

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	BAYONA		
FIRST NAME	MARK JOSEPH	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	N/A		
3. DATE OF BIRTH (mm/dd/yyyy)	10/20/1997	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	PARAÑAQUE CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input 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:		
7. HEIGHT (m)	1.63	17. RESIDENTIAL ADDRESS	507 B GUATAMELA ST. House/Block/Lot No. Street Subdivision/Village SAN DIONISIO PARAÑAQUE CITY Barangay City/Municipality Province
8. WEIGHT (kg)	55	ZIP CODE	1700
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	507 B GUATAMELA ST. House/Block/Lot No. Street Subdivision/Village SAN DIONISIO PARAÑAQUE CITY Barangay City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	1700
11. PAG-IBIG ID NO.	1212-0544-7420	19. TELEPHONE NO.	N/A
12. PHILHEALTH NO.	01-026165620-0	20. MOBILE NO.	09615104909
13. SSS NO.	34-695-5969-4	21. E-MAIL ADDRESS (if any)	markbayona1020@gmail.com
14. TIN NO.	339-648-135		
15. AGENCY EMPLOYEE NO.	LBP 158206		


II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	N/A			
FIRST NAME	N/A	NAME EXTENSION (JR., SR)		
MIDDLE NAME	N/A			
25. MOTHER'S MAIDEN NAME	MARILYN ORO BAYONA			
SURNAME	BAYONA			
FIRST NAME	MARILYN			
MIDDLE NAME	ORO		(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	PARAÑAQUE ELEMENTARY SCHOOL II	PRIMARY EDUCATION	2/6/2003	03/31/2009		2009	VALEDICTORIAN
SECONDARY	PARAÑAQUE SCIENCE HIGH SCHOOL	HIGH SCHOOL	1/6/2009	03/29/2013		2013	
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	UNIVERSITY OF THE PHILIPPINES - MANILA	BA BEHAVIORAL SCIENCES	3/6/2013	06/21/2017		2017	MAGNA CUM LAUDE
GRADUATE STUDIES	PAMANTASAN NG LUNGSOD NG MAYNILA	MASTERS IN GOVERNMENT MANAGEMENT	2/2/2019	present	27 units	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06-September-2020
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IV. CIVIL SERVICE ELIGIBILITY

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	RA 1080 - PSYCHOMETRICIAN	81.9	10/30/2017	MANILA CITY	0014042	10/20/2021
	PD 907 - HONOR GRADUATE	N/A	4/6/2018	QUEZON CITY	100113181161	N/A

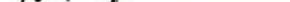
(Continue on separate sheet if necessary)

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	06-September-2020
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

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

(Start from the most recent LAD training program and include only the relevant LAD training taken for the last five (5) years for Division Chief/Executive Managerial positions)


[illegible]

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

[illegible]

(Continue on separate sheet if necessary)

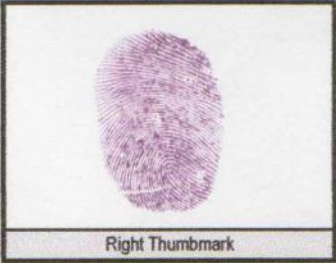
SIGNATURE		DATE	06-September-2020
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department 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: RESIGNED from 2 previous jobs
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.
ALEXIS JAN PATACSIL	QUEZON CITY	8929-1909
JOVERTLEE C. PUDAN	QUEZON CITY	8336-6516
JANINE ANN A. TORSOLADO	MANILA CITY	8588-9000
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	 Signature (Sign inside the box) 06-September-2020 Date Accomplished
Government Issued ID: PRC PSYCHOMETRICIAN	
ID/License/Passport No.: 0014042	
Date/Place of Issuance: 6/27/2018 MANILA CITY	



SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.	
<div>Person Administering Oath</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: July 29, 2019 – present
- Position: Industrial Relations Development Officer B
- Name of Office/Unit: Institutional Development Department (NEA-EC Training Institute)
- Immediate Supervisor: Alexis Jan Patacsil, Industrial Relations Development Chief
- Name of Agency/Organization and Location: National Electrification Administration, Quezon City

- Summary of Actual Duties

- Conducts training activities
- Coordinates with the administrative group concerning the facilitation of all training materials, manuals and other important documents
- Coordinates and implements training activities
- Prepares CSW and post-activity report of assigned training activity
- Conducts training evaluation and training impact assessment
- Prepares training plan
- Acts as speaker for behavior-related trainings

- Duration: July 2, 2018 – July 15, 2019
- Position: Sr. Administrative Assistant III (Training Specialist II)
- Name of Office/Unit: Philippine Ports Authority (PPA) Training Institute – Curriculum Development and Research Division
- Immediate Supervisor: Jovertlee C. Pudan, Training Specialist IV
- Name of Agency/Organization and Location: LBP Services Corporation, Metro Manila

- List of Accomplishments and Contributions (if any)

- Developed competency mapping of PPATI employees
- Designed courses for organic and non-organic trainings
- Developed courses for the Portworkers Training Program
- Member of the Working Committee in UNCTAD Train-for-Trade Port Management Programme conducted in the country

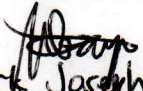
- Summary of Actual Duties

- Responsible for the development of course designs and materials of the trainings that will be conducted for PPA personnel; development of training packages for portworker trainings; conduct of training needs analysis and impact assessment on various responsibility centers and port management offices of PPA.

- Duration: August 14, 2017 – June 25, 2018
- Position: Human Resources Training Associate
- Name of Office/Unit: Human Resource Department
- Immediate Supervisor: Janine Ann A. Torsolado
- Name of Agency/Organization and Location: Manila North Harbour Port, Incorporated (MNHPI),
Metro Manila

- List of Accomplishments and Contributions (if any)
 - Conducted the training and developed modules, course design and materials, and assessment tools of the following:
 - **English Essentials**
 - **Navis4 Systems Training**
 - **Forklift – Empty Container Handler Operations**
 - **RoRo Tractor Operations**
 - **Reach Stacker Operations**
 - **Rubber Tyred Gantry Cranes Operations**
 - **Quay Crane Operations**
 - Developed training plan for the heavy equipment operators

- Summary of Actual Duties
 - Responsible for the conduct of trainings for heavy equipment operators and other employees of MNHPI; development of training modules, course design, and assessment tools, coordination with training institutions and service providers for the conduct of trainings needed by the company.


Mark Joseph Bayona
(Signature over Printed Name
of Employee/Applicant)

Date: 06-September-2018