

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 ( ) ☐ d 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	AGAD		
FIRST NAME	NOREVE JEAN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MALACORA		
3. DATE OF BIRTH (mm/dd/yyyy)	07/27/1995	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BAYBAY, LEYTE	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	PUROK 2 Street STA CRUZ Barangay BAYBAY City/Municipality LEYTE Province
7. HEIGHT (m)	1.52	ZIP CODE	
8. WEIGHT (kg)	52		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	PUROK 2 Street STA CRUZ Barangay BAYBAY City/Municipality LEYTE Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	1211-7099-3677	19. TELEPHONE NO.	N/A
12. PHILHEALTH NO.	13-025404716-4	20. MOBILE NO.	09283130662
13. SSS NO.	06-3827680-8	21. E-MAIL ADDRESS (if any)	nmalacora1995@yahoo.com
14. TIN NO.	342-023-987		
15. AGENCY EMPLOYEE NO.	N/A 6. V02204		

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	AGAD	23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JERDAN	AMARA EVERDANE M. AGAD	11/24/2019
MIDDLE NAME	LIBRES		
OCCUPATION	ACCREDITED ELECTRICIAN		
EMPLOYER/BUSINESS NAME	LEYTE ELECTRIC COOPERATIVE IV (LEYECO IV)		
BUSINESS ADDRESS	HILONGOS, LEYTE		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	MALACORA		
FIRST NAME	NELSON		
MIDDLE NAME	SINDAY		
25. MOTHER'S MAIDEN NAME			
SURNAME	ORACION		
FIRST NAME	CARMELITA		
MIDDLE NAME	CASTILLO		

(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	STA. CRUZ ELEMENTARY SCHOOL	PRIMARY EDUCATION	2002	2008	N/A	2008	SALUTATORIAN
SECONDARY	VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL	SECONDARY EDUCATION	2008	2012	N/A	2012	12 <sup>th</sup> WITH HONOR
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN CHEMISTRY	2012	2016	N/A	2016	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	November 12, 2024
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[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]

SIGNATURE		DATE	November 12, 2024
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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		
	STA. CRUZ ELEMENTARY SCHOOL ALUMNI ASSOCIATION	4-26-2023	4-26-2025	N/A	PRESIDENT

(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			
	ISO 9001:2015 Awareness and Re-awareness Seminar	9-9-2024	9-9-2024	4 hrs	Technical	Visayas State University
	Gender Sensitivity Training	4-12-2024	4-12-2024	8 hrs	Technical	Visayas State University
	Sparkling Spaces: Mastering the Art of Housekeeping	3-26-2024	3-26-2024	8 hrs	Technical	Visayas State University
	Chemical Waste Management and Safety in the Chemical Laboratory	2-23-2024	2-23-2024	8 hrs	Technical	Visayas State University
	Philippine Textile Congress 2023	7-11-2023	11-24-2023	21 hrs	Technical	Philippine Textile Research Institute
	ISO 9001:2015 Awareness and Re-awareness Seminar	08-29-2023	08-29-2023	4 hrs	Technical	Visayas State University
	CAS Curriculum and Instruction Review	08-16-2023	08-16-2023	8 hrs	Technical	Visayas State University
	Philippine Textile Congress 2022	11-21-2022	11-28-2022	21 hrs	Technical	Philippine Textile Research Institute
	Training- Workshop on Soil & Nutrient Management & Assessing Soil Health	08-30-2022	08-31-2022	16 hrs	Technical	Bureau of Soils and Water Management
	Technology Forum on Disaster Risk Reduction & Management	08-25-2022	08-25-2022	8 hrs	Technical	Department of Science and Technology
	Analytical Sciences Research Forum	08-17-2022	08-17-2022	8 hrs	Technical	Kapisanang Kimika ng Pilipinas
	Training- Workshop on Quality Assurance/ Quality Control (QA/QC) and Method Verification/ Validation	8-3-2022	8-4-2022	16 hrs	Technical	Bureau of Soils and Water Management
	In-house training/ Seminar on Introduction to Metrology and Industrial Calibration	7-12-2022	7-13-2022	16 hrs	Technical	Department of Science and Technology
	Environmental Health and Safety: Chemical Waste Management	6/27/2022	6/27/2022	8 hrs	Technical	Visayas State University
	Training/ Seminar- Workshop on Introduction to Metrology and Verification of Common Laboratory Instrument	06-21-2022	06-22-2022	16 hrs	Technical	Department of Science and Technology

(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)
	READING BOOKS		N/A		STA. CRUZ ELEMENTARY SCHOOL ALUMNI ASSOCIATION
	LABORATORY EXPERIMENTS				
	INTERNET BROWSING				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	November 12, 2024
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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)?

☐ 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:

finished 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.
ROSEMARIE C. MILANO	MANDAUE CITY, CEBU	0936-735-4421
ELIZABETH S. QUEVEDO	VISAYAS STATE UNIVERSITY	0917-890-5565
FELIX M. SALAS	VISAYAS STATE UNIVERSITY	0939-282-2794

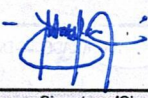
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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: **Driver's License**

ID/License/Passport No.: **H12-24-001087**

Date/Place of Issuance: **03/25/2024/BAYBAY CITY**

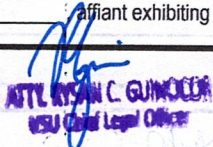
  
Signature (Sign inside the box)  
**November 12, 2024**  
Date Accomplished

  
Right Thumbmark



NOREVE JEAN M. AGAD  
PHOTO

SUBSCRIBED AND SWORN to before me this **13 DEC 2024**

  
Person Administering Oath

Affiant exhibiting his/her validly issued government ID as indicated above.

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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 24, 2021 – Present
- Position: Laboratory Chemical Technician
- Name of Office/Unit: Department of Pure and Applied Chemistry, Visayas State University
- Immediate Supervisor: Mark Ryan R. Tripole
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

1. Conducted the maintenance and calibration of the laboratory equipment/ instrument and properly documented them in the designated form.
2. Assisted students conducting thesis in using some laboratory instruments in the department such as analytical balance, top loading balance, oven, furnace, UV-viewer and etc.
3. Maintained the cleanliness and orderliness in the instrument room, balance room and laboratory rooms (AC-101, AC-105 and AC-207).
4. Conducted inventory of Chemicals both liquid and solid as well as the glasswares in the stockroom.
5. Prepared the annual PPMP and PR of the department

- Summary of Actual Duties

1. Conducts the maintenance and calibration of the laboratory equipment/instrument and properly document them in a logbook.
2. Orients the researchers and student in the instrument operation and supervises the handling and usage of the instrument used in laboratory experiment.
3. Maintains the cleanliness and orderliness in the instrument room, balance room and laboratory rooms.
4. Makes inventory and record keeping of instrument, its accessories and history.
5. Supervises the stock room chemical storage and inventory.
6. Performs and supervises analysis for MS students and other research related request.
7. Assist chemistry majors and other students in the conduct of the student research and secure laboratory permits.
8. Perform other function as assigned by the department head.

- Duration: March 4, 2019 – April 23, 2021
- Position: Laboratory Chemical Technician
- Name of Office/Unit: The First Analytical Services and Technical Cooperatives (F.A.S.T. Laboratories)
- Immediate Supervisor: Rosemarie Milano
- Name of Agency/Organization and Location: The First Analytical Services and Technical Cooperatives (F.A.S.T. Laboratories), Mandaue City, Cebu.

- List of Accomplishments and Contributions (if any)

1. Conducted and provided results to some of the customer's submitted samples which required physical and chemical laboratory analysis.
2. Helped in the attainment of passing turnaround time (TAT) per week of analyzed samples.
3. Conducted preparation of standards and reagents necessary in the analysis of submitted samples.
4. Helped the unit in attaining accreditation such as PAB and ISO accreditation.
5. Conducted inventory to some of the solid and liquid chemicals needed in every analysis.



- Summary of Actual Duties

1. Responsible in conducting the required physical and chemical laboratory analysis requested by various customers according to the established national and international procedures and standards to produce accurate, timely and relevant test results.
2. Responsible in the preparation of standards and reagents required for the analysis in accordance with prescribed test methods.
3. Performed the maintenance procedures on the assigned equipment.
4. Responsible for the analysis of Specific parameters for water such as alkalinity hardness, chloride, acidity and for wastewater such as BOD, COD, nitrate, ammonia, surfactants, oil and grease and more.
5. Responsible for digestion of water and wastewater for metal analysis using AAS for reading.
6. Participates in Proficiency Testing and other quality assurance programs of the laboratory including method verification and method validation.

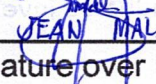
- Duration: June 6, 2016 – March 1, 2019
- Position: QA Physico-Chemical Analyst
- Name of Office/Unit: SC Global Coco Products, Inc.
- Immediate Supervisor: Emmanuel Licup
- Name of Agency/Organization and Location: SC Global Coco Products, Inc., Brgy. Caridad, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

1. Helped the company in attaining accreditation such as GMP and BRC Global Standard for Food Safety accreditation.
2. Conducted monthly GMP- Internal Audit in all production area.
3. Conducted inventory to some of the solid and liquid chemicals needed in every production as well as the incoming raw material and processing aid necessary for the production of the company's product.
4. Performed necessary analysis physico and micro analysis of the product and give signal if the product is ready for release to costumers.
5. Performed necessary analysis of the raw materials and products during productions in order to attain the desired quality of the final products.

- Summary of Actual Duties

1. Performs the inspection and analysis of incoming raw materials, processing aids and packaging materials for the finish products.
2. Responsible for the preparation of reagent and standard solutions required for the analysis of raw materials, processing aids and finish products of the company.
3. Performs analysis of free fatty acid (FFA), moisture content, peroxide value, iodine value, saponification value, color, temperature and sensory test parameters, e.g. oil appearance, odor and presence of physical contaminants.
4. Performs analysis of moisture content, residual oil and cake per minute of copra and VCO cake and performs other analyses as required.
5. Performs alkalinity, total hardness, chloride and chlorine content of water.
6. Records and signs all analysis results with honesty.
7. Additional knowledge about GMP and BRC Global Standard for Food Safety.
8. Performs monthly GMP-Internal Audit in all production area.

  
 NOREVE JEAN MALACORA - AGAD  
 (Signature over Printed Name  
 of Employee/Applicant)

Date: November 12, 2024