

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.

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	CAPUNO		
FIRST NAME	RUFINA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	FELICILDA		
3. DATE OF BIRTH (mm/dd/yyyy)	4/7/1958	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	Hinundayan, So. Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Apartment No.42 Kilbourne Drive House/Block/Lot No. Street VSU Campus Visca Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1'52"	ZIP CODE	
8. WEIGHT (kg)	65kilos		
9. BLOOD TYPE	"B"	18. PERMANENT ADDRESS	House/Block/Lot No. Street Blasong Subdivision/Village Barangay Hinundayan So. Leyte City/Municipality Province
10. GSIS ID NO.	58040702332	ZIP CODE	
11. PAG-IBIG ID NO.	913169006511		
12. PHILHEALTH NO.	13-000015119-0		
13. SSS NO.	3301885303	19. TELEPHONE NO.	053-563-8935
14. TIN NO.	104-767-384	20. MOBILE NO.	09173108082
15. AGENCY EMPLOYEE NO.	V000143	21. E-MAIL ADDRESS (if any)	ruffa4758@yahoo.com

II. FAMILY BACKGROUND

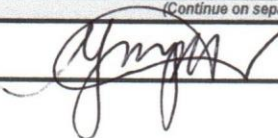
22. SPOUSE'S SURNAME	CAPUNO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	OTHELLO	NAME EXTENSION (JR., SR)	CHARMAGNE FAITH F. CAPUNO	3/17/1993
MIDDLE NAME	BATULAN		CHRISTELLE VENUS F. CAPUNO	7/14/1994
OCCUPATION	School Administrator			
EMPLOYER/BUSINESS NAME	Visayas State University			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	09369542182			
24. FATHER'S SURNAME	FELICILDA			
FIRST NAME	PETRONILO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ESCALERA			
25. MOTHER'S MAIDEN NAME				
SURNAME	LAGUMBAY			
FIRST NAME	FLAVIANA			
MIDDLE NAME	MACION			

(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	Hinundayan Central Community School	Elementary	7/1/1965	4/1/1971	Grade VI	1971	2nd Honorable Mention
SECONDARY	Lungsoda-an Barangay High School	Secondary	6/1/1971	3/1/1975	Fourth Year	1975	3rd Honorable Mention
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	Visayas State College of Agriculture	Bachelor of Science in Agriculture	10/1/1975	3/1/1980	Graduated	1980	None
GRADUATE STUDIES	Leyte State University	Master of Science in Agricultural Economics	11/1/1994	3/1/2003	Graduated	2003	None

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 25, 2017
-----------	---	------	----------------

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
Career Service Professional Exam	70.00%	7/18/1981	Maasin, Southern Leyte		
Agricultural Officer Exam	73.25%	5/11/1980	Tacloban City		
Career Service Sub-Professional Entrance Exam	72.40%	6/17/1979	Tacloban City		
Agriculturist Without Exam	NA	8/7/2007	NA		

(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	GOVT SERVICE (Y/ N)
	From	To						
	1/1/2017	Present	Associate Professor I	Dept. of Economics, Visayas State University	39,685.00	"19-2"	Permanent	Yes
	1/1/2016	12/31/2016	Associate Professor I	Dept. of Economics, Visayas State University	36,857.00	"19-1"	Permanent	Yes
	10/28/2014	12/31/2015	Associate Professor I	Dept. of Economics, Visayas State University	34,231.00	"19-1"	Permanent	Yes
	6/1/2012	10/27/2014	Associate Professor I	Dept. of Economics, Visayas State University	33,859.00	"19-1"	Permanent	Yes
	10/28/2011	5/31/2012	Associate Professor I	Dept. of Economics, Visayas State University	P31,690.00	"19-1"	Permanent	Yes
	6/1/2011	10/27/2011	Assistant Professor IV	Dept. of Economics, Visayas State University	28,305.00	"18-1"	Permanent	Yes
	6/24/2010	5/31/2011	Assistant Professor IV	Dept. of Economics, Visayas State University	25,259.00	"18-1"	Permanent	Yes
	10/1/2009	6/23/2010	Assistant Professor IV	Dept. of Economics, Visayas State University	22,214.00	"18-1"	Permanent	Yes
	7/1/2009	9/30/2009	Assistant Professor II	Dept. of Economics, Leyte State University	19,906.00	"16-2"	Permanent	Yes
	2/1/2009	6/30/2009	Assistant Professor II	Dept. of Economics, Visayas State University	17,059.00	"16-2"	Permanent	Yes
	11/1/2008	1/31/2009	Assistant Professor II	Dept. of Economics, Visayas State University	17,059.00	"16-1"	Temporary	Yes
	7/1/2008	10/31/2008	Assistant Professor II	Dept. of Economics, Visayas State University	17,059.00	"16-1"	Temporary	Yes
	7/1/2007	6/30/2008	Assistant Professor II	Dept. of Economics, Visayas State University	15,508.00	"16-1"	Temporary	Yes
	12/1/2005	6/30/2007	Assistant Professor II	Dept. of Economics, Leyte State University	14,098.00	"16-1"	Temporary	Yes
	7/15/2004	11/30/2005	Assistant Professor I	Dept. of Economics, Leyte State University	13,300.00	"15-1"	Temporary	Yes
	12/1/2001	7/14/2004	Assistant Professor I	Dept. of Economics, Leyte State University	13,300.00	"15-1"	Temporary	Yes
	7/1/2001	11/30/2001	Instructor III	Visayas State College of Agriculture	12,546.00	"14-1"	Temporary	Yes
	1/1/2000	6/30/2001	Instructor III	Visayas State College of Agriculture	11,949.00	"14-1"	Temporary	Yes
	12/1/1997	12/31/1999	Instructor III	Visayas State College of Agriculture	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 II	Visayas State College of Agriculture	8,686.00	"13-1"	Temporary	Yes
	1/1/1996	12/31/1996	Instructor II	Visayas State College of Agriculture	6,924.00	"13-1"	Temporary	Yes
	1/1/1995	12/31/1995	Instructor II	Visayas State College of Agriculture	5,500.00	"13-1"	Temporary	Yes
	1/1/1994	12/31/1994	Instructor II	Visayas State College of Agriculture	4,500.00	"13-1"	Temporary	Yes
	6/16/1990	12/31/1993	Instructor II (R/E)	Visayas State College of Agriculture	3,800.00	"13-1"	Temporary	Yes

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 25, 2017
-----------	---	------	----------------

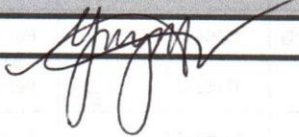
V. WORK EXPERIENCE (Include private employment. Start from your current work)

30. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full)	DEPARTMENT/AGENCY OFFICE/COMPANY (Write in full)	MONTHLY SALARY	SALARY GRADE & STEP INCREMENT (Format "00-0")	STATUS OF APPOINT- MENT	GOV'T SERVICE (Yes/No)
From	To						
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

25 April 2017

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

[illegible]

(Continue on separate sheet if necessary)

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

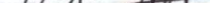
[illegible]

(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)
Dancing	NA	VSU Faculty Association
Swimming		VSU Alumni Association
Computer Operation (Microsoft Word and Excel and Power Point Presentation)		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 25, 2017
-----------	---	------	----------------

CS FORM 212 (Revised 2017). Page 4 of 4