

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	CAPUNO		
FIRST NAME	CHARMAGNE FAITH	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	FELICILDA		
3. DATE OF BIRTH (mm/dd/yyyy)	03/17/1993	16. CITIZENSHIP	<div><input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship</div> <div><input type="checkbox"/> by birth <input type="checkbox"/> by naturalization</div> <div>Pls. indicate country:</div> <div></div>
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE		
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<div><input checked="" type="checkbox"/> Single <input type="checkbox"/> Married</div> <div><input type="checkbox"/> Widowed <input type="checkbox"/> Separated</div> <div><input type="checkbox"/> Other/s:</div>	17. RESIDENTIAL ADDRESS	<div><div>Apt 42Kilbourne Drive</div><div>House/Block/Lot No. Street</div><div>VSU CampusBrgy Pangasugan</div><div>Subdivision/Village Barangay</div><div>Baybay CityLeyte</div><div>City/Municipality Province</div></div> <div>ZIP CODE6521</div>
7. HEIGHT (m)	1.58	18. PERMANENT ADDRESS	<div><div>Apt 42Kilbourne Drive</div><div>House/Block/Lot No. Street</div><div>VSU CampusBrgy Pangasugan</div><div>Subdivision/Village Barangay</div><div>Baybay CityLeyte</div><div>City/Municipality Province</div></div> <div>ZIP CODE6521</div>
8. WEIGHT (kg)	52		
9. BLOOD TYPE	B+		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A	19. TELEPHONE NO.	(053) 563-8935
13. TIN NO.	436-207-331	20. MOBILE NO.	+639177099781
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	ccapuno317@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	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	CAPUNO			
FIRST NAME	OTHELLO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BATULAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	FELICILDA			
FIRST NAME	RUFINA			
MIDDLE NAME	LAGUMBAY		(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	Visca Foundation Elementary School	Primary Education	1999	2005		2005	Class Valedictorian
SECONDARY	Philippine Science High School - Eastern Visayas Campus	High School	2005	2009		2009	With Highest Honors
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A		N/A	N/A
COLLEGE	Ateneo de Manila University	BS Management Engineering	2009	2013		2013	Cum Laude
GRADUATE STUDIES	University of the Philippines - Diliman	MS Industrial Engineering	2018	2023		2023	None

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/05/2023
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## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

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

[illegible]

(Continue on separate sheet if necessary)

## VIII. OTHER INFORMATION

[illegible]

**(Continue on separate sheet if necessary)**

<b>SIGNATURE</b>		<b>DATE</b>	09/05/2023
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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)?

☐ 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

☐ 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: (1) company transfer and  
(2) graduate studies

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 items:  
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. Eugene Rex L. Jalao	DIEOR, Melchor Hall, University of the Philippines, Diliman, Quezon City	+63 2 8981 8500 loc 3149, 3128
Edrielle Paule J. Enriquez	One Raffles Quay, Level 24, South Tower Singapore	+65 8223 9837
Dr. Milagros C. Bales	Brgy. Pangasugan, Baybay City, Leyte	+63 942 481 4524

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.

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

Government Issued ID: **Passport**

ID/License/Passport No.: **P0074520C**

Date/Place of Issuance: **DFA NCR EAST (05/14/2022)**

Signature (Sign inside the box)


05 September 2023

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



PHOTO

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