

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	Casangcapan		
FIRST NAME	Manuel	N/A	
MIDDLE NAME	Embodo		
3. DATE OF BIRTH (mm/dd/yyyy)	26-03-61	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	San Juan, Southern Leyte	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input checked="" type="checkbox"/> Male <input 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	Powerhouse 1 House/Block/Lot No. Street Visayas State University Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.60	ZIP CODE	6521-A
8. WEIGHT (kg)	63		
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	House/Block/Lot No. Street Sta. Cruz Subdivision/Village Barangay San Juan Southern Leyte City/Municipality Province
10. GSIS ID NO.	006005882492	ZIP CODE	6011
11. PAG-IBIG ID NO.	913259576551		
12. PHILHEALTH NO.	130000151301		
13. SSS NO.	NONE	19. TELEPHONE NO.	(053) 563-7018 (Residence)
14. TIN NO.	140-031-329	20. MOBILE NO.	0933 364 8970 0935 942 1961
15. AGENCY EMPLOYEE NO.	V000146	21. E-MAIL ADDRESS (if any)	mecasangcapan@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Corbita	23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Cora	N/A	Athena Valerie C. Casangcapan
MIDDLE NAME	Mandaguay		11/06/2000
OCCUPATION	Secondary School Teacher 3		
EMPLOYER/BUSINESS NAME	Baybay National High School		
BUSINESS ADDRESS	Baybay City		
TELEPHONE NO.	0910 490 7474 0916 976 6323		
24. FATHER'S SURNAME	Casangcapan		
FIRST NAME	Felipe	N/A	
MIDDLE NAME	Bajan		
25. MOTHER'S MAIDEN NAME	(Deceased)		
SURNAME	Embodo		
FIRST NAME	Gerarda		
MIDDLE NAME	Felicitas		

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	San Juan Central Elementary School	Primary	1968	1974	N/A	1974	Highest Honor
SECONDARY	San Juan Comprehensive High School	Secondary	1975	1978	N/A	1978	Valedictorian
VOCATIONAL / TRADE COURSE	Jose Rizal College	Typing	April	May-81	3 units	N/A	NONE
COLLEGE	Visayas State College of Agriculture	BS in Agricultural Engineering	1978	1983	N/A	1983	Cum Laude
GRADUATE STUDIES	Lincoln University, New Zealand	Master of Applied Science (Agricultural Engineering)	1987	1991	N/A	1991	First Class Honors

SIGNATURE		DATE	April 22, 2017
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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
Civil Service Eligible by virtue of PD 907 as amended by PD 933	Grade A	05 April 1983	VisCA Commencement Exercises	Certificate No. 17707	None
Board of Agricultural Engineering	78.90	23-24 Sept 1985	Professional Regulation Commission, Manila	0002937	26-03-16

(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 *00-00) INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
01-01-15	Present	Associate Professor II	Department of Agricultural Engineering, Visayas State University, Baybay City, Leyte	P 43,250	20-1	Permanent	Yes
11-01-14	12/31/2014	Associate Professor I	Department of Agricultural Engineering, Visayas State University, Baybay City, Leyte	P 34,231	19-1	Permanent	Yes
06-01-12	10/31/2014	Associate Professor I	Department of Agricultural Engineering, Visayas State University, Baybay City, Leyte	P 33,859	19-1	Permanent	Yes
11-01-11	05/31/2012	Associate Professor I	Department of Agricultural Engineering, Visayas State University, Baybay City, Leyte	P 30,474	19-1	Permanent	Yes
06-01-11	10/31/2011	Assistant Professor IV	Department of Agricultural Engineering, Visayas State University, Baybay City, Leyte	P 29,854	18-5	Permanent	Yes
06/24/2010	05/31/2011	Assistant Professor IV	Department of Agricultural Engineering, Visayas State University, Baybay City, Leyte	P 26,956	18-5	Permanent	Yes
12-01-09	06/23/2010	Assistant Professor IV	Department of Agricultural Engineering, Visayas State University, Baybay City, Leyte	P 24,057	18-5	Permanent	Yes
07-01-09	11/30/2009	Assistant Professor IV	Department of Agricultural Engineering, Visayas State University, Baybay City, Leyte	P 23,581	18-4	Permanent	Yes
07-01-08	06/30/2009	Assistant Professor IV	Department of Agricultural Engineering, Visayas State University, Baybay City, Leyte	P 20,642	18-4	Permanent	Yes
07-01-07	06/30/2008	Assistant Professor IV	Department of Agricultural Engineering, Visayas State University, Baybay City, Leyte	P 18,765	18-4	Permanent	Yes
12-01-06	06/30/2007	Assistant Professor IV	Department of Agricultural Engineering, Leyte State University, Baybay City, Leyte	P 17,059	18-4	Permanent	Yes
12-01-03	11/30/2006	Assistant Professor IV	Department of Agricultural Engineering, Leyte State University, Baybay City, Leyte	P 16,643	18-3	Permanent	Yes
07-01-01	11/30/2003	Assistant Professor IV	Department of Agricultural Engineering and Applied Mathematics, Visayas State College of Agriculture, Baybay City, Leyte	P 16,327	18-2	Permanent	Yes
12-01-00	06/30/2001	Assistant Professor IV	Department of Agricultural Engineering and Applied Mathematics, Visayas State College of Agriculture, Baybay City, Leyte	P 15,464	18-2	Permanent	Yes
06/14/2000	11/30/2000	Assistant Professor IV	Department of Agricultural Engineering and Applied Mathematics, Visayas State College of Agriculture, Baybay City, Leyte	P 15,087	18-1	Permanent	Yes
01-01-00	06/13/2000	Assistant Professor IV	Department of Agricultural Engineering and Applied Mathematics, Visayas State College of Agriculture, Baybay City, Leyte	P 15,087	18-1	Temporary	Yes
12-01-97	12/31/1999	Assistant Professor IV	Department of Agricultural Engineering and Applied Mathematics, Visayas State College of Agriculture, Baybay City, Leyte	P 13,715	18-1	Temporary	Yes
11-01-97	11/30/1997	Assistant Professor III	Department of Agricultural Engineering and Applied Mathematics, Visayas State College of Agriculture, Baybay City, Leyte	P 12,938	17-1	Temporary	Yes
01-01-97	10/31/1997	Assistant Professor III	Department of Agricultural Engineering and Applied Mathematics, Visayas State College of Agriculture, Baybay City, Leyte	P 10,825	17-1	Temporary	Yes
01-01-96	12/31/1996	Assistant Professor III	Department of Agricultural Engineering and Applied Mathematics, Visayas State College of Agriculture, Baybay City, Leyte	P 8,712	17-1	Temporary	Yes
01-01-95	12/31/1995	Assistant Professor III	Department of Agricultural Engineering and Applied Mathematics, Visayas State College of Agriculture, Baybay City, Leyte	P 6,901	17-1	Temporary	Yes
08/19/1994	12/31/1994	Assistant Professor III	Department of Agricultural Engineering and Applied Mathematics, Visayas State College of Agriculture, Baybay City, Leyte	P 5,901	17-1	Temporary	Yes
01-01-94	08/18/1994	Instructor I	Department of Agricultural Engineering and Applied Mathematics, Visayas State College of Agriculture, Baybay City, Leyte	P 4,240	12-1	Temporary	Yes
10/28/1991	12/31/1993	Instructor I	Department of Agricultural Engineering and Applied Mathematics, Visayas State College of Agriculture, Baybay City, Leyte	P 3,540	12-1	Temporary	Yes

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 22, 2017
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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		
	None	N/A	N/A	N/A	N/A

(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			
	Seminar on HIV in the Workplace	12-09-16	12-09-16	4	Managerial	Visayas State University Hospital
	Seminar-Workshop on RDE Proposal Preparation	12-02-15	12-03-15	16	Managerial	College of Engineering, Visayas State University
	Outcomes-Based Education Workshop	01/22/2015	01/23/2015	16	Managerial	College of Engineering, Visayas State University
	RDE In-House Review	04-06-14	04-06-14	8	Managerial	College of Engineering, Visayas State University
	PSAE 11th International Conference and Exhibition and 64th Annual Convention	04/21/2014	04/25/2014	40	Managerial	Philippine Society of Agricultural Engineers
	Training and Conference on Energizing Engineering Curriculum Towards International Recognition	07/31/2013	08-02-13	24	Managerial	Philippine Association of State Colleges and Universities
	Workshop on AACUP Document Preparation for BSAE Level II Accreditation	07/18/2013	07/18/2013	8	Managerial	College of Engineering, Visayas State University
	RDE In-House Review and Planning Workshop	06/13/2013	06/14/2013	16	Managerial	College of Engineering, Visayas State University
	PSAE 10th International Conference and Exhibition and 63rd Annual Convention	04/22/2013	04/26/2103	40	Managerial	Philippine Society of Agricultural Engineers
	Training Course on Disaster Risk Reduction and Management	05/29/2013	05/30/2013	16	Managerial	Visayas State University
	Planning Workshop for Program Accreditation	02-04-13	02-08-13	40	Managerial	Visayas State University
	Philippine Agricultural Engineers Competitiveness Seminar for Food Sufficiency and Global Practice	11/21/2012	11/22/2012	16	Managerial	Philippine Society of Agricultural Engineers
	Workshop on Cascading of Agency Performance Targets	08/13/2012	08/14/2012	16	Managerial	Visayas State University
	Seminar on Computer-Aided Feasibility Study Preparation	05/18/2011	05/18/2011	8	Managerial	Visayas State University

(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)
	Manual ink lettering, technical drafting, singing, playing the guitar, jogging, lawn tennis digital photography, working knowledge on MS Office		NONE		Knights of Columbus, VSU Faculty Association

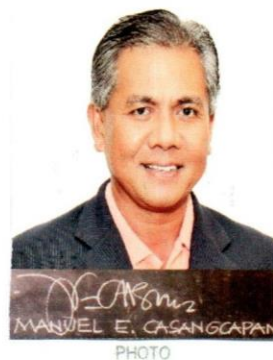
(Continue on separate sheet if necessary)

SIGNATURE		DATE	22 April 2017
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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)		
NAME	ADDRESS	TEL. NO.
Dr. Roberto C. Guarte	COE, VSU, Baybay City	09173103078
Dr. Eugene B. Lañada	DVM, VSU, Baybay City	-
Prof. Candelario L. Calibo	CAS, VSU, Baybay City	-

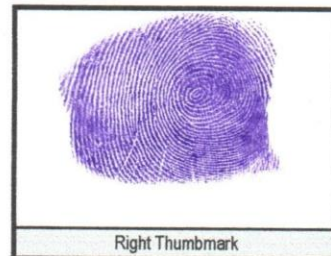
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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.



PHOTO

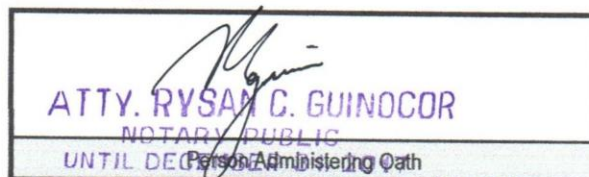
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID:	VSU ID
ID/License/Passport No.:	V000146
Date/Place of Issuance:	VSU, Baybay City

Signature (Sign inside the box)	
April 22, 2017	
Date Accomplished	



Right Thumbmark

SUBSCRIBED AND SWORN to before me this APR 25 2017, affiant exhibiting his/her validly issued government ID as indicated above.



PTR 0493869 - BAYBAY LEYTE - 4/12/17
IBP 1030924 - TACLOBAN CITY - 12/19/16
MCLE COMP. NO. V-0002580 - 07/20/15
ROLL OF ATTORNEYS NO. 57467