

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	BASLAN		
FIRST NAME	ARJOHN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	SEROT		
3 DATE OF BIRTH (mm/dd/yyyy)	14/03/1985	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	CATEEL, DAVAO ORIENTAL	If holder of dual citizenship, please indicate the details.	
5 SEX	<input checked="" type="checkbox"/> Male <input 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 VICINAL HIPUSNGO Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7 HEIGHT (m)	1.62	ZIP CODE	6521
8 WEIGHT (kg)	67.5		
9 BLOOD TYPE	A+	18. PERMANENT ADDRESS	House/Block/Lot No. Street VICINAL HIPUSNGO Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10 GSIS ID NO.	N/A	ZIP CODE	6521
11 PAG-IBIG ID NO.	121080442643		
12 PHILHEALTH NO.	120507203022		
13 SSS NO.	0628266019	19. TELEPHONE NO.	N/A
14 TIN NO.	278673655000	20. MOBILE NO.	+639464933038
15 AGENCY EMPLOYEE NO.	N/A	21 E-MAIL ADDRESS (if any)	johnbaslan@gmail.com


II. FAMILY BACKGROUND

22 SPOUSE'S SURNAME	BASLAN		23 NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	AIMEE	NAME EXTENSION (JR., SR)	JANNA FAITH ISRAEL BASLAN	03/05/2012
MIDDLE NAME	ISRAEL		JOHN DEMETRI ISRAEL BASLAN	09/10/2021
OCCUPATION	CASHIER			
EMPLOYER/BUSINESS NAME	GOLDEN GATE EX			
BUSINESS ADDRESS	BRGY. GAAS, BAYBAY CITY, LEYTE			
TELEPHONE NO.	9382757064			
24 FATHER'S SURNAME	BASLAN			
FIRST NAME	ARTURO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	VARRON			
25 MOTHER'S MAIDEN NAME				
SURNAME	SEROT			
FIRST NAME	ESTRELLA			
MIDDLE NAME	CABALLES			
(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	HIPUSNGO ELEMENTARY SCHOOL	N/A	06/1992	04/1998		1998	N/A
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	N/A	06/1998	04/2004		2004	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A		N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN FOOD TECHNOLOGY	06/2004	04/2008		2008	ACADEMIC SCHOLAR
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF SCIENCE IN FOOD SCIENCE AND TECHNOLOGY	06/2017	01/2022		2022	DOST-ASTHRDP

(Continue on separate sheet if necessary)

SIGNATURE		DATE	March 8, 2024
-----------	---	------	---------------

[illegible]

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

(Continue on separate sheet if necessary)

March 8, 2024

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
		From	To	
N/A				


(Continue on separate sheet if necessary)


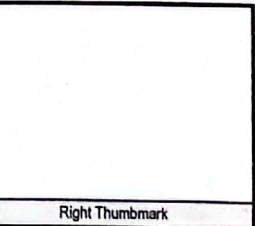

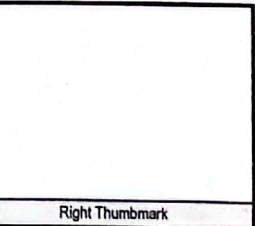

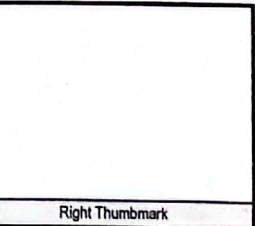
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/ TRAINING PROGRAMS ATTENDED					
30	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/ TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)
		From	To		
	STRENGTHENING HALAL TOURISM IN REGION VIII THROUGH HALAL ASSURANCE SYSTEM AND HALAL FOOD SERVICE	05/12/2023	05/12/2023	8.0	Technical
	INTERNATIONAL FOOD VALUE CHAIN WEBINAR AND WORKSHOP OF SMART AGRICULTURE FOR FOOD SECURITY AND SUSTAINABILITY	22/05/2023	25/05/2023	24.0	Technical
	MACHINE OPERATION TRAINING FOR SPRAY DRYER AND RETORT	22/08/2022	25/08/2022	24.0	Technical
	BASIC FOOD SAFETY, GMP, GHP TRAINING FOR FOOD HANDLERS	17/08/2022	17/08/2022	8.0	Technical
	FOOD VALUE CHAIN SEMINAR	11/09/2018	14/09/2018	32.0	Technical
	TRAINING ON JAPANESE LANGUAGE AND CULTURE	20/09/2016	20/11/2016	300.0	Vocational
	CIEH LEVEL 2 AWARDS IN FOOD SAFETY	11/02/2015	11/02/2015	8.0	Technical
	HACCP AWARENESS TRAINING / GOE-HACCP-1051-2014	01/04/2014	01/04/2014	8.0	Technical
	LEVEL-1 FOOD SAFETY TRAINING / Cert No: HACCP/622 GOE-2013	07/08/2013	07/08/2013	8.0	Technical
	LEVEL-1 HACCP AWARENESS TRAINING / Cert No: HACCP/601 GOE-2013	06/08/2013	06/08/2013	8.0	Technical
	ISO 9001:2008 AWARENESS PROGRAMME	19/01/2013	19/01/2013	8.0	Technical
	GOOD MANUFACTURING PRACTICES (GMP)	02/03/2012	03/03/2012	16.0	Technical
	WORKPLACE HOUSE KEEPING AND SAFETY TRAINING	11/07/2010	11/07/2010	8.0	Technical
	QUALITY CONTROL PLAN AND BOTTLED WATER PROCESSING	24/02/2009	24/02/2009	8.0	Technical

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION		
31	32	33
SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Manufacturing Operations: Food Safety, GMP, GLP, SSOP and HACCP System	N/A	N/A
Laboratory proficient: Physico-chemical, Microbiological and Sensory Analyses	N/A	N/A
Computer proficient: MS Word, Excel, PPT, Publisher, Research, Technical Writing, Software Installation and Basic computer hardware servicing	N/A	N/A
Professional driver	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	March 8, 2024
-----------	---	------	---------------

<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><u>Resignation and Finished contract</u></p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant / appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>LYNETTE C. CIMA FRANCA</td> <td>DFST, VSU Baybay, Leyte</td> <td>09171786880 / 09602700141</td> </tr> <tr> <td>LORINA A GALVEZ</td> <td>DFST, VSU Baybay, Leyte</td> <td>(935) 148-9080</td> </tr> <tr> <td>JULIOUS B. CERNA</td> <td>DFST, VSU Baybay, Leyte</td> <td>(963) 808-6933</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	LYNETTE C. CIMA FRANCA	DFST, VSU Baybay, Leyte	09171786880 / 09602700141	LORINA A GALVEZ	DFST, VSU Baybay, Leyte	(935) 148-9080	JULIOUS B. CERNA	DFST, VSU Baybay, Leyte	(963) 808-6933
NAME	ADDRESS	TEL. NO.											
LYNETTE C. CIMA FRANCA	DFST, VSU Baybay, Leyte	09171786880 / 09602700141											
LORINA A GALVEZ	DFST, VSU Baybay, Leyte	(935) 148-9080											
JULIOUS B. CERNA	DFST, VSU Baybay, Leyte	(963) 808-6933											
<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>Passport</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>P1318907B</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>02/ 04/2019</td> </tr> </table>	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.:	P1318907B	Date/Place of Issuance:	02/ 04/2019	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">  Signature (Sign inside the box) 08-Mar-24 </td> </tr> <tr> <td style="text-align: center;">  Right Thumbmark </td> </tr> </table>	 Signature (Sign inside the box) 08-Mar-24	 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:	Passport												
ID/License/Passport No.:	P1318907B												
Date/Place of Issuance:	02/ 04/2019												
 Signature (Sign inside the box) 08-Mar-24													
 Right Thumbmark													
<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 300px; height: 60px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p>													

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 3, 2021 – December 31, 2023
- Position: Science Research Assistant
- Name of Office/Unit: Department of Food Science and Technology
- Immediate Supervisor: Dr. Lorina A. Galvez
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
 - Summary of Actual Duties
 - Perform physico-chemical analyses of jackfruit samples collected;
 - Gather data, analyze and prepare reports;
 - Conducted experiments related to the development of a portable and non-contact jackfruit quality and maturity detector;
 - Assisted in date tagging, pruning and bagging of
 - jackfruits in the field.

- Duration: July 23, 2013 – August 9, 2016
- Position: Food Safety / HACCP Officer
- Name of Office/Unit: Quality Assurance Department
- Immediate Supervisor: Nijam Abdul Aziz
- Name of Agency/Organization and Location: Green Oasis Establishment, Doha, Qatar
 - Summary of Actual Duties
 - Responsible for monitoring and checking of all food safety and quality activities within the production facility and as requested by the Coordinator;
 - Hygiene, equipment and facility sanitation inspection
 - Raw materials inspection from warehouse deliveries and ensuring that FIFO/ FEFO system is executed properly all the time during storing of the items;
 - Random checking of the finish products during dispatching with proper documentation;
 - Prepare the work place all the time especially during audits and surprise inspections by the government health officials or Baladiya;
 - Conducted On-the- job training related to food safety, personal/workplace hygiene and sanitation, to production staffs regularly;
 - Daily checking of expiration dates of all production and sales counter items Highlighted all close expiry goods for immediate consumption with proper records and update data into PIMS (Profiles Integrated Management Systems)
 - Reports and discuss all non-conformances inside the production to coordinator
 - Investigation of non-conformances and complaints.
 - Gather data, facts and evidences and submit reports to HACCP Coordinator within the given time
 - Conducted surprise visit or kitchen audit of the company's other existing outlet and submitted written report to HACCP Coordinator with clear and specific non conformances raised.
 - Checked and calibrated existing measuring devices and testing equipment

- Duration: January 14, 2011 – July 10, 2013
- Position: Laboratory Analyst
- Name of Office/Unit: QA /QC Department
- Immediate Supervisor: Maria Ida P. Malazarte
- Name of Agency/Organization and Location: Philippine Spring Water Resources Incorporated, Guiguinto, Bulacan, Philippines

- Summary of Actual Duties
 - Physico-chemical and microbiological testing in water, iced tea and other products;
 - Testing for chlorine and ozone residuals, conductivity, dissolved solids, temperature and other analyses as directed;
 - Culture media, reagents and sample preparation;
 - Product inspection of raw materials and finished goods;
 - Prepare samples for off-house analyses to private or government accredited laboratory;
 - Assisted in the laboratory's quality control program to ensure methods, techniques and equipment used, will produce accurate and reliable results;
 - Prepare and secure all records in timely, thorough, and neat manner.


ARJOYN SEROT BASLAN

(Signature over Printed Name
of Employee/Applicant)

Date: March 8, 2024