

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) N/A	
MIDDLE NAME	ABANDONADO				
3. DATE OF BIRTH (mm/dd/yyyy)	01/10/1997	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:		
4. PLACE OF BIRTH		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)	1.58	ZIP CODE	House/Block/Lot No. Street Calunasan		
8. WEIGHT (kg)	53.00		Subdivision/Village Barangay MERIDA LEYTE		
9. BLOOD TYPE	O+		City/Municipality Province 6540		
10. GSIS ID NO.	2006190390				
11. PAG-IBIG ID NO.	121205200625				
12. PHILHEALTH NO.	N/A	18. PERMANENT ADDRESS			
13. SSS NO.	N/A	ZIP CODE	House/Block/Lot No. Street Calunasan		
14. TIN NO.	495884350		Subdivision/Village Barangay MERIDA LEYTE		
15. AGENCY EMPLOYEE NO.	V02062		City/Municipality Province 6540		
19. TELEPHONE NO.	N/A				
20. MOBILE NO.	966-792-8942				
21. E-MAIL ADDRESS (if any)	merry.caparas@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	Caparas			
FIRST NAME	Robinson	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Prieto			
25. MOTHER'S MAIDEN NAME	Lorna Tapang Abandonado			
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
ELEMENTARY	N/A		From	To			
SECONDARY	N/A						
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/26/2023
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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		
	Gender and Development Office Visayas State University, Baybay City	07/02/2018	12/28/2018	28	Gender Sensitivity Trainers for Academe
	DEval – German Institute for Development Evaluation and Institute for Strategic Research and Development Studies Visayas State University	07/03/2017	08/28/2019	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			
	UNLEASH Global Innovation Lab	12/02/2022	12/11/2022	80	Technical	UNLEASH Organization and State Government of Karanataka , India
	Practical Remote Sensing	10/18/2021	10/21/2021	30	Technical	Institute for Water Education
	Geographic Information System for Water Management and Governance	01/11/2021	01/31/2021	30	Technical	Institute 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)
	N/A		Semi-finalist during the solution festival of UNLEASH Global Innovation Lab 2022		UNLEASH Global Community
			DOST-SEI Foreign Scholarship Grantee		Institute for Water Education (IHE) Alumni Community
			Areas+ Erasmus Mundus Grantee		Young Southeast Asian Leadership Initiative

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/26/2023
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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 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><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Buenaventura Dargantes</td><td>Baybay City, Leyte, 6521, Philippines</td><td>+639171323695</td></tr><tr><td>Claire Michailovsky</td><td>Institute for Water Education, 2611, Netherlands</td><td>+31152152345</td></tr><tr><td>Lilian Nuñez</td><td>ISRDS, Visayas State University, 6521, Philippines</td><td>565-0600-1050</td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	Buenaventura Dargantes	Baybay City, Leyte, 6521, Philippines	+639171323695	Claire Michailovsky	Institute for Water Education, 2611, Netherlands	+31152152345	Lilian Nuñez	ISRDS, Visayas State University, 6521, Philippines	565-0600-1050
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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: PASSPORT ID/License/Passport No.: P2045699B Date/Place of Issuance: 04/26/2019 / DFA-Tacloban	Signature (Sign inside the box) 01/26/2023 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														