

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	GUARTE		
FIRST NAME	DONNA		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	MASION		
3. DATE OF BIRTH (mm/dd/yyyy)	30/01/1989	16. CITIZENSHIP If holder of dual citizenship, please indicate the details.	<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	Cabulihan, Maasin City, Southern Leyte		
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 ZIP CODE	House/Block/Lot No. Street Guadalupe Subdivision/Village Barangay Baybay Leyte City/Municipality Province
7. HEIGHT (m)	1.52		
8. WEIGHT (kg)	50		6600
9. BLOOD TYPE	O		
10. GSIS ID NO.	N/A	18. PERMANENT ADDRESS ZIP CODE	House/Block/Lot No. Street Purok 4 Cabulihan Subdivision/Village Barangay Maasin City Southern Leyte City/Municipality Province
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	11-025333079-1		6600
13. SSS NO.	34-6422361-1		
14. TIN NO.	405-218-540	19. TELEPHONE NO.	N/A
15. AGENCY EMPLOYEE NO.	N/A	20. MOBILE NO.	09207116869
		21. E-MAIL ADDRESS (if any)	guartedonna@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		NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Guarte			
FIRST NAME	Dominador	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Mantilla			
25. MOTHER'S MAIDEN NAME				
SURNAME	Masion			
FIRST NAME	Presina			
MIDDLE NAME	Pamaong		(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	Cabulihan Elementary School		1995	2001		2001	Salutatorian
SECONDARY	Guadalupe National High School		2001	2005		2005	Valedictorian
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	Visayas State University	BS Biology	2005	2009		2009	DOST/ Cum Laude
GRADUATE STUDIES	University of the Philippines Visayas	MS Biology	2010	2016		2016	DOST
	Kochi University	PhD Marine Biology	2017	2020		2020	MEXT/ Excellent Academic Award

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 3, 2023
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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		
	Department of Environment and Natural Resources-City Environment and Natural Resources Office Baybay	09/01/2022	09/02/2022	16	Volunteer
	Cabulihan Elementary School Cabulihan, Maasin City, Southern Leyte	06/29/2022	06/29/2022	4	Speaker

(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			
	6 th International Conference for Fisheries and Aquatic Sciences and Asian Fisheries Social Science Research Network Forum One	1/24/2021	1/26/2021	24.0	Technical	University of the Philippines Visayas
	13th International Kuroshio Science Symposium	19/11/2019	21/11/2019	24.0	Technical	Cagayan State University, Kochi University
	52nd Annual Meeting of the Ichthyological Society of Japan	20/09/2019	23/09/2019	32.0	Technical	Ichthyological Society of Japan
	Training on Marine Fish Larvae Taxonomy	11/01/2019	14/01/2019	32.0	Technical	University of the Philippines Visayas
	Seminar on the Early Life Stages of Marine Fish	10/01/2019	10/01/2019	8.0	Technical	University of the Philippines Visayas
	12th Internation Kuroshio Symposium and South China Sea Marine Conference	18/11/2018	22/11/2018	40.0	Technical	National Sun Yat-sen University
	51st Annual Meeting of the Ichthyological Society of Japan	5/10/2018	8/10/2018	32.0	Technical	Ichthyological Society of Japan
	Fisheries Science and Management Training-Workshop	11/09/2017	12/09/2017	16.0	Technical	University of the Philippines Visayas, Environmental Defense Fund
	Japan-Asia Yout Exchange Program in Science (SAKURA Exchange Program of Science)	16/01/2017	23/01/2017	64.0	Technical	Japan Science and Technology Agency, Kochi University
	Participatory Coastal Resource Assessment in west Danajon Bank, Bohol	19/09/2016	22/09/2016	32.0	Technical	University of the Philippines Visayas
	Round-table Discussion on Artificial Reefs and Coral Trasplantation/Rehabilitation	23/08/2016	23/08/2016	8.0	Technical	Zoological Society of London
	1st International DOST-SEI ASTHRDP-NSC Scholars Conference	7/04/2016	8/04/2016	16.0	Technical	Science Education Institute
	2016 CAS Scientific Poster Exhibit	22/02/2016	26/02/2016	40.0	Technical	University of the Philippines Visayas
	Research, Creative Work and Public Service Planning Workshop	7/01/2015	8/01/2015	16.0	Technical	University of the Philippines Visayas
	13th National Symposium of Marine Science	22/10/2015	26/10/2015	40.0	Technical	Philippine Association of Marine Science
	Training on Underwtater Reef Assessment and Monitoring Surveys for the Technical Team of the Igang Bay Marine Sanctuary	5/08/2015	9/08/2015	40.0	Technical	John B. Lacson Foundation Maritime University
	International Conference on Biodiversity, Ecology and Conservation of Marine Ecosystems (2015)	1/06/2015	4/06/2015	32.0	Technical	The Swire Institute of Marine Science, The University of Hong Kong
	Training on Coastal Fish Stock Assessment (CoFSA)	11/12/2015	15/12/2015	40.0	Technical	The Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development
	12th National Symposium of Marine Science	24/10/2013	26/10/2013	24.0	Technical	Philippine Association of Marine Science
	Reef Check EcoDiver Program	13/03/2013	18/03/2013	48.0	Technical	Reef Check
	Participatory Coastal Resource Assessment	20/08/2012	26/08/2012	56.0	Technical	University of the Philippines Visayas, German Agency for International Cooperation (GIZ)
	11th National Symposium of Marine Science	20/10/2011	22/10/2011	24.0	Technical	Philippine Association of Marine Science
	4th Graduate Research Conference	24/09/2011	24/09/2011	8.0	Technical	University of the Philippines Visayas
	Vulnerability Assessment and MPA Forum for Visayas and Mindanao	28/07/2011	29/07/2911	16.0	Technical	Conservation Internation, US Agency for International Development (USAID), Marine Environment and Resources Foundation (MERF), GIZ
	Vulnerability Assessment and MPA Forum	12/07/2011	13/07/2011	16.0	Technical	Conservation Internation, US Agency for International Development (USAID), Marine Environment and Resources Foundation (MERF), GIZ
	ICE CREAM National Workshop	22/11/2010	23/11/2010	16.0	Technical	Integrated Coastal Enhancement: Coastal Research, Evaluation and Adaptive Management for Climate Change Program
	Training Course in Climate Change Impacts Assessment and Monitoring on Costal Environment and Fisheries for Visayas and Mindanao	13/01/2010	15/01/2010	24.0	Technical	Integrated Coastal Enhancement: Coastal Research, Evaluation and Adaptive Management for Climate Change Program
	10th National Symposium of Marine Science	22/10/2009	24/10/2009	24.0	Technical	Philippine Association of Marine Science







(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)
	SCUBA Diver		N/A		Japanese-French Oceanographic Society
	Fish ageing and staining techniques				Ichthyological Society of Japan
	Ichthyoplankton, fisheries and habitat assessment survey methods				Philippine Association of Marine Science
	Taxonomy of fish, corals, seagrass and mangroves				
	Computer literate				

(Continue on separate sheet if necessary)

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34. 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? b. within the fourth degree (for Local Government Unit - Career Employees)?	<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>									
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<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>									
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><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</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><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</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><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details (country): _____</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><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify: <input type="checkbox"/> YES<input checked="" type="checkbox"/> NO _____</div><div>If YES, please specify ID No: <input type="checkbox"/> YES<input checked="" type="checkbox"/> NO _____</div><div>If YES, please specify ID No: _____</div></div>									
41. REFERENCES (Person not related by consanguinity or affinity to applicant)										
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>Dr. Wilfredo L. Campos</td><td>OceanBio Laboratory, UP Visayas, Miagao , Iloilo</td><td>(+63) 33-315-9271</td></tr><tr><td>Dr. Izumi Kinoshita</td><td>Usa Institute of Marine Biology, Kochi University, Kochi, Japan</td><td>(+81) 088-856-0633</td></tr></table>		NAME	ADDRESS	TEL. NO.	Dr. Wilfredo L. Campos	OceanBio Laboratory, UP Visayas, Miagao , Iloilo	(+63) 33-315-9271	Dr. Izumi Kinoshita	Usa Institute of Marine Biology, Kochi University, Kochi, Japan	(+81) 088-856-0633
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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.										
<table><tr><td>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i></td></tr><tr><td>Government Issued ID: Passport</td></tr><tr><td>ID/License/Passport No.: P8232550A</td></tr><tr><td>Date/Place of Issuance: 06Aug2018/PCG Osaka, Japan</td></tr></table>	Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i>	Government Issued ID: Passport	ID/License/Passport No.: P8232550A	Date/Place of Issuance: 06Aug2018/PCG Osaka, Japan	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>July 3, 2023</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	July 3, 2023	Date Accomplished	
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<table><tr><td></td></tr><tr><td>Right Thumbmark</td></tr></table>			Right Thumbmark							
										
Right Thumbmark										
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.										
<table><tr><td><div></div><div>Person Administering Oath</div></td></tr></table>		<div></div> <div>Person Administering Oath</div>								
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