

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	INFORNON		
FIRST NAME	JOEL	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	MECATE		
3. DATE OF BIRTH (mm/dd/yyyy)	07/22/1983	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	SAN JUAN SOUTHERN LEYTE	If holder of dual citizenship, please indicate the details.	Philippines ▼
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	AP APARTMENT BARANGAY ROAD House/Block/Lot No. Street Subdivision/Village SAN ROQUE SOGOD SOUTHERN LEYTE City/Municipality Province ZIP CODE 6606
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:	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village SAN JOSE SAN JUAN SOUTHERN LEYTE City/Municipality Province ZIP CODE 6611
7. HEIGHT (m)	1.645	19. TELEPHONE NO.	N/A
8. WEIGHT (kg)	78	20. MOBILE NO.	09394313707
9. BLOOD TYPE	TYPE "O+"	21. E-MAIL ADDRESS (if any)	jinformon@southernleytestateu.edu.ph
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	109002063002		
12. PHILHEALTH NO.	201039300030		
13. SSS NO.	06-1977859-0		
14. TIN NO.	249-263-211-0000		
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	INFORNON		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JENNIFER	NAME EXTENSION (JR., SR) N/A	CLINT JOEL F. INFORNON	04/20/2010
MIDDLE NAME	FAMODULAN		JAEOL OLIVE F. INFORNON	08/19/2018
OCCUPATION	SYSTEM ENGINEER 1			
EMPLOYER/BUSINESS NAME	SDMI			
BUSINESS ADDRESS	20/F ONE CORPORATE CENTRE, ORTIGAS CENTER PASIG CITY			
TELEPHONE NO.	+636-6010			
24. FATHER'S SURNAME	INFORNON			
FIRST NAME	ARTURO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	UY			
25. MOTHER'S MAIDEN NAME	FEGURACION NUIZ MECATE			
SURNAME	MECATE			
FIRST NAME	FEGURACION			
MIDDLE NAME	NUIZ			

(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	PONG-OY ELEMENTARY SCHOOL	ELEMENTARY	1990	1996	GRADUATED	1996	CLASS SALUTATORIAN
SECONDARY	SAN JUAN POLYTECHNIC COLLEGE	HIGH SCHOOL	1996	2000	GRADUATED	2000	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	EASTERN VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING	2001	2006	GRADUATED	2006	BRGY. SCHOLAR
GRADUATE STUDIES	TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES (QUEZON CITY)	MASTER OF ENGINEERING WITH SPECIALIZATION IN MECHANICAL ENGINEERING	2020	2024	GRADUATED	2024	NONE

(Continue on separate sheet if necessary)

SIGNATURE		DATE	AUGUST 01, 2024
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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 \_\_\_\_\_

AUGUST 01, 2024



## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIL GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

[illegible]

(Continue on separate sheet if necessary)

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

[illegible]

(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)
CAD 2D AND 3D	N/A	PAMBANSANG SAMAHAN NG INHENYERONG MEKANICAL
MACHINE ALIGNMENT		MEMBER'S CHURCH OF GOD INTERNATIONAL
DRIVING		
SINGING		
COMPUTER LITERACY SKILLS		
NIHONGO SKILLS		
COMMUNICATION SKILLS		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	AUGUST 01, 2024
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34. Are you related by consanguinity or affinity to 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: N/A												
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: N/A  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: Date Filed: N/A Status of Case/s: N/A												
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: N/A												
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: END OF 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: N/A  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: N/A												
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): N/A												
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 N/A  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: N/A  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: N/A												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>NICANOR L. SERRANO</td><td>TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES MANILA</td><td>(02) 733-9117</td></tr><tr><td>CHRISTIAN DELLA</td><td>UNIVERSITY OF GLASGOW SINGAPORE</td><td>+65-69086306</td></tr><tr><td>MELCHOR BOLIQUEN</td><td>ORTIGAS CENTER PASIG CITY</td><td>09298723143</td></tr></table>		NAME	ADDRESS	TEL. NO.	NICANOR L. SERRANO	TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES MANILA	(02) 733-9117	CHRISTIAN DELLA	UNIVERSITY OF GLASGOW SINGAPORE	+65-69086306	MELCHOR BOLIQUEN	ORTIGAS CENTER PASIG CITY	09298723143
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MELCHOR BOLIQUEN	ORTIGAS CENTER PASIG CITY	09298723143											
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.													
<table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: PRC</td></tr><tr><td>ID/License/Passport No.: 0067260</td></tr><tr><td>Date/Place of Issuance: 10/27/2006 MANILA</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: PRC	ID/License/Passport No.: 0067260	Date/Place of Issuance: 10/27/2006 MANILA	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>AUGUST 01, 2024</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	AUGUST 01, 2024	Date Accomplished				
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<table><tr><td></td></tr><tr><td>Right Thumbmark</td></tr></table>			Right Thumbmark										
													
Right Thumbmark													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td>GORDON B. OPINA, MPA Administrative Officer V (HRMO III)</td></tr><tr><td>Person Administering Oath</td></tr></table>		GORDON B. OPINA, MPA Administrative Officer V (HRMO III)	Person Administering Oath										
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Person Administering Oath													

## 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: August 10, 2023 ~ Present
- Position: Instructor II
- Name of Office/Unit: Southern Leyte State University
- Immediate Supervisor: Engr. Rey Joseph Capilitan, MEngg
- Name of Agency/Organization and Location: Southern Leyte State University campus, Sogod, Southern Leyte

### List of Accomplishments and Contributions (if any)

- Resource speaker ME engineering summit
- Resource speaker PSME-SLSU webinar
- Served as adviser for student thesis
- Participated in writing shop in crafting journal paper
- Dost region Technical Consultant Services (DOST region 8)
- Facilitated and supported departmental and college activities

### • Summary of Actual Duties

Faculty members are responsible for delivering lectures, developing course materials, and aligning lessons with program requirements. They assess student performance, provide feedback, and maintain accurate records of grades and attendance. Additionally, they participate in departmental meetings, engage in professional development, and ensure compliance with institutional policies. Faculty also contribute to curriculum improvement, reporting, and accreditation processes.

- Duration: December 4, 2006 ~ March 31, 2023
- Position: Senior Engineer 2 (Project leader)
- Name of Office/Unit: Machinery Department, Gear and Crane section
- Immediate Supervisor: Engr. Eunice Eparwa / Engr. Anthony Atendido
- Name of Agency/Organization and Location: SHI Designing and Manufacturing Incorporated  
20<sup>th</sup> floor OCC building Julia Vargas Avenue cor.  
Meralco Avenue Ortigas Center Pasig City 1605  
Philippines

- List of Accomplishments and Contributions (if any)  
16 years of dedicated service as Senior Engineer 2  
Trainor and mentor of newly hired Junior design Engineer  
Work abroad as Design Engineer in 4 year at Sumitomo Gearbox Corporated Limited, Japan  
Work abroad as Maintainance Engineer in 1 year at Shin Nippon Machinery Corporated Limited, Japan
- Summary of Actual Duties  
Project scheduling and monitoring  
Design and shop drawing preparation of power transmission machinery  
Material list and purchase order preparation  
Assembly and Approval drawing preparation  
3D models and simulation FEM



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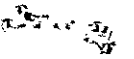
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- Immediate Supervisor: Engr. Eunice Eparwa / Engr. Anthony Atendido
- Name of Agency/Organization and Location: SHI Designing and Manufacturing Incorporated  
20<sup>th</sup> floor OCC building Julia Vargas Avenue cor.  
Meralco Avenue Ortigas Center Pasig City 1605  
Philippines
- List of Accomplishments and Contributions (if any)  
Site maintenance in the Philippines for Sugar production and refinery plant  
Establish good business relation to customer  
Able to communicate in Japanese  
Able to interpret process flow and process instrumentation drawing  
Work and train in Japan for steam turbine maintenance
- Summary of Actual Duties  
Visual check and actual measurement of turbine maintenance  
Perform recommendation for parts replacement and advance order for consumable goods  
Perform NDT penetrant test for journal bearing, thrust bearing, rotor and etc.  
Cleaning and removing rust and scale of valves  
Perform oil flushing of steam turbine in preparation for no load test

  
\_\_\_\_\_  
(Signature over Printed Name  
of Employee/Applicant)

Date: August 1, 2024



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