

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 if accomplished through own handwriting. Tick appropriate boxes ☐ and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

I. PERSONAL INFORMATION			
1. SURNAME	CAPACIO		
2. FIRST NAME	ALYSSA FAYE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ZAPATOS		
3. DATE OF BIRTH (dd/mm/yyyy)	16/06/1997	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	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX AT BIRTH	<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 CANDADAM Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.52	ZIP CODE	6521
8. WEIGHT (kg)	50	18. PERMANENT ADDRESS	House/Block/Lot No. Street CANDADAM Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
9. BLOOD TYPE	A	ZIP CODE	6521
10. UMID ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	1212-0398-6726	20. MOBILE NO.	09469343532 , 09653343532
12. PHILHEALTH NO.	13-025473009-3	21. E-MAIL ADDRESS (if any)	alyssafayecapacio@gmail.com
13. PhilSys Number (PSN):	2893-5290-2437-5947		
14. TIN NO.	704-150-925		
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND				
22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (dd/mm/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	CAPACIO			
FIRST NAME	ERNESTO			
MIDDLE NAME	CALUNGSOD			
25. MOTHER'S MAIDEN NAME	ZAPATOS			
SURNAME	MAURA			
FIRST NAME	AVELINO			
MIDDLE NAME			(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	BAYBAY II CENTRAL SCHOOL	ELEMENTARY EDUCATION	2003	2009	GRADUATED	2009	
SECONDARY	VISAYAS STATE UNIVERSITY - LABORATORY HIGH SCHOOL	SECONDARY EDUCATION	2009	2013	GRADUATED	2013	
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN BIOLOGY	2013	2017	GRADUATED	2017	
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	August 20, 2025

[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE	<i>[Signature]</i>	DATE	August 20, 2018
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VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (dd/mm/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
N/A				

(Continue on separate sheet if necessary)

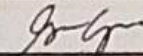
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (dd/mm/yyyy)		NUMBER OF HOURS	Type of L&D (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	From	To			
Food Safety and Overview of Environmental Monitoring Program	07/09/2020	07/09/2020	4.0	Webinar	Glenwood Technologies International Incorporated
Hygiene and Sanitation in Food Industry	07/23/2020	07/23/2020	4.0	Webinar	Glenwood Technologies International Incorporated
Advances and Challenges in Lactic Acid Bacteria Research for Food and Industry Application	08/12/2022	08/12/2022	8.0	Seminar	Philippine Society for Lactic Acid Bacteria Incorporated
Level II Cluster Review Presentation	10/24/2022	10/24/2022	8.0	Seminar	Visayas Consortium for Agriculture, Aquatic and Natural Resources Program - Regional Research
Advancing Biotechnology through innovation	12/07/2022	12/07/2022	8.0	Seminar	Visayas State University-Advance Research and Innovation center
Policy Brief Writing Training and Workshop	05/16/2023	05/18/2023	24.0	Workshop	Australian Center for International Agricultural Research/ Visayas Socio-Economic Research and
Water and Wastewater Quality Awareness	05/30/2023	05/30/2023	4.0	Online Seminar	Glenwood Technologies International Incorporated
PSSN's 21st Annual Scientific Meeting and International Conference on Nature Studies and Innovation for the Environment	07/06/2023	07/08/2023	24.0	Conference	Philippine Society for Study of Nature Incorporated
Training on Philippine Good Agricultural Practices and Food Safety for Provincial Agriculturists and City/ Municipal Agriculturists	09/25/2023	09/27/2023	24.0	Technical	Bureau of Plant Industry- Plant Product Safety Division
Microbial Counting 101: What matters most in Food?	08/04/2023	08/04/2023	4.0	Online Seminar	Department of Science and Technology - CALABARZON
20th PhilProff Annerversary Assembly and Scientific Convention	10/12/2023	10/13/2023	16.0	Convention	Philippine Society of Probiotics and Functional Foods Incorporated
Pesticide Handling, Storage, and Disposal	02/07/2024	02/07/2024	8.0	Technical	Fertilizer and Pesticide Authority
Training on Philippine Good Agricultural Practices (PhilGAP)	02/07/2024	03/15/2024	32.0	Technical	Visayas State University- Australian Center for International Agricultural Research
Mastering Food Allergen Management: Trends, Strategy, and Tools for a Safer Food Supply Chain	02/22/2024	02/22/2024	4.0	Online Seminar	Glenwood Technologies International Incorporated
Leveraging Microbiological Techniques and Strategies for a Safer Food Supply Chain	03/21/2024	03/21/2024	4.0	Online Seminar	Glenwood Technologies International Incorporated
Food Laboratory Safety	07/24/2024	07/24/2024	4.0	Online Seminar	Department of Science and Technology - CALABARZON
Chemical Handling and Safety	07/31/2024	07/31/2024	4.0	Online Seminar	Department of Science and Technology - CALABARZON
Equipment Safety, Operation and Maintenance	08/07/2024	08/07/2024	4.0	Online Seminar	Department of Science and Technology - CALABARZON
Instrument and Equipment Calibration	08/14/2024	08/14/2024	4.0	Online Seminar	Department of Science and Technology - CALABARZON
Hazardous Waste Management	08/21/2024	08/21/2024	4.0	Online Seminar	Department of Science and Technology - CALABARZON
Environment Monitoring in Food Industry	08/28/2024	08/28/2024	4.0	Online Seminar	Department of Science and Technology - CALABARZON
2024 National PhilGAP Summit	08/09/2024	08/10/2024	16.0	Summit	Bureau of Plant Industry- Plant Product Safety

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Computer Skills		Philippine Society of Probiotics and Functional Foods Incorporated
Communication Skills		
Physicochemical analyses		
Microbial analyses		
Basic statistics on SPSS		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 20, 2025
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<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> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Finished contract due to completion of project _____</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, as amended); and (c) Expanded Solo Parents Welfare Act (RA 11861), 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>

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	OFFICE / RESIDENTIAL ADDRESS	CONTACT NO. AND/OR EMAIL
Blanche Franchette D. Llera	Brgy. Patag, Baybay City, Leyte	09631930809
Julie D. Tan	Visayas State University, Baybay City, Leyte	09334639325
Ladie Anne P. Conde	Brgy. Candadam, Baybay City, Leyte	09277224090

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.



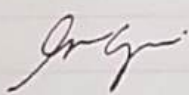
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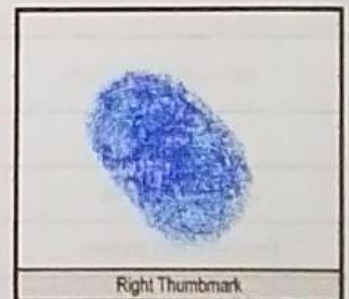
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: Driver's license

ID/License/Passport No.: H12-22-302992

Date/Place of Issuance: LTO Baybay City, Leyte


 Signature (Sign inside the box)
August 20, 2025
 Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 20 AUG 2025 at _____, affiant exhibiting his/her validly issued government ID as indicated above.

Doc. No.: 1049
Page No.: 20
Book No.: 1
Series of 2025

ATTY. DECYROSE P. PAPA
 Public Attorney II
 Pursuant to RA 9406
 Person Administering Oath