

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 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 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)	1.55448	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street
8. WEIGHT (kg)	52		Subdivision/Village CALUNASAN Barangay
9. BLOOD TYPE	O+		MERIDA LEYTE
10. GSIS ID NO.	NONE		City/Municipality Province
11. PAG-IBIG ID NO.	1212-0520-0625		ZIP CODE 6540
12. PHILHEALTH NO.	13-025450085-3	18. PERMANENT ADDRESS	House/Block/Lot No. Street
13. SSS NO.	NONE		Subdivision/Village CALUNASAN Barangay
14. TIN NO.	495-884-350		MERIDA LEYTE
15. AGENCY EMPLOYEE NO.	NONE		City/Municipality Province
			ZIP CODE 6540
19. TELEPHONE NO.	NONE	20. MOBILE NO.	+639667928942
21. E-MAIL ADDRESS (if any)	caparasmjean@gmail.com		

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	NA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)	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)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	Calunasan Elementary School		2002	2008		2008	2nd Honor
SECONDARY	Merida Vocational School		2008	2012		2012	10th Honor
VOCATIONAL / TRADE COURSE							
COLLEGE	Visayas State University	BSc Environmental Management	2012	2016		2017	Areas+Erasmus MundusGrantee
GRADUATE STUDIES	Visayas State University Institute for Water Education	MSc in Development Sociology (Candidate) MSc in Water Managment and Governance	2017 2020	2020 Present			POST-SEI Foreign Scholar

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/17/2022
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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, and Action for Economic Reforms. Project: "Leyte Industrial Ecological Zone Network"	04/01/2017	12/20/2019		MSc Student Volunteer	
	Institute for Strategic Research and Development Studies, Visayas State University, Baybay City and German Institute for Development Evaluation. Project:	07/01/2017	08/31/2017		Documenter and Data Transcriber	
	Gender and Development Office, Visayas State University	07/01/2018	12/28/2019		Gender Sensitivity Trainers for Academe	
(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			
	Introduction to GIS for Water Management and Governance	01/11/2021	01/31/2021	30	Technical	Dr. Johannes van der Kwast Sponsored by: IHE Delft Institute for Water Education
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)			33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Remote Sensing	NONE				Parliament of Youth Leaders Inc.
	Conduct Qualitative Research Methods					Pinoy Erasmus Mundus Association
	Create professional maps to present data.					Young Southeast Asian Leadership Initiative
						ASEAN-India Exchange Students Association
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	01/17/2022	

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.
Buenaventura B. Dargantes, PhD	Baybay City, Philippines	+639171323695
Claire Michailovsky, PhD	Institute for Water Education, Netherlands	+31152152345
Jaap Evers, PhD	Institute for Water Education, Netherlands	+31152152335

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.

ID picture taken within the last 6 months
3.5 cm. X 4.5 cm
(passport size)

With full and handwritten name tag and signature over printed name

Computer generated or photocopied picture is not acceptable

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: **Passport**

ID/License/Passport No.: **P2045699B**

Date/Place of Issuance: **DFA-Tacloban**

Signature (Sign inside the box)

01/17/2022

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

