

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	ANDAN		
FIRST NAME	CHARLIE	NAME EXTENSION (JR, SR) NONE	
MIDDLE NAME	SALDUA		
3. DATE OF BIRTH (mm/dd/yyyy)	09/03/1994	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	KABANKALAN, Negros Occidental	If holder of dual citizenship, please indicate the details	Peru
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Room #108, Warners Warners St VSU Lower Campus House/Block/Lot No Street Brgy. Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.61	ZIP CODE	6521
8. WEIGHT (kg)	60		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	Block 3 Purok Narra House/Block/Lot No Street Barangay Tabugon Subdivision/Village Barangay Kabankalan City Negros Occidental City/Municipality Province
10. GSIS ID NO.	2005073244	ZIP CODE	6111
11. PAG-IBIG ID NO.	1211-5701-0939		
12. PHILHEALTH NO.	11-253439719-7		
13. SSS NO.	34-5379457-5	19. TELEPHONE NO.	none
14. TIN NO.	323-710-819	20. MOBILE NO.	09176343663
15. AGENCY EMPLOYEE NO.	V00929	21. E-MAIL ADDRESS (if any)	csandan93@gmail.com / charlie.andan@vsu.edu.ph / csandan@alum.up.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) NA	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	ANDAN			
FIRST NAME	CARLOS	NAME EXTENSION (JR, SR) NONE		
MIDDLE NAME	PEROCHO			
25. MOTHER'S MAIDEN NAME	AZUCENA CAÑETE SALDUA			
SURNAME	SALDUA			
FIRST NAME	AZUCENA			
MIDDLE NAME	CAÑETE		(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	TABUGON ELEMENTARY SCHOOL	PRIMARY EDUCATION	01/06/2000	28/04/2006	N/A	2006	None
SECONDARY	TABUGON NATIONAL HIGH SCHOOL	HIGH SCHOOL	02/06/2006	29/04/2010	N/A	2010	5TH HONORABLE
VOCATIONAL / TRADE COURSE	NONE	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BS IN AGRICULTURAL ENGINEERING	04/06/2010	22/04/2015	N/A	2015	PAGKAON - NOSP
GRADUATE STUDIES	UNIVERSITY OF THE PHILIPPINES - DILIMAN	MS IN METEOROLOGY	07/08/2017	07/02/2021	N/A	2021	CHED k-12 Scholarship
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF MANAGEMENT IN BUSINESS MANAGEMENT	12/09/2022	Present	N/A	2021	None

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 22, 2024
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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)

SIGNATURE		DATE	April 22, 2024
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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/rel)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	International Training Program (ITP) Workshop 3	26/02/2024	08/03/2024	80.0	SCIENTIFIC RESEARCH	Department of Statistics, Visayas State University
	Supervisory Development Course (SDC) Track 2 & 3	09/10/2023	13/10/2023	40.0	SUPERVISORY	Civil Service Commission Region VIII
	Conflict and Stress Management	23/05/2023	26/05/2023	32.0	MANAGERIAL	Personnel Officers Association of the Philippines
	2023 Geographic Information System Online Course	06/03/2023	24/04/2023	12.0	SCIENTIFIC RESEARCH	Taiwan Space Union
	Three (3) Days Capacity Development Training – Central & Eastern Visayas Regional Cluster	27/01/2023	29/01/2023	24.0	LEADERSHIP	Youth Leadership for Democracy (YouthLed)
	Problem Solving and Decision-Making	26/10/2022	27/10/2022	24.0	MANAGERIAL	Personnel Officers Association of the Philippines
	2022 Annual Philippine-American Academy of Science & Engineering (PAASE) Meeting and Symposium (APAMS)	11/10/2022	14/10/2022	32.0	SCIENTIFIC RESEARCH	University of Santo Tomas
	Supervisory Development Course (SDC) Track 1	20/09/2022	23/09/2022	32.0	SUPERVISORY	Civil Service Commission Region VIII
	Data Analytics and Statistics Training	18/06/2022	19/06/2022	16.0	SCIENTIFIC RESEARCH	Philippines Space Agency
	PhilSA's Space Information Infrastructure Capacity Building and Training Program (SIICaP)	19/04/2022	19/04/2022	8.0	SCIENTIFIC RESEARCH	Philippines Space Agency
	2022 PMS Annual Convention Theme "Early Action: Responding to Hydro-Meteorological Challenges under the New Normal"	25/03/2022	25/03/2022	8.0	TECHNICAL	Philippine Meteorological Society
	Universities in Action! How Academic Community Contribute to Achieving SDGs	28/07/2021	28/07/2021	4.0	SCIENTIFIC RESEARCH	Elsevier Expert Series Southeast Asia
	Beyond the Stars, Reach out the Skies - A Webinar on Copernicus and Galileo Space Programmes	25/06/2021	25/06/2021	8.0	SCIENTIFIC RESEARCH	European Union
	ULAT Online Training	15/06/2021	17/06/2021	32.0	SCIENTIFIC RESEARCH	DOST - ASTI ULAT Project
	2021 Philippine Meteorological Society Annual Online Convention	20/04/2021	21/04/2021	16.0	SCIENTIFIC RESEARCH	Philippine Meteorological Society
	2020 Philippine Meteorological Society Annual Convention	7/21/2020	7/23/2020	32.0	SCIENTIFIC RESEARCH	Philippine Meteorological Society
	2019 Philippine Meteorological Society Annual Convention	3/20/2019	3/20/2019	8.0	SCIENTIFIC RESEARCH	Philippine Meteorological Society
	Years of The Maritime Continent 4th International Worthshop	26/02/2019	28/02/2019	32.0	SCIENTIFIC RESEARCH	Institute of Environmental Science and Meteorology
	NASA Land Cover/Land Use Change (LC/LUC) SARI Advanced Training in Remote Sensing and Geospatial Technologies	5/31/2018	6/2/2018	50.0	SCIENTIFIC RESEARCH	National Aeronautics and Space Administration (NASA LC/LUC SARI)
	2018 Philippine Meteorological Society Annual Convention	15/03/2018	15/03/2018	8.0	SCIENTIFIC RESEARCH	Philippine Meteorological Society
	United Airlines North America Sales and Reservation Training	01/04/2016	01/07/2016	528.0	TECHNICAL	InterGlobe Technology (United Airlines)
	On-The-Job Training	08/04/2013	02/05/2013	100.0	TECHNICAL	City Agriculture Services Department
	Basic Entrepreneurship and Project Proposal Training	24/10/2012	25/10/2012	16.0	MANAGERIAL	Provincial Human Resources Management Office
	On-The-Job Training	17/04/2012	09/05/2012	100.0	TECHNICAL	City Agriculture Services Department
	Personality Development, Gender Sensitivity, and Stress Management	27/10/2011	28/10/2011	16.0	MANAGERIAL	Provincial Human Resources Management Office
	Self-Awareness and Value Clarification	28/10/2010	29/10/2010	16.0	MANAGERIAL	Provincial Human Resources Management Office
(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)		
	Computer Skills	NONE		Alliance Francaise Manille		
	Scientific Research			Philippine Meteorological Society		
	Programming (MATlab)			PEARS Laboratory		
	AutoCAD & Drafting Designs			DOST-ASTI (ULAT Project)		
	Microsoft Office					
	Google Workspace					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	April 22, 2024	

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)?

35. a. Have you ever been found guilty of any administrative offense?
b. Have you been criminally charged before any court?

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

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?

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?

39. Have you acquired the status of an immigrant or permanent resident of another 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?

41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)

NAME	ADDRESS	TEL. NO.
Roberto C. Guarte, PhD	VSU, Baybay City, Leyte	9173108078
Lorna B. Abamo	VSU, Baybay City, Leyte	9999938830
John Philip Lou Lumain, DVM	VSU, Baybay City, Leyte	9355936394

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.



CHARLIE S. ANDAN

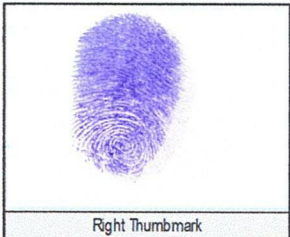
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of issuance

Government Issued ID: PASSPORT

ID/License/Passport No.: P9283101B

Date/Place of Issuance: DFA Tacloban

Signature (Sign inside the box)
April 22, 2024
Date Accomplished



SUBSCRIBED AND SWORN to before me this 09 MAY 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAB C. GUNOCOR
VSU Chief 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: **September 12, 2016 - Present**
- Position: **Instructor I & Unit Head**
- Name of Office/Unit: **Department of Meteorology**
- Immediate Supervisor: **Jannet C. Bencure**
- Name of Agency/Organization and Location: **Visayas State University**

- List of Accomplishments and Contributions (if any)

- Established Linkages with Manila Observatory in Ateneo de Manila University
- Developed and implemented lesson plans that aligned with state and national standards
- Subject the BS Meteorology for COPC Evaluation
- Proposed to Revised the existing BS Meteorology Curriculum

- Summary of Actual Duties

As Faculty

- Teaches assigned subjects and performs other teaching related functions, among others
- Prepares and revised teaching materials/guides
- Prepares and gives examinations (mid/final/long/quizzes)
- Checks test papers and returns to students one week after examination
- Submits grade sheets within prescribed period to the Registrar through the department
- Turns over class records to department heads within two weeks after final examination
- Makes himself available for consultation by his/her students during scheduled consultation hours

As Head of Department

- Lead in the preparation of documentary requirements for any relevant accreditation that the department is subjected to or the program under the departmental academic offerings.
- Determine the placement of personnel in the department to fully utilize human resources.
- Plan, organize and periodically review and evaluate departmental activities and programs.
- Assist the College Dean and the Office of the Director of the QAC in the monitoring and evaluation of the implementation of standards required by the accrediting bodies.
- Perform other administrative functions required by the middle and top management.

CHARLIE S. ANDAN

(Signature over Printed Name
of Employee/Applicant)

Date: **April 22, 2024**