

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.	Please indicate country: ▼
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:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. _____ Street _____ CALUNASAN Subdivision/Village _____ Barangay _____ MERIDA LEYTE City/Municipality _____ Province _____ ZIP CODE 6540
7. HEIGHT (m)	1.58	18. PERMANENT ADDRESS	House/Block/Lot No. _____ Street _____ CALUNASAN Subdivision/Village _____ Barangay _____ MERIDA LEYTE City/Municipality _____ Province _____ ZIP CODE 6540
8. WEIGHT (kg)	53		
9. BLOOD TYPE	O+		
10. GSIS ID NO.	None		
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.		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 graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	CALUNASAN ELEMENTARY SCHOOL		2002	2008		2008	Salutatorian
SECONDARY	MERIDA VOCATIONAL SCHOOL		2008	2012		2012	Top 10
COLLEGE	VISAYAS STATE UNIVERSITY	BSc in Environmental Management	2012	2016		2017	Erasmus Mundus Grantee
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MSc in Development Sociology	2018	2020	36		
	INSTITUTE FOR WATER EDUCATION	MSc in Water Management and Governance	2020	2022		2022	DOST Scholar

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 5, 2022
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IV. CIVIL SERVICE ELIGIBILITY							
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE				RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)
							NUMBER Date of Validity
NONE							
(Continue on separate sheet if necessary)							
V. WORK EXPERIENCE							
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.							
28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
May 23, 2022	Present	Technical Specialist for Social and Environmental Data	Philippine Extractive Industries Transparency Initiative	48,764.40	SG 18	Job Order	
June 1, 2017	June 30, 2020	Science Research Assistant	Institute for Strategic Research and Development Studies, Visayas State University	8000.00		Job Order	
January 1, 2017	April 30, 2017	Geographic Information System Assistance	Department of Forest Science, Visayas State University	12000.00		Job Order	
(Continue on separate sheet if necessary)							
SIGNATURE				DATE	July 5, 2022		

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	Student Volunteer	
	Gender and Development Office, Visayas State University, Baybay City, Leyte, 6521-A	July 1, 2018	December 28, 2018	28	Gender Sensitivity Trainers for Academe	
	Institute for Strategic Research and Development Studies, Visayas State University, Baybay City, Leyte, 6521-A	July 1, 2017	August 28, 2019	36	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			
	Practical Remote Sensing	October 18, 2021	October 22, 2021	30	Technical	Conducted by: Dr. Paolo Paron Sponsored by: Instittue for Water Education
	Geographic Information System for Water Management and Governance	January 11, 2019	January 31, 2021	30	Technical	Conducted by: Dr. Johannes van der Kwast Sponsored by: Instittue for Water Education
(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	None			Parlaiment of Youth Leaders Inc.	
	GIS Mapping				Pinoy Erasmus Mundus Association	
	Data Management				Young Southeast Asian Initiative	
	Qualitative and Quantitative Research					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	April 20, 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;"></div> <p style="text-align: center;">Right Thumbmark</p>													
<p>SUBSCRIBED AND SWORN to before me this _____, 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;"></div> <p style="text-align: center;">Person Administering Oath</p>													