

## 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	BACSAN		
FIRST NAME	ARLENE JOY	NAME EXTENSION (JR., SR)	
MIDDLE NAME	SUGANO		
3. DATE OF BIRTH (mm/dd/yyyy)	7/12/1990	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	BANTAYAN, CEBU	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 PUROK 4 BADIANG Subdivision/Village Barangay SIKATUNA BOHOL City/Municipality Province 6338
7. HEIGHT (m)	1.52	18. PERMANENT ADDRESS	House/Block/Lot No. Street PUROK 4 BADIANG Subdivision/Village Barangay SIKATUNA BOHOL City/Municipality Province 6338
8. WEIGHT (kg)	64	ZIP CODE	6338
9. BLOOD TYPE	O+	19. TELEPHONE NO.	N/A
10. GSIS ID NO.	N/A	20. MOBILE NO.	+639108670227 / +639565732595
11. PAG-IBIG ID NO.	1210-8739-8126	21. E-MAIL ADDRESS (if any)	joyee_arlene@yahoo.com
12. PHILHEALTH NO.	12-051124465-5		
13. SSS NO.	0630749757		
14. TIN NO.	315862756		
15. AGENCY EMPLOYEE NO.	N/A		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BACSAN		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	EFREN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	SILAGAN		N/A	N/A
OCCUPATION	FARMING			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	SUGANO			
FIRST NAME	ROLANDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	PAIT			
25. MOTHER'S MAIDEN NAME	CABANILLAS			
SURNAME	MARILYN			
FIRST NAME	MARFA			
MIDDLE NAME				

(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	Bantayan Central Elementary School	PRIMARY EDUCATION	JUNE 4, 1996	APRIL 8, 2002		2002	TOP 6
SECONDARY	Bantayan National High School	SECONDARY EDUCATION	JUNE 4, 2002	APRIL 8, 2006		2006	TOP 5
VOCATIONAL / TRADE COURSE							
COLLEGE	Visayas State University	BACHELOR OF SCIENCE IN CHEMISTRY	JUNE 10, 2006	APRIL 9, 2010		2010	DOST - SEI JLAP
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE

DATE




[illegible]

## V. WORK EXPERIENCE

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

[illegible]

<b>SIGNATURE</b>		<b>DATE</b>	
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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		
	FEDERATION OF BANTAY BAYAN INCORPORATED	05/14/2018	05/15/2018	16.0	VOLUNTEER
	SAMARITAN'S PURSE INTERNATIONAL RELIEF - UBAY, BOHOL	5/11/2016	01/30/2017	30.0	TEACHER / VOLUNTEER

(Continue on separate sheet if necessary)

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

[illegible]

(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)
INTERNET BROWSEING		FEDERATION OF BANTAY BAYAN INCORPORATED
PLAYING GUITAR		FEDERATION OF PNP ACCREDITED NGOs
SINGING		
DANCING		
CONDUCTING FEED PROXIMATE ANALYSIS		

(Continue on separate sheet if necessary)

		(Continue on separate sheet if necessary)	
SIGNATURE		DATE	



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 FROM PREVIOUS EMPLOYERS  
\_\_\_\_\_

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.
CARO B. SALCES	PCC, SCIENCE CITY OF MUÑOS, NUEVA ECIJA	9453599445
GUINDOLINO P. BAJENTING	LOMANGOG, UBAY, BOHOL	9451193998
FLORINDA B. CATIPAY	LOMANGOG, UBAY, BOHOL	9173101746

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.



BACSAN, ARLENE JOY S.

PHOTO




Right Thumbmark

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

Government Issued ID: PRC

ID/License/Passport No.: 0011412

Date/Place of Issuance: 01/22/2018 / CEBU CITY



Signature (Sign inside the box)

JULY 31, 2019

Date Accomplished

SUBSCRIBED AND SWORN to before me this 29 AUG 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN D. GUINOCOR  
VSULEGAL OFFICER

Person Administering Oath



## WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

- Duration: January 22, 2018 – April 20, 2019
  - Position: Quality Assurance Officer
  - Name of Office/Unit: Commisary
  - Immediate Supervisor: Ma. Racel Rosales
  - Name of Agency/Organization and Location: Jojie's Bakeshop / Tagbilaran City, Bohol
  - List of Accomplishments and Contributions (if any)
    - Improvement of Production and Storage system of Coconut Milk and Cassava pulp.
  - Summary of Actual Duties
    - Responsible in supervising the manpower in production of coconut milk and cassava pulp. At the same time, check the quality of the products produced in a particular day. Develop systems in the production to make it more efficient.
- 
- Duration: March 15, 2016 – January 15, 2018
  - Position: Research Assistant
  - Name of Office/Unit: Production Farm
  - Immediate Supervisor: Dr. Caro B. Salces
  - Name of Agency/Organization and Location: Philippine Carabao Center – USF / Lomangog, Ubay, Bohol
  - List of Accomplishments and Contributions (if any)
    - Development of Feed formulation and feeding system of Carabao.
  - Summary of Actual Duties
    - Perform laboratory experiments and conduct researches in the development of Carabao's growth, reproduction and milk production. Assist in formulating feeds and in planning the feeding system. Responsible in auditing other areas of the agency for ISO Accreditation.
- 
- Duration: November 03, 2010 – May 09, 2013
  - Position: Chemist
  - Name of Office/Unit: Feedmill Division
  - Immediate Supervisor: Engr. Irvin Mata
  - Name of Agency/Organization and Location: Marcela Farms Incorporated / Lomangog, Ubay, Bohol
  - List of Accomplishments and Contributions (if any)
    - Development of Feed formulations and monitoring of livestock in the farms.
  - Summary of Actual Duties
    - Responsible in monitoring feed formulation used in the production relative to the available raw materials. Plot the cost of commercial feeds. Analyze feed samples daily and monitor the quality of feeds produced.

ARLENE JOY BACSAW

(Signature over Printed Name  
of Employee/Applicant)

Date: \_\_\_\_\_



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ARLENE JOY BACCAN

(Signature over Printed Name  
of Employee/Applicant)

Date: \_\_\_\_\_