

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	Guarte			
FIRST NAME	Donna	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Masion			
3. DATE OF BIRTH (mm/dd/yyyy)	01/30/1989	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	Cabulihan, Maasin City, Southern Leyte	If holder of dual citizenship, please indicate the details.	Philippines	
5. SEX	☐ Male ☒ Female			
6. CIVIL STATUS	☒ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS		
7. HEIGHT (m)	1.52	ZIP CODE	House/Block/Lot No. Street Santa Cruz	
8. WEIGHT (kg)	50.00		Subdivision/Village Barangay BAYBAY LEYTE	
9. BLOOD TYPE	O		City/Municipality Province 6521	
10. GSIS ID NO.	N/A		18. PERMANENT ADDRESS	
11. PAG-IBIG ID NO.	N/A		ZIP CODE	House/Block/Lot No. Street Purok 4 Cabulihan
12. PHILHEALTH NO.	N/A	Subdivision/Village Barangay MAASIN (Capital) SOUTHERN LEYTE		
13. SSS NO.	N/A	City/Municipality Province NULL		
14. TIN NO.	N/A	19. TELEPHONE NO.		N/A
15. AGENCY EMPLOYEE NO.	V01261	20. MOBILE NO.		920-711-6869
		21. E-MAIL ADDRESS (if any)	donna.guarte@vsu.edu.ph	

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	Guarte			
FIRST NAME	Dominador	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Mantilla			
25. MOTHER'S MAIDEN NAME	Pamaong			
SURNAME	Guarte			
FIRST NAME	Presina			
MIDDLE NAME	Masion		(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	Cabulihan Elem. School	Elementary	1995	2001		2001	N/A
SECONDARY	Guadalupe National High School	High School	2001	2005		2005	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Biology (Major in Marine Biology)	2005	2009		2009	DOST/ Cum Laude
GRADUATE STUDIES	University of the Philippines - Visayas	Master of Science in Biology	2010	2016		2016	DOST
PLEASE SEE ATTACHMENT A							
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		05/25/2023		

Attachment A

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			
	GRADUATE STUDIES	Kochi University	Doctor of Philosophy in Marine Biology	2017	2020		2020	
(Continue on separate sheet if necessary)								
SIGNATURE				DATE		05/25/2023		

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			
	Department of Environment and Natural Resources-City Environment and Natural Resources Office Baybay Community Environmental and Natural Reso	09/01/2022	09/02/2022	16	Volunteer	
	Cabulihan Elementary School Cabulihan, Maasin City, Southern Leyte	06/29/2022	06/29/2022	4	Guest Speaker	
(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			
	6th International Conference for Fisheries and Aquatic Sciences and Asian Fisheries Social Science Research Network Forum One	11/24/2021	11/26/2021	24	Technical	University of the Philippines Visayas
	13th International Kuroshio Science Symposium	11/19/2019	11/21/2019	24	Technical	Cagayan State University
	52nd Annual Meeting of the Ichthyological Society of Japan	09/20/2019	09/23/2019	32	Technical	Ichthyological Society of Japan
	Training on Marine Fish Larvae Taxonomy	01/11/2019	01/14/2019	32	Technical	University of the Philippines Visayas
	Seminar on the Early Life Stages of Marine Fish	01/10/2019	01/10/2019	8	Technical	University of the Philippines Visayas
	12th Internation Kuroshio Symposium and South China Sea Marine Conference	11/18/2018	11/22/2018	40	Technical	National Sun Yat-sen University
	51st Annual Meeting of the Ichthyological Society of Japan	10/05/2018	10/08/2018	32	Technical	Ichthyological Society of Japan
	Fisheries Science and Management Training-Workshop	09/11/2017	09/12/2017	16	Technical	University of the Philippines Visayas
	Japan-Asia Yout Exchange Program in Science (SAKURA Exchange Program of Science)	01/16/2017	01/23/2017	64	Technical	Japan Science and Technology Agency, Kochi University
	Participatory Coastal Resource Assessment in west Danajon Bank, Bohol	09/19/2016	09/22/2016	32	Technical	University of the Philippines Visayas
	Round-table Discussion on Artificial Reefs and Coral Trasplantation/Rehabilitation	08/23/2016	08/23/2016	8	Technical	Zoological Society of London
	1st International DOST-SEI ASTHRDP-NSC Scholars Conference	04/07/2016	04/08/2016	16	Technical	Science Education Institute
	2016 CAS Scientific Poster Exhibit	02/22/2016	02/26/2016	40	Technical	University of the Philippines Visayas
	Training on Coastal Fish Stock Assessment (CoFSA)	12/11/2015	12/15/2015	40	Technical	DOST PCAARRD
	13th National Symposium of Marine Science	10/22/2015	10/26/2015	40	Technical	Philippine Association of Marine Science
	Training on Underwater Reef Assessment and Monitoring Surveys for the Technical Team of the Igang Bay Marine Sanctuary	08/05/2015	08/09/2015	40	Technical	John B. Lacson Foundation Maritime University
	International Conference on Biodiversity, Ecology and Conservation of Marine Ecosystems (2015)	06/01/2015	06/04/2015	32	Technical	The Swire Institute of Marine Science, The University of Hong Kong
PLEASE SEE ATTACHMENT B						
(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)		
	N/A	N/A		Japanese-French Oceanographic Society		
				Ichthyological Society of Japan		
				Philippine Association of Marine Sciences		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	05/25/2023	

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 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 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) <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>Wilfredo L. Campos</td><td>OceanBio Laboratory, UP Visayas, Miagao , Iloilo</td><td>+63 33-315-9271</td></tr><tr><td>Izumi Kinoshita</td><td>Kochi University, Kochi, Japan</td><td>+81 88-856-0633</td></tr><tr><td></td><td></td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	Wilfredo L. Campos	OceanBio Laboratory, UP Visayas, Miagao , Iloilo	+63 33-315-9271	Izumi Kinoshita	Kochi University, Kochi, Japan	+81 88-856-0633			
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Izumi Kinoshita	Kochi University, Kochi, Japan	+81 88-856-0633												
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 Right Thumbmark												
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i> Government Issued ID: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A	Signature (Sign inside the box) 05/25/2023 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														