NO.): **N/A**

60. MEMBERSHIP IN ASSOCIATION/ ORGANIZATION (WITH IN-SERVICE NO.): **N/A**

SIGNATURE: _____ DATE: **January 10, 2022**

61. 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?

a. within the third degree? ☐ YES ☒ NO

b. within the fourth degree (for Local Government Unit - Career Employees)? ☐ YES ☒ NO

If YES, give details: _____

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

a. YES ☐ NO ☒

If YES, give details: _____

b. Have you been criminally charged before any court?

a. YES ☐ NO ☒

If YES, give details: _____

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

a. YES ☐ NO ☒

If YES, give details: _____

64. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, and of term, finished contract or phased out (abolition) in the public or private sector?

a. YES ☒ NO ☐

If YES, give details: **Finished contract**

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?

a. YES ☐ NO ☒

If YES, give details: _____

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

a. YES ☐ NO ☒

If YES, give details (country): _____

66. 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? ☐ YES ☒ NO

If YES, please specify: _____

b. Are you a person with disability? ☐ YES ☒ NO

If YES, please specify ID No.: _____

c. Are you a solo parent? ☐ YES ☒ NO

If YES, please specify ID No.: _____

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

NAME	ADDRESS	TEL. NO.
Rommel B. Amecin	Vica Baybay City Leyte	09190973688
Suzette B. Lina	Vica Baybay City Leyte	09199613922
Beatrice C. Jedina	Pangasinan Baybay City Leyte	09064442991

68. 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 cases against me.

69. Government issued ID (e.g. Passport, SSS, SCL, PhilID, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government issued ID: **Tagapaga's Identification Number**

ID/Passport No.: **727595438**

Date/Place of Issuance: **9/9/2019 at Bureau of Internal Revenue, Ormoc City**

Signature (Sign inside the box): **January 10, 2022**

Date Accomplished: _____

RIGHT THUMBPRINT

SUBSCRIBED AND SWORN to before me this **JAN 11 2022** at **Baybay City, Leyte**

ATTY. HOEN B. CHAVEZ-BUTAWAN
Notary Public for the Province of Leyte, City of Baybay
N.C. No. 5-19-01-04, February 6, 2019
(Extended Until June 30, 2023) B. 4, 1945
Person's Office, Baybay City, Leyte
TIN No. 207-628-029
Roll No. 42391
MCTE Certificate No. 17,001111

