PERSONAL DATA SHEET

WARNING: Any misinterpretation 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. 1 CS ID No. (Do not fill up. For CSC use only) Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. SONAL INFORMATION **CAPUNO** 2 SURNAME NAME EXTENSION (JR., SR) FIRST NAME RUFINA MIDDLE NAME FELICILDA DATE OF BIRTH 4/7/1958 16. CITIZENSHIP Dual Citizenship (mm/dd/yyyy) by birth by naturalization 4. PLACE OF BIRTH Hinundayan, So. Leyte If holder of dual citizenship, Pls. indicate country: please indicate the details. 5. SEX Male ✓ Female Single ✓ Married 17. RESIDENTIAL ADDRESS Apartment No.42 Kilbourne Drive 6 CIVIL STATUS Widowed Separated House/Block/Lot No. Street VSU Campus Visca Other/s: Subdivision/Village Barangay Baybay City Leyte 7. HEIGHT (m) 1'52" City/Municipality Province 8 WEIGHT (kg) 65kilos ZIP CODE 18. PERMANENT ADDRESS "B" 9 BLOOD TYPE House/Block/Lot No Street Biasong 10. GSIS ID NO. 58040702332 Subdivision/Village Barangay Hinundayan So. Leyte 11. PAG-IBIG ID NO. 913169006511 City/Municipality 12. PHILHEALTH NO. 13-000015119-0 ZIP CODE 13. SSS NO. 3301885303 19 TELEPHONE NO 053-563-8935 4. TIN NO. 104-767-384 20. MOBILE NO. 091/3108082 15. AGENCY EMPLOYEE NO. V000143 21. E-MAIL ADDRESS (if any) ruffa4758@yahoo.com **FAMILY BACKGROUND** 22. SPOUSE'S SURNAME CAPUNO 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/vvvv) NAME EXTENSION (JR., SR) FIRST NAME **OTHELLO** CHARMAGNE FAITH F. CAPUNO 3/17/1993 BATULAN MIDDLE NAME 7/14/1994 CHRISTELLE VENUS F. CAPUNO OCCUPATION **School Administrator** EMPLOYER/BUSINESS NAME Visayas State University **BUSINESS ADDRESS** NA TELEPHONE NO. 09369542182 24. FATHER'S SURNAME **FELICILDA** NAME EXTENSION (JR., SR) FIRST NAME **PETRONILO** ESCALERA MIDDLE NAME 5. MOTHER'S MAIDEN NAME SURNAME LAGUMBAY FIRST NAME FLAVIANA MACION MIDDLE NAME (Continue on separate sheet if necessary) SCHOLARSHIP NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE PERIOD OF ATTENDANCE HIGHEST LEVEL ACADEMIC HONORS YEAR LEVEL UNITS EARNED (Write in full) GRADUATED (Write in full) (if not graduated) RECEIVED From To ELEMENTARY Hinundayan Central Community School 2nd Honorable Elementary 7/1/1965 4/1/1971 Grade VI 1971 Mention 3rd Honorable SECONDARY Lungsoda-an Barangay High School Secondary 6/1/1971 3/1/1975 Fourth Year 1975 Mention VOCATIONAL / NA NA NA NA NA NA NA TRADE COURSE COLLEGE Visayas State College of Agriculture Bachelor of Science in Agriculture 10/1/1975 3/1/1980 Graduated 1980 None Master of Science in Agricultural **GRADUATE STUDIES** Leyte State University 11/1/1994 3/1/2003 Graduated 2003 None **Economics** tinue on separate effect if necessary) SIGNATURE DATE April 25, 2017

27. CARE	SPECIAL LAWS/		RATING	DATE OF EXAMINATION /	PLACE OF EXAMINA	TION / CONFER	MENT	LICENSE (if ap	oplicable) Date of
BARANGAY ELIGIBILITY / DRIVER'S LICENSE		(If Applicable)	CONFERMENT	PLACE OF EXAMINATION / CONFERMENT			NUMBER	Validity	
Career Service Professional Exam		70.00%	7/18/1981	Maasin, Sou	uthern Leyte		77	5 10	
Agricultural Officer Exam		73.25%	5/11/1980 Tacloba		an City			(8.76.)	
Career Se	rvice Sub-Professi	ional Entrance Exam	72.40%	6/17/1979	Taclob	an City			
	Agriculturist With	out Exam	NA	8/7/2007	A		of 1.1 ye		
		TARE L		The street Pro-					
-									
	3.02	7 21	2 101		n z Ma			1.76	
				Continue on separate she	et if necessary)		ang analysis and an		
	EXPERIENCE vate employment.	Start from your recent	work) Descri	ption of duties should	d be indicated in the attac	hed Work E	xperience she	et.	
28. INCL	USIVE DATES	POSITION TITL			NCY / OFFICE / COMPANY	MONTHLY	SALARY/ JOB/ PAY GRADE (if	STATUS OF	GOVT
From	То	(Write in full/Do not abl		THE RESERVE OF THE PARTY OF THE	Do not abbreviate)	SALARY	applicable)& STEP (Format "00-0")/ INCREMENT	APPOINTMENT	SERVICE (Y/ N)
1/1/2017	Present	Associate Profe	ssor I	Dept. of Economics, Visayas State University		39,685.00	"19-2"	Permanent	Yes
1/1/2016	12/31/2016	Associate Profe	ssorl	Dept. of Econo	mics, Visayas State iversity	36,857.00	"19-1"	Permanent	Yes
10/28/2014	12/31/2015	Associate Profe	ssor I	Dept. of Econo	mics, Visayas State iversity	34,231.00	"19-1"	Permanent	Yes
6/1/2012	10/27/2014	Associate Profe	ssor I	Dept. of Econo	mics, Visayas State iversity	33,859.00	"19-1"	Permanent	Yes
10/28/2011	5/31/2012	Associate Profe	ssor I	Dept. of Economics, Visayas State		P31,690.00	"19-1"	Permanent	Yes
5/1/2011	10/27/2011	Assistant Profes	sor IV	Dept. of Economics, Visayas State University		28,305.00	"18-1"	Permanent	Yes
6/24/2010	5/31/2011	Assistant Profes	sor IV	Dept. of Economics, Visayas State University		25,259.00	"18-1"	Permanent	Yes
10/1/2009	6/23/2010	Assistant Profes	sor IV	Dept. of Economics, Visayas State University		22,214.00	"18-1"	Permanent	Yes
7/1/2009	9/30/2009	Assistant Profes	ssor II	CONTRACTOR AND ADMINISTRAL PROPERTY OF THE PRO		19,906.00	and the second con-	Permanent	Yes
2/1/2009	6/30/2009	Assistant Profes	ssor II	Dept. of Economics, Visayas State University		17,059.00	"16-2"	Permanent	Yes
11/1/2008	1/31/2009	Assistant Profes	ssor II	Dept. of Economics, Visayas State University		17,059.00	"16-1"	Temporary	Yes
7/1/2008	10/31/2008	Assistant Profes	Assistant Professor II		Dept. of Economics, Visayas State University		"16-1"	Temporary	Yes
7/1/2007	6/30/2008	Assistant Professor II		Dept. of Econo Un	15,508.00	"16-1"	Temporary	Yes	
12/1/2005	6/30/2007	Assistant Professor II		Dept. of Economics	14,098.00	"16-1"	Temporary	Yes	
7/15/2004	11/30/2005	Assistant Profe	ssor I	Dept. of Economics	13,300.00	"15-1"	Temporary	Yes	
12/1/2001	7/14/2004	Assistant Profe	ssor I	Dept. of Economics	13,300.00	"15-1"	Temporary	Yes	
7/1/2001	11/30/2001	Instructor I	I	Visayas State C	12,546.00	"14-1"	Temporary	Yes	
1/1/2000	6/30/2001	Instructor III		Visayas State C	11,949.00	"14-1"	Temporary	Yes	
12/1/1997	12/31/1999	Instructor III		Visayas State C	10,863.00	"14-1"	Temporary	Yes	
11/1/1997	11/30/1997	Instructor II		Visayas State College of Agriculture		10,248.00	"13-1"	Temporary	Yes
1/1/1997	10/31/1997	Instructor I	I Visayas State College of Agriculto		ollege of Agriculture	8,686.00	"13-1"	Temporary	Yes
1/1/1996	12/31/1996	Instructor I	l	Visayas State College of Agriculture		6,924.00	"13-1"	Temporary	Yes
1/1/1995	12/31/1995	Instructor	I	Visayas State College of Agriculture		5,500.00	"13-1"	Temporary	Yes
1/1/1994	12/31/1994	Instructor	1	Visayas State College of Agriculture		4,500.00	"13-1"	Temporary	Yes
6/16/1990	12/31/1993	Instructor II (F	R/E)	Visayas State C	ollege of Agriculture	3,800.00	"13-1"	Temporary	Yes
	+								
			,	Continue on separate she	et if necessary)				
SIGNATURE		hugh		DATE		April 25, 20	17		

30. INCLUSIVE DATES (mm/dd/yyyy)		HAS LESSINGE	DEPARTMENT/AGENCY	- HIGALIN A	SALARY GRADE & STEP INCREMENT	STATUS OF APPOINT-	GOV'T SERVICE
		POSITION TITLE	OFFICE/COMPANY	MONTHLY SALARY			
		(Write in full)					
rom	То	ji i manen	((Write in full)		(Format "00-0")	MENT	(Yes/No
Nov 16, 1989	June 15,1990	Research and Training Officer	Philippine Business for Social Progress	6,223.00	NA	Core Staff	No
July 1, 1989	Nov. 15,1989	Training Officer	Philippine Business for Social Progress	5,352.00	NA	Core Staff	No
May 16, 1989	June. 30,1989	Training Officer	Philippine Business for Social Progress	4,902.00	NA	Core Staff	No
Feb. 16, 1989	May. 15,1989	Training Officer	Philippine Business for Social Progress	4,669.00	NA	Core Staff	No
Dec. 1, 1988	Feb. 15,1989	Research Officer	Philippine Business for Social Progress	3,634.00	NA	Core Staff	No
May 1, 1988	Nov. 30,1988	Research Officer	Philippine Business for Social Progress	3,545.00	NA	Core Staff	No
Feb. 1, 1988	Apr. 30,1989	Research Officer	Philippine Business for Social Progress	3,484.00	NA	Core Staff	No
Nov 1, 1987	Jan. 31,1988	Research Officer	Philippine Business for Social Progress	3,179.00	NA	Core Staff	No
Aug 1, 1987	Oct. 31,1987	Research Officer	Philippine Business for Social Progress	3,153.00	NA	Core Staff	No
May 1, 1987	July 31,1987	Research Officer	Philippine Business for Social Progress	2,886.00	NA	Core Staff	No
Aug 1, 1986	April 30,1987	Research Officer	Philippine Business for Social Progress	2,389.00	NA	Core Staff	No
July 1, 1986	July 31,1986	Assistant Instructor	Dept. of Econ. and Agrib, VisayasStateCollegeofAgriculture	1,715.00	Lumpsum	Temporary	Yes
Jan. 1, 1985	June 30,1986	Assistant Instructor	Dept. of Econ. and Agrib, VisayasStateCollegeofAgriculture	1,405.00	Lumpsum	Temporary	Yes
May 1, 1984	Dec. 31,1985	Assistant Instructor	Dept. of Econ. and Agrib, VisayasStateCollegeofAgriculture	1,272.00	Lumpsum	Temporary	Yes
Apr 1, 1983	Apr 30,1984	Assistant Instructor	Dept. of Econ. and Agrib, VisayasStateCollegeofAgriculture	1,152.00	Lumpsum	Temporary	Yes
June 14, 1982	Mar 31,1983	Assistant Instructor	Dept. of Econ. and Agrib, VisayasStateCollegeofAgriculture	992.00	Lumpsum	Temporary	Yes
Jan 1, 1982	June 13,1982	Media Researcher	Regional Training Center for Rural Development	853.00	Lumpsum	Contractual	Yes
Oct 1, 1981	Dec 31,1981	Research Assistant	Regional Training Center for Rural Development	25.75/day	Lumpsum	Contractual	Yes
Feb.1, 1981	Sept. 30,1981	Research Assistant	Regional Training Center for Rural Development	25/day	Lumpsum	Contractual	Yes

(Continue on separate sheet if necessary)
(Continue on separate sheet if necessary)

SIGNATURE

DATE

8 Aml 2017

CS FORM 212 (Revised 2017), Page 2a of 4

VI. VOLUNTAR	RY WORK OR INVOLVEMENT II	N CIVIC)	/PEOPLE/V	OLUNTARY O	RGANIZATION	- /	
29. NAME & ADDRESS OF (Write in				ISIVE DATES In/dd/yyyy) To	NUMBER OF HOURS		POSITION / NATURE OF WORK
	NA		NA	NA	NA		NA
							1-7-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1
			1	+			
			+	+	+		7
			+	+	-		
			Continue on separa		ary)		
	G AND DEVELOPMENT (L&D) II st recent L&D/training program and includ				Chief Evecutive/Mans	anarial positions)	
			INCLUS	VE DATES OF		Type of LD	
W. IIILE	OF LEARNING AND DEVELOPMENT INTE (Write in full)		(mr	ENDANCE n/dd/yyyy)	NUMBER OF HOURS	(Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
Workshop on Ec	conomic Research Methods		1/9/2017	1/13/2017	40.0	Technical	Department of Economics, Visayas State University
	nsforming Thesis Output into Publis	hable Article	6/21/2016	6/24/2016	32.0	TEchnical	Department of Economics, Visayas State University
	lucation Seminar Workshop	The state of	5/4/2015	5/5/2015	16.0	Technical	Visayas State University
Annual RDE In-Ho	ouse Consultative Review and Plann	ing Workshop	5/15/2012	5/16/2012	16.0	Technical	Visayas State University
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VIII. OTHER IN	NFORMATION						
31. S	SPECIAL SKILLS and HOBBIES	32. N	ON-ACADEMIC DIS	TINCTIONS / RECO	OGNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Dancing		1	NA			VSU Faculty Association
	Swimming		VSU Alumni Association				
Computer Oper	ration (Microsoft Word and Excel ower Point Presentation)						
and Po	Ower Folia Fleschation)		Ye Lashin				2002109-00
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1							
		I VI	Continue on separa	ate sheet if pecess		ATE	April 25, 2017
Company of the last of the las	SIGNATURE		Man		The second secon	144 7 80	

34. Are you related by consanguinity or affinity to the	ng or recommending authority, or to the	
chief of bureau or office or to the person who has immedia	ate supervision over you in the Office,	Name of the Control of State of the Control of the
Bureau or Department where you will be apppointed,		
a. within the third degree?		YES NO
b. within the fourth degree (for Local Government Unit - Co	☐ YES ☑ NO	
		If YES, give details:
Landau Company	# 0	
35. a. Have you ever been found guilty of any administrative of	YES NO	
		If YES, give details:
b. Have you been criminally charged before any court?	and the second second second second	YES V NO
	The state of the s	If YES, give details:
		Date Filed:
to gas la subserve appropriate controvament, subservance i versioner, e visitament subfine	and the second of the second o	Status of Case/s:
36. Have you ever been convicted of any crime or violation of any court or tribunal?	any law, decree, ordinance or regulation by	YES NO
any court of tribunar?		If YES, give details:
37. Have you ever been separated from the service in any of t		✓ YES NO
retirement, dropped from the rolls, dismissal, termination, of	end of term, finished contract or phased out	If YES, give details: Resignation from ViSCA & transferred to
(abolition) in the public or private sector?		PBSP, Manila for personal reason. Resigned from PBSP an joined back to \$1000 introducing in the same year
38. a. Have you ever been a candidate in a national or local e Barangay election)?	ection held within the last year (except	YES NO
Durangay distalony:	car anges Bhras	If YES, give details:
b. Have you resigned from the government service during		YES V NO
election to promote/actively campaign for a national or loc	al candidate?	If YES, give details:
39. Have you acquired the status of an immigrant or permane	nt resident of another country?	YES NO
		If YES, give details (country):
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) M	agna Carta for Disabled Persons (RA	
7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:	
Are you a member of any indigenous group?		YES V NO
b. Are you a person with disability?		If YES, please specify:
The you a person with disability?		☐ YES ☑ NO If YES, please specify ID No:
c. Are you a solo parent?		
		☐ YES ☑ NO If YES, please specify ID No:
41. REFERENCES (Person not related by consanguinity or affinity to applican	t (annointee)	
NAME	ADDRESS	TEL. NO.
Dr. Nerelito P. Pascual	Barangay Guadalupe, Baybay City, Leyte	A
Dr. Antonio P. Abamo	VSU, Visca, Baybay City, Leyte	052 5027704
	V30, Visca, Daybay City, Leyte	053-5637764
Dr. Moises Neil V. Serino	VSU, Visca, Baybay City, Leyte	053-5637751
42. I declare under oath that I have personally accomplished	d this Personal Data Sheet which is a tri	ue, correct and
complete statement pursuant to the provisions of perti	nent laws, rules and regulations of the F	Penublic of the
Philippines. I authorize the agency head/authorized repres	entative to verify/validate the contents state	d herein. RUFINA F. CAPUNO
agree that any misrepresentation made in this doc administrative/criminal case/s against me.	ument and its attachments shall cause	the filing of
	AND THE RESERVE OF THE CONTRACT OF THE CONTRAC	Marie Property Committee of the Committe
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)	The state of the s	
PLEASE INDICATE ID Number and Date of Issuance		
Government Issued ID: VSU ID and UMID	(Spunto	
ID/License/Passport No.: V00143/0203851108729190/EC8423936	Signature (Sign inside the box	
Date/Place of Issuance: January 2010/17August2016	April 25, 2017	The latest the second s
	Date Accomplished	Right Thumbmark
SUBSCRIBED AND SWORN to before me this	R-Z 6 2017	bis flags
	, amant exhibiting	n his/her validly issued government ID as indicated above.
	// Igin	200
	ATTY. AVEIN C GUNDO	אניק
	UNTH DECEMBER 35, 2017	
	Person Administering Oath	*1/12/17
Triangles 1 12	MOLE COMP A 1 V-BUCTER*	7/20/15
	ROLL OF ATTORNEYS NO. 57	