

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	ATOK		
FIRST NAME	JO JANE	NAME EXTENSION (JR., SR): NONE	
MIDDLE NAME	DAISOG		
3. DATE OF BIRTH (mm/dd/yyyy)	04/12/1991	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	KAWAYAN, BILIRAN	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	PUROK 1 Street CONCEPCION Barangay ORMOC CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.58	ZIP CODE	6541
8. WEIGHT (kg)	48.7		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	PUROK 1 Street CONCEPCION Barangay ORMOC CITY LEYTE City/Municipality Province
10. GSIS ID NO.		ZIP CODE	6541
11. PAG-IBIG ID NO.	1212-0260-9299		
12. PHILHEALTH NO.	13-025211674-6		
13. SSS NO.		19. TELEPHONE NO.	NONE
14. TIN NO.	457-368-559-000	20. MOBILE NO.	+639 67 287 4451 or +63938 004 6242
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	atokjojane041291@gmail.com or jojane.atok@vsu.edu.ph

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	NONE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)	NONE	NONE
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	ATOK			
FIRST NAME	JOHNNY	NAME EXTENSION (JR., SR): NONE		
MIDDLE NAME	BALONDO			
25. MOTHER'S MAIDEN NAME				
SURNAME	DAISOG			
FIRST NAME	DALIA			
MIDDLE NAME	SIOC			

(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	SABANG BAO ELEMENTARY SCHOOL	BASIC EDUCATION	1997	2003	Graduated	2003	Salutatorian
SECONDARY	LEYTE STATE UNIVERSITY LABORATORY HIGH SCHOOL now VISAYAS STATE UNIVERSITY INTEGRATED HIGH SCHOOL	SECONDARY EDUCATION	2003	2007	Graduated	2007	None
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	TERTIARY EDUCATION	2007	2011	Graduated	2011	None
GRADUATE STUDIES	None						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JUNE 15, 2020
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## IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

#### V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

15

DATE \_\_\_\_\_

JUNE 15, 2020



[illegible]

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

[illegible][illegible]

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	NON ACADEMIC DISTINCTIONS / RECOGNITION	MEMBERSHIP IN ASSOCIATION/ORGANIZATION
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31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
MOUNTAINEERING	NONE	NONE
COMPUTER LITERATE-MICROSOFT OFFICE TOOLS		
NTSYS PC AND POWER MARKER PROGRAM		
LABORATORY EQUIPMENT TROUBLESHOOTING		

		<b>DATE</b>	JUNE 15, 2020
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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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____ After completion of project, end of contract
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.
EDGARDO E. TULIN	VISAYAS STATE UNIVERSITY	563-7067
MA. THERESA P. LORETO	DEPARTMENT OF BIOTECHNOLOGY, VISAYAS STATE UNIVERSITY	9056893008
ERLINDA A. VASQUEZ	PHILROOTCROPS, VISAYAS STATE UNIVERSITY	563-7229

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.



ATOK, JO JANE D.

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: PASSPORT

ID/License/Passport No.: EB9830520

Date/Place of Issuance: 12/13/2013

Signature (Sign inside the box)

JUNE 15, 2020

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 30 JUN 2020, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR

PUBLIC LEGAL OFFICER

Person Administering Oath



## WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: **January 2014 – March 2020 (PhilRootcrops)**  
**August 2011 – December 2013 (NARC)**
- Position: **Science Research Assistant**
- Name of Office/Unit: **Philippine Root Crop Research and Training Center**  
**National Abaca Research Center**

Immediate Supervisor: **Dr. Edgardo E. Tulin (2014-2020)**  
**Dr. Ruben M. Gapasin (2011-2013)**

- Name of Agency/Organization and Location: **Visayas State University**  
**Visca, Baybay City, Leyte**  
**6521 Philippines**
- List of Accomplishments and Contributions (if any)
  - Worked closely with the project leader in drug discovery for the treatment of *Diabetes mellitus*.
  - Contribute to the mass production of bioinoculant for the field evaluation of sweet potato and purple yam.
  - Worked closely with the project leader in the identification and screening of medicinal plants for the treatment of diabetes.
  - Contribute to the development of a diagnostic kit for Philippine Carabao Mango.
  - Worked closely with the project and study leader in the characterization of Abaca using molecular techniques.
- Summary of Actual Duties

### **i. Science Research Assistant (April 2018 – March 2020)**

*Project title: In vitro Toxicity Testing of Plant Extracts with Bioactivity against Diabetes mellitus*

- Acquire/procure laboratory supplies, equipment, chemicals, reagents for the conduct of the project;
- Prepare reagents and chemical solutions;
- Collect sample materials;
- Samples preparation and extraction of plant samples;
- Perform enzyme inhibition test;
- Perform vacuum liquid chromatography purification of plant extracts;
- Perform cytotoxicity assay;
- Perform glucose uptake assay on non-toxic plant extracts;
- Attend seminars and meetings relevant to the project;



- Do paper works, reports, and data analysis.

**ii. Science Research Assistant (September 2017 – March 2018)**

*Project Title: Field evaluation of microbial inoculant for micronutrient mobilization on the growth, yield and nutritional quality of sweet potato and purple yam*

- Acquire/procure laboratory supplies, equipment, chemicals, reagents for the conduct of the project;
- Prepare reagents and chemical solutions;
- Collection and processing plant samples for the organic substrates;
- Mass production of microbial inoculant;
- Prepare sites for planting;
- Soil sampling and analysis;
- Do paper works, reports, and data analysis.

**iii. Science Research Assistant (June 2014 – August 2017)**

*Project title: Molecular Discovery Project from Selected Philippine Indigenous Medicinal Plants for Treatment of Diabetes mellitus*

- Acquire/procure laboratory supplies, equipment, chemicals, reagents for the conduct of the project;
- Prepare reagents and chemical solutions;
- Collect sample materials of the selected medicinal plants;
- Samples preparation, Aqueous and Organic Extraction of plant samples;
- Perform evaluation, purification and functional characterization of alpha-amylase and alpha-glucosidase inhibitors derived from selected medicinal plants for the potential treatment of diabetes;
- Perform bioassay-guided isolation, identification and functional characterization of plant insulin mimetics from selected medicinal plants;
- Perform evaluation and purification through silica gel column chromatography and high-performance liquid chromatography (HPLC);
- Do paper works, reports and data analysis.

**iv. Science Research Assistant (January 2014 – May 2014)**

*Project title: Genetic Markers and Immuno-based Identification of Philippine Carabao Mango*

- Acquire/procure laboratory supplies, equipment, chemicals, reagents for the conduct of the project;
- Prepare reagents and chemical solutions;
- Collect leaves of different carabao mango varieties;
- Protein Extraction of collected mango leaf samples;
- Protein identification and differentiation through 2-DE gel analysis;
- Do paper works, reports, and data analysis.

**v. Science Research Assistant (August 2011 – December 2013)**

*Project title: DNA Fingerprinting, molecular and morphological characterization of abaca accessions at the NARC Germplasm collections*

- Acquire/procure laboratory supplies, equipment, chemicals, reagents for the conduct of the project;
- Prepare reagents and chemical solutions;
- Collect leaves of different abaca accessions in the covered field area;
- Perform DNA Extraction;
- Perform PCR analysis using microsatellite primers;
- Do paper works, reports, and data analysis using NTSysPC and Power marker program.

**Attachment to CS Form No. 212**

  
**JO JANE D. ATOK**  
(Signature over Printed Name  
of Employee/Applicant)

Date: June 15, 2020