CS Form No. 212 Revised 2017

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## 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 ( ) duse 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) PERSONAL INFORMATION 2. SURNAME AGAD NAME EXTENSION (JR., SR) FIRST NAME **NOREVE JEAN** MIDDLE NAME MALACORA 3. DATE OF BIRTH 07/27/1995 16. CITIZENSHIP ☑ Filipino ☐ Dual Citizenship (mm/dd/yyyy) ☑ by birth ☐ by naturalization 4. PLACE OF BIRTH BAYBAY, LEYTE If holder of dual citizenship, Pls. indicate country: please indicate the details 5. SEX ☐ Male ☑ Female 17. RESIDENTIAL ADDRESS PUROK 2 ☐ Single ✓ Married 6 CIVIL STATUS House/Block/Lot No. ☐ Widowed □ Separated Street STA CRUZ Other/s: Subdivision/Village Barangay BAYBAY LEYTE 7. HEIGHT (m) 1.52 City/Municipality Province 52 8. WEIGHT (kg) **ZIP CODE** 18. PERMANENT ADDRESS PUROK 2 9. BLOOD TYPE A+ House/Block/Lot No STA CRUZ 10. GSIS ID NO. N/A Subdivision/Village Barangay BAYBAY LEYTE 11. PAG-IBIG ID NO. 1211-7099-3677 Province City/Municipality 12 PHILHEALTH NO 13-025404716-4 ZIP CODE 6521 13. SSS NO. 06-3827680-8 19. TELEPHONE NO. N/A 14. TIN NO. 342-023-987 20. MOBILE NO. 09283130662 N/A G 102204 15. AGENCY EMPLOYEE NO. 21. E-MAIL ADDRESS (if any) nmalacora1995@yahoo.com AMILY BACKGROUN 22. SPOUSE'S SURNAME AGAD 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) AMARA EVERDANE M. AGAD **JERDAN** FIRST NAME 11/24/2019 LIBRES MIDDLE NAME OCCUPATION ACCREDITED ELECTRICIAN EMPLOYER/BUSINESS NAME LEYTE ELECTRIC COOPERATIVE IV (LEYECO IV) **BUSINESS ADDRESS** HILONGOS, LEYTE NA TELEPHONE NO. MALACORA 24. FATHER'S SURNAME NAME EXTENSION (JR., SR) NELSON FIRST NAME SINDAY MIDDLE NAME 25. MOTHER'S MAIDEN NAME ORACION SURNAME CARMELITA FIRST NAME CASTILLO MIDDLE NAME (Continue on separate sheet if necessary) HIGHEST LEVEL SCHOLARSHIP/ PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE YEAR GRADUATED ACADEMIC HONORS RECEIVED LEVEL UNITS EARNED (Write in full) (Write in full). (if not graduated) From To STA, CRUZ ELEMENTARY SCHOOL PRIMARY EDUCATION FLEMENTARY 2008 SALUTATORIAN 2002 2008 N/A VISAYAS STATE UNIVERSITY SECONDARY EDUCATION NIA SECONDARY 2008 2012 2012 12th WITH HONOR LABORATORY HIGH SCHOOL VOCATIONAL / N/A TRADE COURSE COLLEGE **VISAYAS STATE UNIVERSITY** BACHELOR OF SCIENCE IN CHEMISTRY 2012 2016 N/A 2016 N/A N/A GRADUATE STUDIES SIGNATURE DATE November 12, 2024

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29. NAME & ADDRESS OF ORGANIZATION	INCLUSIVE DATES		o Date Con	กระบายติด โดยการ การตามเลือดีกแก่ ครับคิดกิจ	
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STA. CRUZ ELEMENTARY SCHOOL ALUMNI ASSOCIATION	4-26-2023	4-26-2025	to o <b>NIA</b> dain	nts vns lo yfli	PRESIDENT
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VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PF Start from the most recent L&D/training program and include only the relevant L&D/training taken for			ief/Executive/Mana	gerial positions)	
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS	INCLUSIVE DATES OF ATTENDANCE			Type of LD	
(Write in full)	From	d/yyyy) · To	NUMBER OF HOURS	( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
SO 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	908 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	Phlippine Textile Research Insftitute
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
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	OMA IM 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 Laboratpry Instrument	06-21-2022	06-22-2022	16 hrs	Technical	Department of Science and Technology
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	on separate sheet if	necessary)	gets according to the pro-	and the second second second second	The first of the second
VIII. OTHER INFORMATION	LACADEMIC DIST	NCTIONS / DECCO	NITION		MEMBERSHIP IN 33. ASSOCIATION/ORGANIZATION
31. SPECIAL SKILLS and HOBBIES 32. NOT	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)				
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34. Are you related by consanguinity or affinity to the appointing of				
chief of bureau or office or to the person who has immediate s Bureau or Department where you will be apppointed,	supervision over you in the Office,	granden i de la compania de la comp		
a. within the third degree?		YES V	0	
b. within the fourth degree (for Local Government Unit - Caree	☐ YES ☑ NO			
5. Within the fourth degree (or Education State)	or Employees).	If YES, give details:	O .	
		ii 120, give detaile.		
35. a. Have you ever been found guilty of any administrative offer	nse?	☐ YES ☑ N	STAL CRUZ ELEMENT NR	
		☐ YES ☑ N If YES, give details:	' ,	
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b. Have you been criminally charged before any court?	and the second of the second property of the second of the second property of the second of the seco	YES V	NO	
		If YES, give details:		
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36. Have you ever been convicted of any crime or violation of any any court or tribunal?	y law, decree, ordinance or regulation by		NO	
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		1		
Have you ever been separated from the service in any of the		1	NO	
dropped from the rolls, dismissal, termination, end of term, fin in the public or private sector?	If YES, give details: finished contract			
38. a. Have you ever been a candidate in a national or local elect	tion hold within the last year (except	unier szenemeness ce	IS EUR PUR TOUR USI	
Barangay election)?	ion field within the last year (except	YES Sive details:	ON [	
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<ul> <li>b. Have you resigned from the government service during the election to promote/actively campaign for a national or local or</li> </ul>			Sparkling Scaces Mast ON.	
shipped the appears compared and	500000000000000000000000000000000000000	If YES, give details:	Kinemical "Vaete Manageman	
39. Have you acquired the status of an immigrant or permanent r	esident of another country?	☐ YES ☐	NO	
		If YES, give details (country):		
		and the second s		
<ol> <li>Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magn</li> </ol>	어린 사람이 되었다. 아이는 아이는 아이는 얼마나 가는 아이는 아이는 아이는 아이는 아이는 아이는 아이는 아이는 아이는 아이	id Re-swateries a Semi		
7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), p	please answer the following items:	on Review	CAS Ournealure, and Institute	
Are you a member of any indigenous group?		YES	NO	
Are you a person with disability?	s court (something	If YES, please specify:	S <sub>i</sub> a engr <del>ico do la caracte</del>	
ta di samuan kan di dan samua di samuan samua di kamanan dan samua di samuan dan samuan samuan samuan samuan s		☐ YES ☑ NO If YES, please specify ID No:		
Are you a solo parent?		A CHARLES AND COMPANY OF THE RESIDENCE	Scil Health ON V	
		If YES, please specify ID N		
41. REFERENCES (Person not related by consanguinity or affinity to applicant /	annointee)	IBM OF CHORD SERVICE	t cannology Borum oa.Disast	
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ROSEMARIE C. MILANO	MANDAUE CITY, CEBU	0936-735-4421		
ELIZABETH S. QUEVEDO	VISAYAS STATE UNIVERSITY	0917-890-5565	V W	
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FELIX M. SALAS	VISAYAS STATE UNIVERSITY	0939-282-2794		
42. I declare under oath that I have personally accomplished			->40	
complete statement pursuant to the provisions of pertine Philippines. I authorize the agency head/authorized represer			NOREVE JEAN M. AGAD	
agree that any misrepresentation made in this docur	ment and its attachments shall cause	se the filing of	Verification of Common Laboration	
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ID/License/Passport No.: H12-24-001087	Signature (Sign inside the b	oox)		
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SUBSCRIBED AND SWORN to before me this	DEC 2024	ing his/her validly issued gover	nment 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)
    - 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.
    - 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

- 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.
- 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.
- 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.
  - 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.

(Signature over Printed Name of Employee/Applicant)

Date: November 12, 2024