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.

| Print legibly. Tick appropriate boxes | TO FILLING OUT THE PERSONAL DATA SH (1) and use separate sheet if necessary. Indicate | | | HE PDS FO | 1. CS ID No. | | (Do not fill up. F | or CSC use only) | |
|--|--|--|---|---------------------------------|------------------------|---|----------------------------|--------------------------|--|
| I. PERSONAL INFORMATION 2. SURNAME | I | | | | | | | | |
| FIRST NAME | NARAJOS MARIA ANTONETTE POSAERERA NAME EXTENSION (JR., SR) | | | | | | | | |
| | MARIA ANTONETTE ROSAFREDA | | | | | | | | |
| MIDDLE NAME 3. DATE OF BIRTH | BORNEO | | | | | | | | |
| (mm/dd/yyyy) | 02/07/1981 | 16. CITIZENSHIP | 6. CITIZENSHIP | | ino | Dual Citizenship | Manager all a second | | |
| 4. PLACE OF BIRTH | 2[7] [98] ATIMONAN, QUEZON | If holder of dual citizen | abio | | | by birth by naturalization | | | |
| | | If holder of dual citizenship, | | Pls. indicate coun | | | ountry: | | |
| 5. SEX | Male Female | please indicate the details. | | | 247 | | | — | |
| 6 CIVIL STATUS | ☐ Single ☐ Married ☐ Separated | 17. RESIDENTIAL ADDRESS | Hous | 347 House/Block/Lot No. | | G.H. DEL PILAR ST. Street | | | |
| | Other/s: | | Subdivision/Village | | ZONE 7 Barangay | | | | |
| 7. HEIGHT (m) | 1.57 M | | BA | BAYBAY CITY | | | LEYTE | | |
| 8. WEIGHT (kg) | 75 K | ZIP CODE | Cit | City/Municipality | | | Province | | |
| 9. BLOOD TYPE | O+ 18. PERMANENT ADDR | | 347 | | | G.H. | G.H. DEL PILAR ST. | | |
| 10. GSIS ID NO. | 81020700459 | Нои | | ise/Block/Lot No. | | | Street ZONE 7 | | |
| 11. PAG-IBIG ID NO. | | | | bdivision/Village AYBAY CITY | | | Barangay LEYTE | | |
| TI. PAG-IBIG ID NO. | 208757740000 | | | ity/Municipality | | | Province | | |
| 12. PHILHEALTH NO. | 013030005551 | ZIP CODE | | 6521 | | | | | |
| 13. SSS NO. | 80-0075925-6-000 19. TELEPHONE NO. | | | (053) 563-9329 | | | | | |
| 14. TIN NO. | 937-643-207 20. MOBILE NO. | | | 0906-2216066 | | | | | |
| 15. AGENCY EMPLOYEE NO. | NA | 21. E-MAIL ADDRESS (if any) | | | toninaraj | os@gmail.co | <u>m</u> | | |
| II. FAMILY BACKGROUND | | | | | | | | | |
| 22. SPOUSE'S SURNAME | NARAJOS | | 23. NAME of CHILDREN (Write full name and list all) | | | list all) | DATE OF BIRTH (mm/dd/yyyy) | | |
| FIRST NAME | MELVIN NAME EXTENSION (JR., SR) | | NARAJOS, JOSHUA ELI B. | | | | 01/16/2005 | | |
| MIDDLE NAME | DULLA | | NARAJOS | ARAJOS, CALEB EAN B. | | | 04/04/2008 | | |
| OCCUPATION | GOVERNMENT EMPLOYEE | | | | | | | | |
| EMPLOYER/BUSINESS NAME | PHILIPPINE PORTS AUTHORITY | | | | | | | | |
| BUSINESS ADDRESS | Port Area, Brgy. Western Poblacion, Hile | ongos, Leyte 6524 | | | | | | | |
| TELEPHONE NO. | 09283875811 | | | | | | | | |
| 24. FATHER'S SURNAME | BORNEO | | | | | | | | |
| FIRST NAME | AMELITO | NAME EXTENSION (JR., SR) | | | | | | | |
| MIDDLE NAME | VERZOSA | | | | | | | | |
| 25. MOTHER'S MAIDEN NAME | | | | | | | | | |
| SURNAME | VILLAREAL | | | | | | | | |
| FIRST NAME | ARLENE | | | | | | | | |
| MIDDLE NAME | LAS PINAS | | | (Co | ontinue on sep | parate sheet if neces | sary) | | |
| III. EDUCATIONAL BACKGE | ROUND | | | DEDICE OF | | | | SCHOLARSHIP/ | |
| 26. LEVEL | NAME OF SCHOOL (Write in full) | BASIC EDUCATION/DEGREE/COURSE (Write in full) | | | ATTENDANCE of Year) | HIGHEST LEVEL/ UNITS EARNED (if not graduated) | YEAR GRADUATED | ACADEMIC HONORS | |
| | FRANCISCAN COLLEGE OF THE | | | From | То | (gaaa(.cd) | | RECEIVED | |
| ELEMENTARY | IMMACULATE CONCEPTION | PRIMARY EDUCATION | | 1993-1994 | 1993-1994 | N/A | 1994 | 2nd honorable mention | |
| SECONDARY | FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION | HIGH SCHOOL | | 1995-1996 | 1997-1998 | N/A | 1998 | Salutatorian | |
| COLLEGE | LEYTE STATE UNIVERSITY (now Visayas State University) | BACHELOR OF SCIENCE IN STATISTICS | | 1998-1999 | 2002-2003 | N/A | 2002 | N/A | |
| GRADUATE STUDIES | UNIVERSITY OF THE VISAYAS | MASTER IN PUBLIC ADMINISTRATION | | 2003-2004 | 2003-2004 | 6 UNITS | N/A | N/A | |
| GRADUATE STUDIES | | | | | | | | | |
| | (C | ontinue on separate sheet if nece | ssary) | | | | | | |
| SIGNATURE | C: | | Section 8 and 8 | DA | TE | 01/15 | 1/2025 | Survey of the | |
| and the second of the second o | | | NAMES AND ASSESSMENT OF THE SECOND | | | CONTRACTOR OF THE PROPERTY OF | | 1 2017), Page 1 of 4 | |

| IV. CIVIL S | ERVICE ELIG | IBILITY | | | | | | | |
|---|---|--|--------------------------|--|---|-----------------------|---|---|----------------------------|
| 27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER RATING SPECIAL LAWS/ CES/ CSEE | | | DATE OF EXAMINATION / | PLACE OF EXAMINA | PLACE OF EXAMINATION / CONFERMENT | | | LICENSE (if applicable) | |
| BAF | | LIGIBILITY / DRIVER'S LICENSE (If Applicable) CONFERMENT | | | NUMBER | Validity | | | |
| Civil Serv | Civil Service Commission-Professional Exam 86.22% | | 86.22% | 02/14/2003 | CSC-7 CAT RO | OM, CEBU C | OM, CEBU CITY | | Gelf Co. |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | ***** | | | | |
| | | | | | | | | | |
| | | | (0) | ontinue on separate sheet if | norassani | | | | |
| | XPERIENCE | | | | | | | | |
| | ate employme ISIVE DATES | nt. Start from your recen | t work) Descripti | on of duties should be | indicated in the attach | ed Work Exp | erience sheet SALARY/ JOB/ PAY | | |
| | m/dd/yyyy) | POSITION TI (Write in full/Do not | | DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate) | | MONTHLY SALARY | GRADE (if applicable) & STEP (Format "00-0")/ | STATUS OF APPOINTMENT | GOV'T SERVICE (Y/ N) |
| From | То | | | EBH Learning Center | EBH Learning Center (Kumon de Deciembre | | | | |
| 04/28/2018 | Present | Instructor/ Proprietor | | Baybay Center) | (10110110000011010 | Php 60,000 USD 900 | NA NA | NA | N |
| 01/10/2012 | 07/01/2016 | Production and Logistics N | | | Ming Global Ltd. | | | Permanent | N |
| 04/2010 | 12/2012 | Office Manager/ Productio | n Manager | Dragon Trend Mnl Ltd | USD 1,800 | NA | Permanent | N | |
| 11/2009 | 03/2010 | Executive Assistant Dragon Trend Pty. Ltd. | | | | USD 1,200 | NA | Permanent | N |
| 04/05/2009 | 11/16/2009 | Virtual Assistant Wompro Pty. Ltd. | | | | Php 16,000 | NA | Temporary | N |
| 05/2007 | 11/2007 | Transcriptionist | | Pacific Solutions | Php 8,000 | NA | Temporary | N | |
| 11/2006 | 04/2007 | Technical Support Representative | | Calltek Center Interna | Php 10,000 | NA | Temporary | N | |
| 09/29/2005 | 10/01/2005 | Clerk Processor A | | Philippine Ports Author | Php 8,709 | SG-8 | Permanent | Υ | |
| 02/18/2005 | 09/28/2005 | Research Assistant | | Philippine Ports Author | Php 8,709 | SG-8 | Job Order | Υ | |
| 06/23/2003 | 12/31/2004 | Clerk Processor A | | Philippine Ports Author | Php 231 /day | SG-7 | Job Order | Y | |
| 11/2001 | 12/2002 | Statistician and Clerk | | Bonzel Health and Nu | trition Center | Php 2,000 | NA | Part-time | N |
| | | 37 76. | | | | | | | |
| | | | | | | | 11 - | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | AND | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | . 10 | | | 5 4 1 2 13 12 11 | | | | | |
| | | | | | | | | | 100/ |
| | | | / | | | | | | |
| | | | | | | | | | |
| | | <u> </u> | | | | | | n re- n = Logistik) s | garage of the co |
| SIGNI | ATURE | | <u> </u> | ontinue on separate sheet if | | | 1. 1 | | |
| GIGINA | TONL | | M | | DATE | 0 | 1/15/10 CS | FORM 212 (Revised 20 | 017), Page 2 of 4 |

| /I. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC | / NON-GOVERNMENT / | | | RGANIZATION | /S | | |
|--|---|----------------------------------|---------------------------|---------------------|---|--|--|
| 29. NAME & ADDRESS OF ORGANIZAT (Write in full) | ОN | | /E DATES d/yyyy) To | NUMBER OF HOURS | | POSITION / NATURE OF WORK | |
| rotherhood of Christian Businessmen & Professionals hapter | (BCBP) Baybay City | 09/22/2007 | 01/01/2015 | N/A | | Member | |
| nited Church of Christ in the Philippines (UCCP) Bayba | y City Church | 01/04/2015 | 05/31/2018 | N/A | | Financial Secretary | |
| nited Church of Christ in the Philippines (UCCP) Bayba | y City Church | 06/01/2018 | present | N/A | Chairman | n, Board of Christian Education and Nurture | |
| ICCP Christian Pre-school of Baybay | | 06/01/2016 | 06/01/2021 | N/A | Secretary, Board of Trustees | | |
| VII. LEARNING AND DEVELOPMENT (L&D) INTERV | | tinue on separate : OGRAMS AT | |) | | | |
| Start from the most recent L&D/training program and include only the | relevant L&D/training taken for | | | nief/Executive/Mana | gerial positions) | | |
| 30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTION (Write in full) | NS/TRAINING PROGRAMS | ATTEN (mm/d | DATES OF IDANCE d/yyyy) | NUMBER OF HOURS | Type of LD (Managerial/ Supervisory/ Technical/etc) | CONDUCTED/ SPONSORED BY (Write in full) | |
| Stress Management through Self-compassion | | From 01/10/2024 | To 01/10/2024 | 2 | Technical | Kumon Philippines Inc. | |
| Philippine Data Privacy Essentials | | 10/13/2023 | 10/13/2023 | 8 | Technical | Kumon Philippines Inc. | |
| ata Privacy Compliance | | 09/07/2022 | 09/07/2022 | 4 | Technical | Kumon Philippines Inc. | |
| Managing Mental Health and Wellness Amidst the Pando | emic | 01/19/2022 | 01/19/2022 | 2 | Technical | Kumon Philippines Inc. | |
| nitial Training Course for the Kumon Mathematics Prog | ram | 04/19/2019 | 04/19/2019 | 4 | Technical | Kumon Philippines Inc. | |
| New Instructor's Training | | 01/15/2018 | 02/18/2018 | | Technical | Kumon Philippines Inc. | |
| Seminar on Public Ethics and Accountability | | 09/30/2003 | 09/30/2003 | 4 | Technical | Philippine Ports Authority | |
| Distance Learning Program on Human Resource Manag | ement in the Civil Service | 11/03/2003 | 11/03/2003 | 40 | Technical | Civil Service Commission | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | - | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | Low Committee | 1968 Florida Harris | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | (Con | tinue on separate | sheet if necessary | y) | | | |
| VIII. OTHER INFORMATION | | | | | | | |
| 31. SPECIAL SKILLS and HOBBIES 32. | NON | -ACADEMIC DISTI (Wri | NCTIONS / RECOR | GNITION | | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZA (Write in full) | |
| Music-related skills (Choral singing & playing guitar) | rce Person - Kumon Philip | pines' Nationa | I Instructors T | raining, Manila (| (June 30, 2021) | UCCP Christian Young Adults Fellows | |
| Desktop Publishing (brochures, newsletters, presentations, etc.) | rce Speaker - CYAF Circui | t 2 Fellowship | (February 25. | 2023) | | | |
| Video Editing Resou | Resource Speaker - Seasons of Marriage (A Marriage Retreat) March 6-7, 2021 | | | | | | |
| | A. 10.3 | REM ABEGAIL S. | | | | | |
| 1011/2/12 | (Cor | ntinue on separate | | | ATE | 01/21/2025 | |
| SIGNATURE | (00 | | | D. | MIE | 1 11/1/10025 | |

| 34. Are you related by consanguinity or affinity to the appointin chief of bureau or office or to the person who has immedia Bureau or Department where you will be apppointed, | | • | |
|---|--|---|---------|
| a. within the third degree? | YES V NO | | |
| b. within the fourth degree (for Local Government Unit - Ca | reer Employees)? | ☐ YES ☑ NO | |
| 3.00 | | If YES, give details: | |
| | | | |
| 35. a. Have you ever been found guilty of any administrative of | ffense? | YES NO | |
| | | If YES, give details: | |
| | | | |
| | | | |
| b. Have you been criminally charged before any court? | | ☐ 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 | | |
| by any count of distance. | | If YES, give details: | |
| | | | |
| 37. Have you ever been separated from the service in any of the | 되었다. 하는 아이들은 아이들은 아이들은 사람들은 아이들은 아이들은 아이들은 아이들은 아이들은 아이들은 아이들은 아이 | YES NO | |
| retirement, dropped from the rolls, dismissal, termination, out (abolition) in the public or private sector? | end of term, finished contract or phased | If YES, give details: | |
| | action hold within the last year (except | | |
| 38. a. Have you ever been a candidate in a national or local el Barangay election)? | ection field within the last year (except | ☐ YES ☑ NO | |
| | | If YES, give details: | |
| b. Have you resigned from the government service during | 되어 하시 () 경기생에게 보고 있었다. 제 아들은 이번에 가장하고 있었다. 그리는 아들은 아들은 아들은 아들이 하는데 | ☐ YES ☑ NO | |
| election to promote/actively campaign for a national or loca | al candidate? | If YES, give details: | |
| 39. Have you acquired the status of an immigrant or permaner | nt resident of another country? | YES VO | |
| | | If YES, give details (country): | |
| | | | |
| 40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Ma | agna 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? | | ☐ YES ✓ NO | |
| | | If YES, please specify: | |
| b. Are you a person with disability? | | ☐ YES ☑ NO | |
| c. Are you a solo parent? | | If YES, please specify ID No: | |
| Are you a solo parent? | | ☐ YES ☑ NO If YES, please specify ID No: | |
| | | ii i zer piedes eposity is ite. | |
| 41. REFERENCES (Person not related by consanguinity or affinity to applican | t /appointee) | | |
| NAME | ADDRESS | TEL. NO. | |
| REV. SALVADOR UGSANG, JR. | UCCP Maybog, Baybay City | 09196658862 | |
| MANUEL A. BOHOLANO | | | |
| MANUEL A. BOHOLANO | PMO Eastern Leyet/Samar | 0918-9096698 | |
| JAMES J. GANTALAO | PPA Head Office (Manila) | 0917-3271400 | |
| 42. I declare under oath that I have personally accomplished | this Personal Data Sheet which is a tr | ue, correct and | 200 |
| complete statement pursuant to the provisions of pertin | ent laws, rules and regulations of the I | Republic of the | |
| Philippines. I authorize the agency head/authorized repr | resentative to verify/validate the contents | stated herein. | Section |
| I agree that any misrepresentation made in this doc | cument and its attachments shall caus | e the filing of PHOTO | |
| 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 | \sim | | |
| Government Issued ID: Philsys ID | Cr | | |
| | U | | |
| ID/License/Passport No.: 3871 - 0521 - \$493 - 1482 | x) | | |
| Date/Place of Issuance: Baybay City, Leyte | Date Accomplished | Right Thumbmark | |
| | 2005 | | |
| SUBSCRIBED AND SWORN to before me this2 | 7 JAN 2025 , affiant exhibit | ing his/her validly issued government ID as indicated above | e. |
| Г | C | | |
| | - Collection | | |
| | ATTY, MAREN ABBGAIL S. MONTERON | | |
| | Well Meaning I and Affaire and Carriage | | |
| 400 | VSU Director, Legal Affairs and Services 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 10, 2012 July 7, 2016
- Position: Production and Logistics Manager
- Name of Office/Unit: Ming Global Ltd.
- Immediate Supervisor: Sharath Hegde
- Name of Agency/Organization and Location: Ming Global Ltd. / Consolacion, Cebu
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties:

My duties as the operations manager include the following:

- Manage performance on all programs to meet and exceed company expectations.
- Continuously monitors the team's productivity and operation and ensures that tasks/duties are being preformed effectively.
- Directly supervises team leaders of each department which includes the Design department, Production department, Customer service department and Finance and Admin department.
- Interviewing, hiring, and training new employees.
- Involved in planning, assigning, and directing work to each employee.
- Responsible in giving appraisal to great performing employees.
- Responsible in disciplining employees .
- Responsible in resolving problems especially regarding employees complaints and addressing them to higher management if need be.
- While working as operations manager, I was also an account manager for several clients
 of the company which includes dealing with clients on quotes, order processing, order
 updates and general customer service. Ensuring all the information needed are gathered
 and presented at the start of an order.
- Duration: November 2009 December 2012
- Position: Office Manager/ Production Manager
- Name of Office/Unit: Dragon Trend Mnl Ltd.
- Immediate Supervisor: Jason Bradbury
- Name of Agency/Organization and Location: Dragon Trend Mnl Ltd./ Mandaue City, Cebu

- List of Accomplishments and Contributions (if any)
- · Summary of Actual Duties:

My duties as the operations manager include the following:

- Manage performance on all programs to meet and exceed company expectations.
- Continuously monitors the team's productivity and operation and ensures that tasks/duties are being preformed effectively.
- Directly supervises team leaders of each department which includes the Design department, Production department, Customer service department and Finance and Admin department.
- Interviewing, hiring, and training new employees.
- Involved in planning, assigning, and directing work to each employee.
- Responsible in giving appraisal to great performing employees.
- Responsible in disciplining employees .
- Responsible in resolving problems especially regarding employees complaints and addressing them to higher management if need be.
- While working as operations manager, I was also an account manager for several clients
 of the company which includes dealing with clients on quotes, order processing, order
 updates and general customer service. Ensuring all the information needed are gathered
 and presented at the start of an order.
- Duration: April 2009 November 2009
- Position: Virtual Assistant
- Name of Office/Unit: Wompro Pty. Ltd.
- Immediate Supervisor: Jason Bradbury
- Name of Agency/Organization and Location: Wompro Pty. Ltd. / Melbourne, Australia
 - List of Accomplishments and Contributions (if any)

Summary of Actual Duties:

As a virtual assistant part of my job includes the following:

- Bills payments
- Transcription
- Travel arrangement
- Customer Service
- Telemarketing
- Administrative assistance
- Personal assistance
- Web research
- Spreadsheet management
- Database management (Filemaker Pro)
- Calendar management

- Duration: September 2003 October 2004
- · Position: Clerk Processor
- Name of Office/Unit: Philippine Ports Authority
- Immediate Supervisor: Engr. Manuel Boholano
- Name of Agency/Organization and Location PPA -PMO Ormoc / Port Area Ormoc City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties:
 - Encodes memos, letters, reports, notices, resolutions and forms
 - Handles incoming, outgoing communications and documents
 - Maintains systematic recording and filing of records.
 - Takes minutes of the meeting.
 - Performs as clerk to the bids and awards committee for engineering projects
 - Prepares initial environmental examination report
 - Acts as personal assistant to the division manager
 - Other admin work.

MARIA ANTONETTE ROSAFREDA B. NARAJOS

Date: January 30, 2025