

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	ANONAR		
FIRST NAME	OLIVE ANN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	GUDMALIN		
3. DATE OF BIRTH (mm/dd/yyyy)	JUNE 19, 2001	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	NAVAL, 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	N/A House/Block/Lot No. CAMIA COTTAGE Subdivision/Village BAYBAY CITY City/Municipality
7. HEIGHT (m)	1.56	ZIP CODE	6521
8. WEIGHT (kg)	65	18. PERMANENT ADDRESS	N/A House/Block/Lot No. BIGA-A Subdivision/Village NAVAL City/Municipality
9. BLOOD TYPE	O+	ZIP CODE	6543
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	500 3149
11. PAG-IBIG ID NO.	121328954688	20. MOBILE NO.	+639 691893117
12. PHILHEALTH NO.	13-251832869-0	21. E-MAIL ADDRESS (if any)	oliveanonar2001@gmail.com
13. SSS NO.	N/A		
14. TIN NO.	06-4675578-0		
15. AGENCY EMPLOYEE NO.	V02191		

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)	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	ANONAR			
FIRST NAME	BENJAMIN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MACHETE			
25. MOTHER'S MAIDEN NAME				
SURNAME	GUDMALIN			
FIRST NAME	CORAZON			
MIDDLE NAME	NARRIDO			

(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	CARAYCARAY CENTRAL SCHOOL	PRIMARY EDUCATION	06/01/2007	04/01/2013	GRADUATE	2013	VALEDICTORIAN
SECONDARY	NAVAL SCHOOL OF FISHERIES	JUNIOR HIGH SCHOOL	06/01/2013	04/01/2017	COMPLETED	2017	HIGHEST HONORS
	NAVAL SCHOOL OF FISHERIES	SENIOR HIGH SCHOOL	06/01/2017	04/01/2019	GRADUATE	2019	HIGH HONORS
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN METEOROLOGY	08/01/2019	08/03/2023	GRADUATE	2023	CUM LAUDE
FURTHER STUDIES	BILIRAN PROVINCE STATE UNIVERSITY - BILIRAN CAMPUS	PROFESSIONAL EDUCATION UNITS	08/01/2023	12/15/2023	COMPLETED	2023	COMPLETER.

(Continue on separate sheet if necessary)

SIGNATURE	<i>Olive Anonar</i>	DATE	February 25, 2025
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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	<i>Olivia Arroyo</i>	DATE	July 30, 2025
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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		
SEVENTH-DAY ADVENTIST YOUTH GROUP	01/01/2020	PRESENT	N/A	MEMBER

(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			
2023 GEOGRAPHIC INFORMATION SYSTEM	03/06/2023	04/24/2023	18.0	ONLINE COURSE	TAIWAN SPACE UNION
SHAPING CULTURE: EMBRACING VALUES FOR PRODUCTIVE WORKPLACE PERFORMANCE	05/15/2024	05/15/2024	8.0	SYMPOSIUM	VISAYAS STATE UNIVERSITY
BUILDING TOMORROW: FOSTERING SUSTAINABILITY IN VSU	05/29/2024	05/29/2024	8.0	PROJECT LAUNCHING	VISAYAS STATE UNIVERSITY
CLIMATE CHANGE: FROM LEARNING TO ACTION	06/18/2024	06/18/2024	8.0	ONLINE COURSE	UN CLIMATE CHANGE LEARNING PARTNERSHIP (UN CC:Learn)
THE PARIS AGREEMENT IMPLEMENTATION AND COMPLIANCE COMMITTEE	06/19/2024	06/19/2024	3.0	ONLINE COURSE	UN CLIMATE CHANGE LEARNING PARTNERSHIP (UN CC:Learn)
DEVELOPING SKILLS FOR WOMEN LEADERSHIP IN CLIMATE ACTION	06/20/2024	06/20/2024	8.0	ONLINE COURSE	UN CLIMATE CHANGE LEARNING PARTNERSHIP (UN CC:Learn)
LAND COVER/LAND USE CHANGES IN SOUTHEAST ASIA - REGIONAL ENVIRONMENTAL IMPACTS AND SYNTHESIS	02/19/2025	02/21/2025	24.0	SYNTHESIS MEETING	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (NASA) and PHILIPPINE SPACE AGENCY (PhIIISA)
LAND COVER/LAND USE CHANGES IN SOUTHEAST ASIA - REGIONAL ENVIRONMENTAL IMPACTS AND SYNTHESIS	02/22/2025	02/25/2025	24.0	TRAINING WORKSHOP	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (NASA) and PHILIPPINE SPACE AGENCY (PhIIISA)
CLIMATE REALITY LEADERSHIP CORPS TRAINING	03/29/2025	03/29/2025	8.0	TRAINING WORKSHOP	THE CLIMATE REALITY PROJECT
METEOROLOGICAL MASTERCLASS FOR THE MARCH-APRIL-MAY (MAM) SEASON	05/14/2025	05/14/2025	4.0		UNIVERSITY OF THE PHILIPPINES - INSTITUTE OF ENVIRONMENTAL SCIENCE AND METEOROLOGY
TRAINING COURSE ON DOWNSTREAM DATA UTILIZATION	06/23/2025	06/27/2025	40.0	TRAINING COURSE	PHILIPPINE SPACE AGENCY
3RD INTERNATIONAL TRAINING COURSES ON SPACE TECHNOLOGY FOR GLOBAL CHALLENGES (STGC)	07/14/2025	07/20/2025	18.0	TRAINING COURSE	NATIONAL EARTH OBSERVATION DATA CENTER (NODA) OF CHINA

(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)
CLIMATE CHANGE COMMUNICATION	N/A	VISAYAS STATE UNIVERSITY - METEOROLOGICAL SOCIETY
REMOTE SENSING AND GIS APPLICATION		ADVENTIST MINISTRY TO COLLEGE & UNIVERSITY STUDENTS - VSU
PROJECT COORDINATION		
ENVIRONMENTAL VOLUNTEERING		
NATURE PHOTOGRAPHY		
JOURNALING OR REFLECTIVE WRITING		

(Continue on separate sheet if necessary)

SIGNATURE	DATE
<i>Olivia Ann Arman</i>	July 30, 2025

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

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:

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.
MARIO A. PEÑARANDA	PAGASA TACLOBAN SYNOPTIC STATION	(0926) 6858962
MA. RACHEL KIM L. AURE	VISAYAS STATE UNIVERSITY	(0917) 7129975
MR. CHARLINDO S. TORRION	VISAYAS STATE UNIVERSITY	(0919) 0068626

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.



OLIVE ANN G. ANONAR

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.: P5838419C

Date/Place of Issuance: OCTOBER 28, 2023

Signature (Sign inside the box)

July 30, 2025

Date Accomplished

Doc. No. 148

Page No. 044

Book No. 75

Series of.

Notary Public for the Province of Leyte, City of Baybay

Notarial Commission No. B-23-12-07

Until December 31, 2025

MCLE Comp. No. W14-0011446-Valid until Apr. 12, 2026

PTR No. BC0326367 - 01/02/25

BPOR No. 429511-01/02/25

Person Administering Oath No. 207-628-020

Attorney's Reg No. 42361

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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 the most recent first.

Applying for Instructor I Temporary Regular (VSU Department of Meteorology)

- Duration: August 23, 2024 – July 31, 2025
- Position: Instructor I
- Name of Office/Unit: Department of Meteorology
- Immediate Supervisor: Charlindo S. Torrion
- Name of Agency/Organization and Location: Visayas State University – Visca, Baybay City, Leyte
- List of Accomplishments and Contributions
 - *Instruction and Curriculum Development:* Teaches courses such as Descriptive Oceanography, Astronomy, Field Work, Meteorological Instruments and Methods of Observation, Meteorological Radars and Satellites, and Fundamentals of Remote Sensing. Delivers engaging and high-quality instruction that integrates innovative methods and tools to enhance student learning. Develops and updates comprehensive teaching materials tailored to improve academic outcomes.
 - *Research Advising:* Mentors students on research projects related to meteorological applications, including tropical cyclone impacts, rainfall evaluation, and monsoon heavy rainfall events.
 - *Student Organization Adviser:* Serves as Adviser to the Visayas State University - Meteorological Society (VSU MetSoc), guiding the organization in promoting weather education, fostering climate awareness, and leading community outreach initiatives on disaster preparedness and sustainability.
 - *Student Support:* Maintains regular consultation hours to provide personalized academic guidance, fostering student growth and success.
 - *Administrative Roles:* Undertakes departmental administrative duties and actively contributes to committees

and special projects, supporting institutional objectives and collaborative initiatives.

- Summary of Actual Duties

- Teaches core meteorology and environmental science courses, including Remote Sensing, Oceanography, Field Work, and Meteorological Instruments, using updated and innovative instructional methods.
- Integrates global perspectives from international training on climate change, sustainability, and satellite data applications into curriculum and classroom activities.
- Advises undergraduate research projects focused on tropical cyclones, heavy rainfall events, and meteorological data analysis.
- Serves as adviser to the VSU Meteorological Society, leading initiatives in climate education, disaster preparedness, and environmental outreach.
- Provides academic mentoring and personalized support to students, promoting academic success and professional growth.
- Contributes to departmental programs, committees, and special projects that support curriculum development, research, and institutional goals.

- Duration: March 08, 2024 – August 19, 2024
- Position: Research Assistant
- Name of Office/Unit: Instruction and Evaluation Office (IEO)
- Immediate Supervisor: Ma. Rachel Kim L. Aure
- Name of Agency/Organization and Location: Visayas State University – Visca, Baybay City, Leyte

- List of Accomplishments and Contributions

- Digitized essential data required for the project titled "Analysis of the Teaching Performance Evaluation by Students in Visayas State University: Implication for Sustainable Professional Development."
- Assumed responsibility for both creating notices and meticulously documenting minutes for project TPES meetings. This meticulous approach ensured effective communication and the preservation of key decisions made during project discussions.
- Successfully authored and delivered a comprehensive progress report for the first quarter of the project. This report provided stakeholders with valuable insights into the project's advancements, achievements, and areas for further focus.

- Summary of Actual Duties

- Consistently tasked with digitizing crucial project data and preparing essential documents, including meeting notices, minutes, and quarterly progress reports. These responsibilities not only ensure the smooth functioning of project activities but also facilitate transparent communication and reporting for stakeholders.

- Duration: September 11, 2023 – December 11, 2023
- Position: Support Service Personnel
- Name of Office/Unit: Caraycaray Central School
- Immediate Supervisor: Helen O. Laurito
- Name of Agency/Organization and Location: Department of Education – Division of Biliran

- List of Accomplishments and Contributions

- Revision of Project Procurement Management Plan (PPMP)
- Update of Annual Procurement Plan (APP)
- Assistance in the Procurement Process
- Financial Management and Accountability

- Summary of Actual Duties

- Responsible for managing Additional Maintenance and Other Operating Expenses (MOOE) funds at Caraycaray Central School.
- Revising the Project Procurement Management Plan (PPMP) to align with school goals.
- Updating the Annual Procurement Plan (APP) for accurate resource allocation.
- Active participation in the procurement process for school materials and supplies.
- Maintaining financial transparency and accountability.
- Supports overall operational efficiency at Caraycaray Central School.


OLIVE ANN G. ANONAR

(Signature Over Printed Name
of Employee/Applicant)

Date: July 30, 2025