

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	ATOK			
FIRST NAME	JO JANE	NAME EXTENSION (JR., SR): NONE		
MIDDLE NAME	DAISOG			
3. DATE OF BIRTH (mm/dd/yyyy)	04/12/1991	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	KAWAYAN, 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	PUROK 1 House/Block/Lot No. Street CONCEPCION Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province 6541	
7. HEIGHT (m)	1.55	18. PERMANENT ADDRESS	PUROK 1 House/Block/Lot No. Street CONCEPCION Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province 6541	
8. WEIGHT (kg)	47.5		ZIP CODE	6541
9. BLOOD TYPE	O		19. TELEPHONE NO.	NONE
10. GSIS ID NO.	2005776776			20. MOBILE NO.
11. PAG-IBIG ID NO.	1212-0260-9299	21. E-MAIL ADDRESS (if any)	atokjojane041291@gmail.com or jojane.atok@vsu.edu.ph	
12. PHILHEALTH NO.	13-025211674-6			
13. SSS NO.				
14. TIN NO.	457-368-559-000			
15. AGENCY EMPLOYEE NO.				

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NONE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)	NONE	NONE
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	ATOK			
FIRST NAME	JOHNNY	NAME EXTENSION (JR., SR): NONE		
MIDDLE NAME	BALONDO			
25. MOTHER'S MAIDEN NAME				
SURNAME	DAISOG			
FIRST NAME	DALIA			
MIDDLE NAME	SIOC			
(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	SABANG BAO ELEMENTARY SCHOOL	BASIC EDUCATION	1997	2003	Graduated	2003	Salutatorian
SECONDARY	LEYTE STATE UNIVERSITY LABORATORY HIGH SCHOOL now VISAYAS STATE UNIVERSITY INTEGRATED HIGH SCHOOL	SECONDARY EDUCATION	2003	2007	Graduated	2007	None
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	TERTIARY EDUCATION Bachelor of Science in Biotechnology	2007	2011	Graduated	2011	None
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 14, 2023
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IV. CIVIL SERVICE ELIGIBILITY

[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.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 13, 2023
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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		
NONE					

(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			
	"THRIVING NEW NORMAL"3RD PHREB NATIONAL CONFERENCE	09/11//2021	10/11//2021	16	RESEARCH	PHREB-PNHRS c/o PCHRD
	SEMINAR/LECTURE ON INTELLECTUAL PROPERTY AWARENESS AND COMMERCIALIZATION OF TECHNOLOGIES	04/11/2021	04/11/2021	4	TECHNCAL/ RESEARCH	OVPREI c/o OFFICE OF THE DIECTOR FOR INNOVATION, VISAYAS STATE UNIVERSITY
	TRAINING-WORKSHOP ON MOLECULAR AND BIOTECHNOLOGICAL HEALTH RESEARCH	13/10//2021	15/10//2021	24	RESEARCH	EASTERN VISAYAS HEALTH RESEARCH AND DEVELOPMETN CONSORTIUM
	LABORATORY ANIMAL TRAINING FOR BIOMEDICAL RESEARCH	12/04//2021	03/05//2021	32	RESEARCH	UNIVERSITY OF THE PHILIPPINES DILIMAN
	VIRTUAL WORKSHOP ON GENE EDITING WITH CRISPR	22/03//2021	26/03//2021	40	RESEARCH	PHILIPPINE GENOME CENTER W/ UPLB
	LIVESTOCK BIOTECHNOLOGY CENTER, VIRTUAL RESEARCH PROPOSAL WRITING WORKSHOP	23/02//2021	26/02//2021	24	RESEARCH	DA-LIVESTOCK BIOTECHNOLOGY CENTER
	ZOE FLUORESCENT CELL IMAGER TRAINING	02/07/2019	02/07/2019	8	RESEARCH	LIFELINE DIAGNOSTIC, INC.
	TRAINING-WORKSHOP ON LACTATE DEHYDROGENASE CYTOTOXICITY ASSAY	12/03/2018	12/14/2018	80	RESEARCH	DMBEL, NIMBB, UNIVERSITY OF THE PHILIPPINES DILIMAN
	PATENT SEARCH AND PATENT DRAFTING WRITE SHOP	09/10/2018	09/14/2018	40	RESEARCH	INTELLECTUAL PROPERTY OFFICE OF THE PHILIPPINES
	PALAS 30TH ANNUAL SCIENTIFIC CONFERENCE	04/25/2018	05/25/2018	16	RESEARCH	PHILIPPINE ASSOCIATION FOR LABORATORY ANIMAL SCIENCE
	PPSQ-31/33B TRAINING (PROTEIN SEQUENCER)	03/12/2018	03/16/2018	40	RESEARCH	SHIMADZU SANJO WORKS KYOTO, JAPAN
	OPERATION OF PPSQ WITH HPLC PROMINENCE	05/16/2017	05/18/2017	24	RESEARCH	SHIMADZU PHILIPPINES
	SAFETY HANDLING OF HORIZONTAL FLOW HOOD CABINET	10/12/2017	10/12/2017	4	RESEARCH	Philippine Root Crop Research and Training Center, Visayas State University
	ADVANCED S2E CELL SORTER TRAINING	08/18/2016	18/19/2016	16	RESEARCH	BIORAD LABORATORIES, SINGAPORE
	BASIC S3E CELL SORTER TRAINING	07/05/2016	07/07/2016	24	RESEARCH	BIORAD LABORATORIES, SINGAPORE
	AGILENT INFINITY SERIES HPLC WITH OPENLAB CDS CHEMSTATION OPERATIONS	11/18/2014	11/21/2014	32	RESEARCH	AGILENT TECHNOLOGIES SINGAPORE
	WRITING SCIENTIFIC PAPER AND PUBLISHING IN INTERNATIONAL REFEREED JOURNAL	05/14/2014	05/14/2014	8	RESEARCH	VISAYAS STATE UNIVERSITY
	HANDS-ON TRAINING ON DNA FINGERPRINTING AND MARKER DATA ANALYSIS	09/26/2011	10/07/2011	80	RESEARCH	PLANT BREEDING AND BIOTECHNOLOGY DIVISION PHILIPPINE RICE RESEARCH INSTITUTE




(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)
	MOUNTAINEERING		NONE		NONE
	COMPUTER LITERATE-MICROSOFT OFFICE TOOLS				
	NTSYS PC AND POWER MARKER PROGRAM				
	LABORATORY EQUIPMENT TROUBLESHOOTING				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 14, 2023
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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____ <u>After completion of project, end of contract</u>	
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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____	
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____	
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
EDGARDO E. TULIN	VISAYAS STATE UNIVERSITY	563-7067
MA. THERESA P. LORETO	DEPARTMENT OF BIOTECHNOLOGY, VISAYAS STATE UNIVERSITY	9056893008
DILBERTO O. FERRAREN	PHILROOTCROPS, VISAYAS STATE UNIVERSITY	563-7229
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.: P5930738B Date/Place of Issuance: 12/11/2030	<div style="text-align: center;">  Signature (Sign inside the box) <u>December 14, 2023</u> Date Accomplished </div>	<div style="text-align: center;">  JO JANE D. ATOK  Right Thumbmark </div>

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 1, 2022 – December 31, 2022 (Advanced Research and Innovation Center)
January 1, 2021 – December 31, 2021 (Advanced Research and Innovation Center)
June 1, 2020 – December 31, 2020 (Advanced Research and Innovation Center)
January 2014 – March 2020 (PhilRootcrops)
August 2011 – December 2013 (NARC)
- Position:
Instructor I (Advance Research and Innovation Center)
Science Research Assistant (NARC & PhilRootcrops)
- Name of Office/Unit:
Advance Research and Innovation Center
Philippine Root Crop Research and Training Center
National Abaca Research Center

Immediate Supervisor:
Dr. Ma. Theresa P. Loreto (January 2022 – December 2022)
Dr. Ma. Theresa P. Loreto (January 2021 – December 2021)
Dr. Ma. Theresa P. Loreto (June 2020 – December 2020)
Dr. Edgardo E. Tulin (2014-2020)
Dr. Ruben M. Gapasin (2011-2013)
- Name of Agency/Organization and Location: **Visayas State University**
Visca, Baybay City, Leyte
6521 Philippines
- List of Accomplishments and Contributions (if any)
 - Area V (Research) Coordinator during the Level II AACUP accreditation of the Department of Biotechnology
 - Alternate dDRC of the Advanced Research and Innovation Center
 - Alumni Communicator of the Department of Biotechnology
 - SRC Member for Undergraduate Thesis Studies of Biotech Students
 - Prepares documents for copyright registration/deposit
 - Drafts patent documents of developed technologies
 - Worked closely with the project leader in drug discovery project for the treatment of *Diabetes mellitus*.
 - Contribute to the mass production of bioinoculant for the field evaluation of sweet potato and purple yam.
 - Worked closely with the project leader in the identification and screening of medicinal plants for the treatment of diabetes.
 - Contribute to the development of a diagnostic kit for Philippine Carabao Mango.

- Worked closely with the project and study leader in the characterization of Abaca using molecular techniques.

- **Summary of Actual Duties**

- i. **Instructor I (January 2022 – July 2022)**

- Facilitates the procurement process of the center;
- Teaches three sections of ScTS11c
- Member of IACUC Committee
- Prepares scientific paper for publication
- Prepares and facilitates documents for ISO Accreditation
- Conducts experiment
- Assists in the proper implementation of Tuklas Lunas projects.
- Alumni communicator of the Department of Biotechnology

- ii. **Instructor I (January 2021 – December 2021)**

- Facilitates the procurement process of the center;
- Teaches four sections of ScTS11c
- Teaches 1 section of Btec 21, 2nd semester 2020-2021
- Teaches 1 section of Btec 22n, 1st semester 2021-2022
- Member of IACUC Committee
- Prepares proposals
- Prepares and facilitates documents for ISO Accreditation
- Conducts experiment
- Prepares research papers for publication
- Assists in the proper implementation of Tuklas Lunas projects.

- iii. **Instructor I (June 2020 – December 2020)**

- Facilitates the procurement process of the center;
- Teaches two sections of ScTS11
- Member of IACUC Committee
- Prepares proposals
- Prepares and facilitates documents for ISO Accreditation
- Conducts experiment
- Prepares research papers for publication
- Assists in the proper implementation of Tuklas Lunas projects.

- iv. **Science Research Assistant (April 2018 – March 2020)**

Project title: In vitro Toxicity Testing of Plant Extracts with Bioactivity against Diabetes mellitus

- Acquire/procure laboratory supplies, equipment, chemicals, reagents for the conduct of the project;
- Prepares reagents and chemical solutions;
- Collects sample materials;
- Samples preparation and extraction of plant samples;
- Performs enzyme inhibition test;
- Performs vacuum liquid chromatography purification of plant extracts;

- Performs cytotoxicity assay;
- Performs glucose uptake assay on non-toxic plant extracts;
- Attended seminars and meetings relevant to the project;
- Do paper works, reports, and data analysis.

v. Science Research Assistant (September 2017 – March 2018)

Project Title: Field evaluation of microbial inoculant for micronutrient mobilization on the growth, yield and nutritional quality of sweet potato and purple yam

- Acquire/procure laboratory supplies, equipment, chemicals, reagents for the conduct of the project;
- Prepares reagents and chemical solutions;
- Collection and processing of plant samples for the organic substrates;
- Mass production of microbial inoculant;
- Prepares sites for planting;
- Soil sampling and analysis;
- Do paper works, reports, and data analysis.

vi. Science Research Assistant (June 2014 – August 2017)

Project title: Molecular Discovery Project from Selected Philippine Indigenous Medicinal Plants for Treatment of Diabetes mellitus

- Acquire/procure laboratory supplies, equipment, chemicals, reagents for the conduct of the project;
- Prepares reagents and chemical solutions;
- Collect sample materials of the selected medicinal plants;
- Samples preparation, Aqueous and Organic Extraction of plant samples;
- Performs evaluation, purification and functional characterization of alpha-amylase and alpha-glucosidase inhibitors derived from selected medicinal plants for the potential treatment of diabetes;
- Performs bioassay-guided isolation, identification and functional characterization of plant insulin mimetics from selected medicinal plants;
- Performs evaluation and purification through silica gel column chromatography and high-performance liquid chromatography (HPLC);
- Do paper works, reports and data analysis.

vii. Science Research Assistant (January 2014 – May 2014)

Project title: Genetic Markers and Immuno-based Identification of Philippine Carabao Mango

- Acquire/procure laboratory supplies, equipment, chemicals, reagents for the conduct of the project;
- Prepares reagents and chemical solutions;
- Collect leaves of different carabao mango varieties;
- Protein Extraction of collected mango leaf samples;
- Protein identification and differentiation through 2-DE gel analysis;
- Do paper works, reports, and data analysis.

viii. Science Research Assistant (August 2011 – December 2013)

Project title: DNA Fingerprinting, molecular and morphological characterization of abaca accessions at the NARC Germplasm collections

- Acquire/procure laboratory supplies, equipment, chemicals, reagents for the conduct of the project;
- Prepares reagents and chemical solutions;
- Collect leaves of different abaca accessions in the covered field area;
- Performs DNA Extraction;
- Performs PCR analysis using microsatellite primers;
- Do paper works, reports, and data analysis using NTSysPC and Power marker program.

Attachment to CS Form No. 212


JO JANE D. ATOK

(Signature over Printed Name
of Employee/Applicant)

Date: