

CS Form No. 212
Revised 2017

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 () ☐ 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 | BASLAN | | |
| FIRST NAME | ARJOHN | NAME EXTENSION (JR, SR) | |
| MIDDLE NAME | SEROT | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 3/14/85 | 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 | CATEEL, DAVAO ORIENTAL | If holder of dual citizenship, please indicate the details. | |
| 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 | House/Block/Lot No. Street VICINAL HIPUSNGO Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province |
| 7. HEIGHT (m) | 1.62 | ZIP CODE | 6521 |
| 8. WEIGHT (kg) | 69 | | |
| 9. BLOOD TYPE | A+ | 18. PERMANENT ADDRESS | House/Block/Lot No. Street VICINAL HIPUSNGO Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province |
| 10. GSIS ID NO. | N/A | ZIP CODE | 6521 |
| 11. PAG-IBIG ID NO. | 121080442643 | | |
| 12. PHILHEALTH NO. | 120507203022 | 19. TELEPHONE NO. | N/A |
| 13. SSS NO. | 0628266019 | 20. MOBILE NO. | 09464933038 |
| 14. TIN NO. | 278673655000 | 21. E-MAIL ADDRESS (if any) | rjohnbaslan@gmail.com |
| 15. AGENCY EMPLOYEE NO. | N/A | | |

II. FAMILY BACKGROUND

| | | | | |
|--------------------------|------------------------------|-------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME | BASLAN | | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | AIMEE | NAME EXTENSION (JR, SR) | JANNA FAITH I. BASLAN | 5/3/12 |
| MIDDLE NAME | ISRAEL | | JOHN DEMETRI I. BASLAN | 10/9/21 |
| OCCUPATION | CASHIER | | | |
| EMPLOYER/BUSINESS NAME | GOLDEN GATE EXPRESS | | | |
| BUSINESS ADDRESS | CANDADAM, BAYBAY CITY, LEYTE | | | |
| TELEPHONE NO. | 9382757064 | | | |
| 24. FATHER'S SURNAME | BASLAN | | | |
| FIRST NAME | ARTURO | NAME EXTENSION (JR, SR) | | |
| MIDDLE NAME | VARRON | | | |
| 25. MOTHER'S MAIDEN NAME | | | | |
| SURNAME | SEROT | | | |
| FIRST NAME | ESTRELLA | | | |
| MIDDLE NAME | CABALLES | | | |

(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 | HIPUSNGO ELEMENTARY SCHOOL | N/A | 6/1/92 | 4/1/98 | | 1998 | |
| SECONDARY | BAYBAY NATIONAL HIGH SCHOOL | N/A | 6/1/98 | 4/1/04 | | 2004 | |
| VOCATIONAL / TRADE COURSE | N/A | N/A | N/A | N/A | | N/A | |
| COLLEGE | VISAYAS STATE UNIVERSITY | BACHELOR OF SCIENCE IN FOOD TECHNOLOGY | 6/1/04 | 4/1/08 | | 2008 | ACADEMIC SCHOLAR |
| GRADUATE STUDIES | VISAYAS STATE UNIVERSITY | MS IN FOOD SCIENCE AND TECHNOLOGY | 6/1/17 | 1/1/22 | | 2022 | DOST-ASTHRDP |

(Continue on separate sheet if necessary)

SIGNATURE

DATE

NOVEMBER 27, 2024

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[illegible]

(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 | | | | SALARY/ JOB/ PAY | | |
|----|-----------------|--|--|--|------------------|--|--|

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE _____

DATE _____

11/27/24

[illegible]

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

| INCLUSIVE DATES OF | | Type of ID | |
|--------------------|--|------------|--|
| | | | |

(Continue on separate sheet if necessary)

| | | |
|--|---|--|
| | NON-ACADEMIC DISTINCTIONS / RECOGNITION | MEMBERSHIP IN ASSOCIATION/ORGANIZATION |
|--|---|--|

(Continue on separate sheet if necessary)

11/27/24

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)?

☐ 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

If YES, give details:

☐ 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:
Resignation & 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 following items:
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. |
|------------------------|-------------------------|---------------------------|
| LYNETTE C. CIMA FRANCA | DFST, VSU Baybay, Leyte | 09171786880 / 09602700141 |
| LORINA A GALVEZ | DFST, VSU Baybay, Leyte | (935) 148-9080 |
| JULIOUS B. CERNA | DFST, VSU Baybay, Leyte | (963) 808-6933 |


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: **Passport**

ID/License/Passport No.: **P1318907B**


Date/Place of Issuance: **02/ 04/2019**



Signature (Sign inside the box)

11/23/24


Date Accomplished





Right Thumbmark


SUBSCRIBED AND SWORN to before me this **NOV 28 2024**

ATTY. EDNA B. CHAVEZ BUTAWAN
Notary Public for the Province of Leyte, City of Baybay
Notarial Commission No. B-23-12-07
Until December 31, 2025
PTR No. BC0210262 - Jan. 3, 2024
IBP O.R. No. 395680 - Jan 3, 2024
MCLE COMPLIANCE NO. VII-0008593-Valid until April 14, 2025
Person Administering Oath
TIN No. 207620023
R. Magsaysay Ave., Baybay City, Leyte

986 NO. 

PAGE NO. 

BOOK NO. 

SERIES OF 

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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: May 3, 2021 – December 31, 2023
- Position: Science Research Assistant
- Name of Office/Unit: Department of Food Science and Technology
- Immediate Supervisor: Dr. Lorina A. Galvez
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
 - Summary of Actual Duties
 - Perform physico-chemical analyses of jackfruit samples collected;
 - Gather data, analyze and prepare reports;
 - Conducted experiments related to the development of a portable and non-contact jackfruit quality and maturity detector;
 - Assisted in date tagging, pruning and bagging of
 - jackfruits in the field.

- Duration: July 23, 2013 – August 9, 2016
- Position: Food Safety / HACCP Officer
- Name of Office/Unit: Quality Assurance Department
- Immediate Supervisor: Nijam Abdul Aziz
- Name of Agency/Organization and Location: Green Oasis Establishment, Doha, Qatar
 - Summary of Actual Duties
 - Responsible for monitoring and checking of all food safety and quality activities within the production facility and as requested by the Coordinator;
 - Hygiene, equipment and facility sanitation inspection
 - Raw materials inspection from warehouse deliveries and ensuring that FIFO/FEFO system is executed properly all the time during storing of the items;
 - Random checking of the finish products during dispatching with proper documentation;
 - Prepare the work place all the time especially during audits and surprise inspections by the government health officials or Baladiya;
 - Conducted On-the- job training related to food safety, personal/workplace hygiene and sanitation, to production staffs regularly;
 - Daily checking of expiration dates of all production and sales counter items Highlighted all close expiry goods for immediate consumption with proper records and update data into PIMS (Profiles Integrated Management Systems)
 - Reports and discuss all non-conformances inside the production to coordinator

- Investigation of non-conformances and complaints.
- Gather data, facts and evidences and submit reports to HACCP Coordinator within the given time
- Conducted surprise visit or kitchen audit of the company's other existing outlet and submitted written report to HACCP Coordinator with clear and specific non conformances raised.
- Checked and calibrated existing measuring devices and testing equipment

- Duration: January 14, 2011 – July 10, 2013
- Position: Laboratory Analyst
- Name of Office/Unit: QA /QC Department
- Immediate Supervisor: Maria Ida P. Malazarte
- Name of Agency/Organization and Location: Philippine Spring Water Resources Incorporate, Guiguinto, Bulacan, Philippines

- Summary of Actual Duties

- Physico-chemical and microbiological testing in water, iced tea and other products;
- Testing for chlorine and ozone residuals, conductivity, dissolved solids, temperature and other analyses as directed;
- Culture media, reagents and sample preparation;
- Product inspection of raw materials and finished goods;
- Prepare samples for off-house analyses to private or government accredited laboratory;
- Assisted in the laboratory's quality control program to ensure methods, techniques and equipment used, will produce accurate and reliable results;
- Prepare and secure all records in timely, thorough, and neat manner.


ARJOHN SEROT BASLAN

(Signature over Printed Name
of Employee/Applicant)

Date: November 27, 2024