

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	LONGATANG		
FIRST NAME	KLEER JEANN	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	GALGO		
3. DATE OF BIRTH (mm/dd/yyyy)	9/9/1987	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	BAYBAY, 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	House/Block/Lot No. Street ZONE 3 PATAG Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.52	ZIP CODE	6521
8. WEIGHT (kg)	63		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	ZONE 3 House/Block/Lot No. Street PATAG Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	NA	ZIP CODE	6521
11. PAG-IBIG ID NO.	913031131672		
12. PHILHEALTH NO.	120509926196	19. TELEPHONE NO.	NA
13. SSS NO.	06-2823530-9	20. MOBILE NO.	09507528084
14. TIN NO.	287-400-402-000	21. E-MAIL ADDRESS (if any)	kleerjeann.longatang@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	NA 888 V01178		

II. FAMILY BACKGROUND

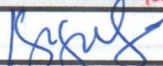
22. SPOUSE'S SURNAME	LONGATANG		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	LEONARD PAOLO	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	NA			
OCCUPATION	SCIENCE RESEARCH AIDE			
EMPLOYER/BUSINESS NAME	INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT			
BUSINESS ADDRESS	ITEEM, VISAYAS STATE UNIVERSITY			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	GALGO			
FIRST NAME	CHRISTOPHER	NAME EXTENSION (JR., SR) SR		
MIDDLE NAME	CABANTAC			
25. MOTHER'S MAIDEN NAME	CERCIA CABUSAO RATILLA			
SURNAME	RATILLA			
FIRST NAME	CERCIA			
MIDDLE NAME	CABUSAO			

(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)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	GUADALUPE ELEMENTARY SCHOOL	ELEMENTARY EDUCATION	1994	2000	Graduated	2000	VALEDICTORIAN
SECONDARY	LSU LABORATORY HIGH SCHOOL	SECONDARY EDUCATION	2000	2004	Graduated	2004	Honoric Scholar
VOCATIONAL / TRADE COURSE	NA						
COLLEGE	VISAYAS STATE UNIVERSITY	BS BIOLOGY MAJOR IN ECOLOGY	2004	2008	Graduated	2008	College Honor
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MS TROPICAL ECOLOGY	2016	2019	Graduated	2019	GTA

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 15, 2022
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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
	N/A					

(Continue on separate sheet if necessary)

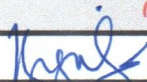
V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	<i>[Signature]</i>	DATE	June 15, 2022
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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			
	Civic Welfare Training Service (CWTS)	1/8/2019	12/31/2019	90	Team Coordinator (Team Loyalty)	
(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			
	Philippine Native Plants Conservation Society Inc. 6th International Symposium: Saving the Plants that Save Us: Conservation of Native Flora Amidst Calamities	11/15/2021	11/19/2021	15	Participant	Philippine Native Plants Conservation Society Inc. Manila Philippines (ONLINE)
	3rd International Conference on Integrated Natural Resources and Environment Management (INREM)	11/17/2021	11/19/2021	8	Participant	Integrated Natural Resources and Environment Management (INREM)UPLB (ONLINE)
	National Conference on Agriculture, Fisheries nad Forestry	11/4/2021	11/5/2021	16	Presentor/Participant	National Conference on Agriculture, Fisheries nad Forestry (Northeastern Mindanao State University) (ONLINE)
	Policy Forum "Enhancing and Sustaining Stakeholders' Participation in Watershed Management"	10/13/2021	10/13/2021	3	Participant	Forestry Development Center thru UPLB Foundation, Inc.
	Re- Orientation of Employees' Sutes and Responsibilities and Good Customer Service	9/23/2021	9/23/2021	8	Participant	Visayas State University-Main Campus, Baybay City ,Leyte (ONLINE)
	Webinar on Marine Biodiversity in Verde Island Passage (VIP)	8/19/2021	8/19/2021	2	Participant	The Department of Science and Technology (DOST) Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD) (ONLINE)
	Consolidating Experienes and Gains from Forests and landscape Restortaion Initiatives in the Philippines	5/26/2021	5/26/2021	8	Participant	ICRAF Southeast Asia (ONLINE)
	Philippine National Herbarium and its role in Advancing Botanical Research and Conservation	5/22/2021	5/22/2021	3	Participant	Philippine Native Plants Conservation Society Inc. Manila Philippines (ONLINE)
	Photographing the Philippine Flora	4/17/2021	4/17/2021	3	Participant	Philippine Native Plants Conservation Society Inc. Manila Philippines (ONLINE)
	32nd Joint ViCARP and RRDEN Regional RDE Symposium	3/23/2021	3/24/2021	16	Participant	Visayas State University-Main Campus, Baybay City ,Leyte (ONLINE)
	Webinar on Navigating the Digital Shify: Instructional Materials to Support the University's Flexible Learning	3/18/2021	3/18/2021	8	Participant	Visayas State University-Main Campus, Baybay City ,Leyte (ONLINE)
	12th International Coference on Environmental and Rural Development	3/5/2021	3/6/2021	16	Participant/ Presentor	12th International Coference on Environmental and Rural Development (ONLINE)
	Gender, Climate, and Disaster Resilience: Challenges of Equity and Sutinability (CCARPH-NRC) Lecture Series	3/1/2021	3/1/2021	3	Participant	The Coastal Cities at Risk in the Philippines & Disaster Resilience (CCARPH)project and Nationla Resiliene Council (NRC)ONLINE
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)			33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	COMPUTER SKILLS(Microsoft Office)	ENDEAVOR AWARD (2019)				Visayas State University Alumni Association
		COLLEGE HONOR (2006-2007)				Couples for Christ
		HONORIFIC SCHOLAR (2000)				
		LEADERSHIP AWARD (2000)				Society of Graduate Student
						Organization of Biology Student
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	June 15, 2022	

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or chief of bureau or office or to the person who has immediate supervision over you in the Bureau or Department where you will be appointed,
a. within the third degree?
b. within the fourth degree (for Local Government Unit - Career Employees)?

☐ YES☒ NO

☐ YES☒ 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?

☐ YES☒ NO

☐ YES☒ 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?

☐ YES☒ 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?

☒ YES☐ NO

If YES, give details: 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?

☐ YES☒ NO

If YES, give details:

☐ YES☐ NO

If YES, give details:

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

☐ YES☒ 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
a. Are you a member of any indigenous group?
b. Are you a person with disability?
c. Are you a solo parent?

☐ YES☒ NO

If YES, please specify:

☐ YES☒ NO

If YES, please specify ID No:

☐ YES☒ NO

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
DR. ELIZA D. ESPINOSA	VISAYAS STATE UNIVERSITY MAIN CAMPUS BAYBAY CITY, LEYTE	563-7497
DR. MARLITO M. BANDE	VISAYAS STATE UNIVERSITY MAIN CAMPUS BAYBAY CITY, LEYTE	563-7497
ENGR. JIMMY O. POGOSA	VISAYAS STATE UNIVERSITY MAIN CAMPUS BAYBAY CITY, LEYTE	563-7497

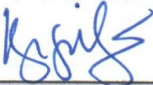
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate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

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

Government Issued ID: **Philhealth ID**

ID/License/Passport No.: **120509926196**


Date/Place of Issuance: **Baybay, Leyte**



Signature (Sign inside the box)


June 15, 2022

Date Accomplished




Right Thumbmark

SUBSCRIBED AND SWORN to before me this 01 JUL 2022



ATTY. RYSAN C. GUINOCOR
VSU Chief Legal Officer

Person Administering Oath



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KLEER JEAN G. LONGATANG

PHOTO

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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 23, 2020 – Present
- Position: Instructor I
- Name of Office/Unit: Institute of Tropical Ecology and Environmental Management
- Immediate Supervisor: Eliza D. Espinosa
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte 6521 Philippines

- List of Accomplishments and Contributions (if any)

Lecturer, Institute of Tropical Ecology and Environmental Management (2nd Semester 2019-2020, 1st Semester 2020-2021)

- Environmental Science 11
- Biological Diversity of Tropical Ecosystem (TREC 205)

- Summary of Actual Duties

Prepares class learning materials, conducts classes (face-to-face and online), conducts research, development and extension works

- Duration: August 2019- December 2019
- Position: Instructor (Part-time)
- Name of Office/Unit: Institute of Tropical Ecology and Environmental Management
- Immediate Supervisor: Marlito Jose M. Bande
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte 6521 Philippines

- List of Accomplishments and Contributions (if any)

- Handled lecture classes on Environmental Science courses.
- Training Coordinator NSTP-CWTS

- Summary of Actual Duties

- Responsible for instruction and minor administration requirements

- Duration: August 2017– May 2019
- Position: Graduate Teaching Assistant (GTA)
- Name of Office/Unit: Institute of Tropical Ecology and Environmental Management – Visayas State University
- Immediate Supervisor: Dr. Marlito Jose M. Bande
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte 6521 Philippines
 - List of Accomplishments and Contributions (if any)
 - Taught undergraduate Environmental Science courses
 - Handled DRR subject for Senior High School Students
 - Collated and consolidated AACCUP files for Level II accreditation of BS Environmental Management and MS Tropical Ecology
 - Collated and consolidated files for RQAT Evaluation

- Summary of Actual Duties

- Responsible for instruction and minor administration requirements


KLEER JEANN G. LONGATANG

(Signature over Printed Name
of Employee/Applicant)

Date: June 15, 2022