

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	CAPARAS		
FIRST NAME	MERRY JEAN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ABANDONADO		
3. DATE OF BIRTH (mm/dd/yyyy)	01/10/1997	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	MERIDA, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" 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:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street CALUNASAN Subdivision/Village Barangay MERIDA LEYTE City/Municipality Province 6540
7. HEIGHT (m)	1.58	18. PERMANENT ADDRESS	House/Block/Lot No. Street CALUNASAN Subdivision/Village Barangay MERIDA LEYTE City/Municipality Province 6540
8. WEIGHT (kg)	53		ZIP CODE
9. BLOOD TYPE	O+		ZIP CODE
10. GSIS ID NO.	NONE		ZIP CODE
11. PAG-IBIG ID NO.	1212-0520-0625		
12. PHILHEALTH NO.	13-025450085-3		
13. SSS NO.	NONE	19. TELEPHONE NO.	NONE
14. TIN NO.	495-884-350	20. MOBILE NO.	+639667928942
15. AGENCY EMPLOYEE NO.	NONE	21. E-MAIL ADDRESS (if any)	caparasmjean@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)	NA	NA
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	CAPARAS			
FIRST NAME	ROBINSON	NAME EXTENSION (JR., SR)		
MIDDLE NAME	PRIETO			
25. MOTHER'S MAIDEN NAME				
SURNAME	ABANDONADO			
FIRST NAME	LORNA			
MIDDLE NAME	TAPANG		(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	CALUNASAN ELEMENTARY SCHOOL		2002	2008		2008	Salutatorian
SECONDARY	MERDA VOCATIONAL SCHOOL		2008	2012		2012	Top 10
COLLEGE	VISAYAS STATE UNIVERSITY	Bachelor of Science in Environmental Management	2012	2016			Areas+ Erasmus Mundus Grantee
	UNIVERSIDADE DO MINHO	Licentiate in Environmental Science	2014	2015	55 ECTS		
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	Master of Science in Development Sociology	2018	2020			
	INSTITUTE FOR WATER EDUCATION	Master of Science in Water Management and Governance	2020	2022		2022	DOST Foreign Scholarship Grantee
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		July 12, 2022		

[illegible]


V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

SIGNATURE		DATE	July 12, 2022
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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			
	Institute for Strategic Research and Development Studies, Visayas State University, Baybay City, Leyte, 6521-A	April 4, 2019	December 18, 2019	90.0	Student Volunteer	
	Gender and Development Office, Visayas State University, Baybay City, Leyte, 6521-A	July 1, 2018	December 28, 2018	28.0	Gender Sensitivity Trainer for Academe	
	Institute for Strategic Research and Development Studies, Visayas State University, Baybay City, Leyte, 6521-A	July 1, 2017	August 28, 2019	36.0	Documenter and Data Transcriber	
(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			
	Webinar on Strategic and Creative Thinking Skills	June 28, 2022	June 29, 2022	14.0	Managerial	Sponsored by: Department of Finance
	Practical Remote Sensing	October 18, 2021	October 22, 2021	56.0	Technical	Conducted by: Dr. Paolo Paron Sponsored by: Institute for Water Education
	Geographic Information System for Water Management and Governance	January 11, 2020	January 31, 2021	30.0	Technical	Conducted by: Dr. Johannes van der Kwast Sponsored by: Institute for Water Education
	Social Programming, Monitoring & Evaluation	September 2, 2019	September 30, 2019	160.0	Technical	Conducted by: Dr. Buenaventura Dargantes Sponsored by: Institute for Strategic Research and
(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)	
	Remote Sensing	Region 8, Province of Leyte Representative on Philippine Conference of the Youth in Climate Action 2018			Parliament of Youth Leaders Inc.	
	GIS Mapping	Region 8, Province of Leyte Representative on the 12th Philippine National Youth Parliament			Pinoy Erasmus Mundus Association	

Data Management	Philippine Young Parliamentarian Committee Representative on Policy and Research	Young Southeast Asian Initiative
Qualitative and Quantitative Research		
<i>(Continue on separate sheet if necessary)</i>		
SIGNATURE		DATE
		July 12, 2022

<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Buenaventura B. Dargantes</td> <td>Baybay City, Leyte, 6521, Philippines</td> <td>639171323695</td> </tr> <tr> <td>Leon Hermans</td> <td>Institute for Water Education, Delft, 2611 AX, Netherlands</td> <td>31152152301</td> </tr> <tr> <td>Claire Michailovsky</td> <td>Institute for Water Education, Delft, 2611 AX, Netherlands</td> <td>31152152345</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Buenaventura B. Dargantes	Baybay City, Leyte, 6521, Philippines	639171323695	Leon Hermans	Institute for Water Education, Delft, 2611 AX, Netherlands	31152152301	Claire Michailovsky	Institute for Water Education, Delft, 2611 AX, Netherlands	31152152345
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<p>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.</p>													
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<div style="border: 1px solid black; width: 150px; height: 100px; margin: 0 auto; text-align: center; line-height: 100px;"> PHOTO </div> <div style="border: 1px solid black; width: 150px; height: 100px; margin: 0 auto; text-align: center; line-height: 100px;"> Right Thumbmark </div>													
<p>SUBSCRIBED AND SWORN to before me this <u>July 12, 2022</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 300px; height: 60px; margin: 10px auto; text-align: center; line-height: 60px;"> Person Administering Oath </div>													