

## 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	BATHAN		
FIRST NAME	MA. NERESSA		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	MORATA		
3. DATE OF BIRTH (mm/dd/yyyy)	10/02/1995	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: Philippines
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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	#80 SITIO LAWIS House/Block/Lot No. Street PUROK 2 MASLUG Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.55	ZIP CODE	6521
8. WEIGHT (kg)	51		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	#80 SITIO LAWIS House/Block/Lot No. Street PUROK 2 MASLUG Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	2005638753	ZIP CODE	6521
11. PAG-IBIG ID NO.	1211 7151 3318		
12. PHILHEALTH NO.	132503608654		
13. SSS NO.	06 3826747 7	19. TELEPHONE NO.	N/A
14. TIN NO.	331215381	20. MOBILE NO.	09175062686
15. AGENCY EMPLOYEE NO.	OSEC-DENRB-SOC1-13-1998	21. E-MAIL ADDRESS (if any)	neressabathan@gmail.com

## 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	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	BATHAN			
FIRST NAME	NARCISO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	CASTRO			
25. MOTHER'S MAIDEN NAME				
SURNAME	MORATA			
FIRST NAME	WELINDA			
MIDDLE NAME	TUYAN			

(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	PLARIDEL CENTRAL ELEMENTARY SCHOOL	ELEMENTARY	2002	2008	N/A	2008	N/A
SECONDARY	VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL	HIGH SCHOOL	2008	2012	N/A	2012	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN DEVELOPMENT COMMUNICATION	2012	2016	N/A	2016	N/A
GRADUATE STUDIES	EASTERN VISAYAS STATE UNIVERSITY	MASTERS IN PUBLIC RESOURCES MANAGEMENT	2018	PRESENT	36 UNITS	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE

DATE

NOVEMBER 08, 2024



#### 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
CAREER SERVICE PROFESSIONAL	81.97	03/17/2019	TACLOBAN CITY	N/A	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.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format "00-0") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
01/01/2024	PRESENT	SOCIOLOGIST I	CONSERVATION AND DEVELOPMENT DIVISION- DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES REGION 8	28,512.00	11-1	PERMANENT	Y
01/01/2023	12/31/2023	SOCIOLOGIST I	CONSERVATION AND DEVELOPMENT DIVISION- DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES REGION 8	27,000.00	11-1	PERMANENT	Y
01/01/2022	12/31/22	SOCIOLOGIST I	CONSERVATION AND DEVELOPMENT DIVISION- DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES REGION 8	25,439.00	11-1	PERMANENT	Y
12/10/2021	12/31/2021	SOCIOLOGIST I	CONSERVATION AND DEVELOPMENT DIVISION- DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES REGION 8	23,877.00	11-1	PERMANENT	Y
01/01/2021	12/09/2021	PROJECT EVALUATION ASSISTANT	CONSERVATION AND DEVELOPMENT DIVISION- DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES REGION 8	18,251.00	N/A	CASUAL	Y
01/01/2020	12/31/2020	PROJECT EVALUATION ASSISTANT	CONSERVATION AND DEVELOPMENT DIVISION- DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES REGION 8	16,758.00	N/A	CASUAL	Y
07/01/2019	12/31/2019	COMPUTER OPERATOR I	CONSERVATION AND DEVELOPMENT DIVISION- DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES REGION 8	15,738.00	N/A	CASUAL	Y
01/15/2019	06/30/2019	PROJECT DOCUMENTATION SPECIALIST	CONSERVATION AND DEVELOPMENT DIVISION- DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES REGION 8	23,540.00	N/A	CONTRACT OF SERVICE	N
07/01/2018	12/31/2018	TECHNICAL/STAFF WRITER	CONSERVATION AND DEVELOPMENT DIVISION- DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES REGION 8	18,000.00	N/A	CONTRACT OF SERVICE	N
01/01/2018	06/30/2018	TECHNICAL/STAFF WRITER	CONSERVATION AND DEVELOPMENT DIVISION- DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES REGION 8	18,000.00	N/A	CONTRACT OF SERVICE	N
07/01/2017	12/31/2017	TECHNICAL ASSISTANT	CONSERVATION AND DEVELOPMENT DIVISION- DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES REGION 8	15,000.00	N/A	CONTRACT OF SERVICE	N
04/03/2017	06/30/2017	TECHNICAL ASSISTANT	CONSERVATION AND DEVELOPMENT DIVISION- DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES REGION 8	15,000.00	N/A	CONTRACT OF SERVICE	N
06/01/2016	08/30/2016	DOCUMENTATION ASSISTANT	MONDE NU AGRI CORPORATION	7,000.00	N/A	CONTRACT OF SERVICE	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	NOVEMBER 08, 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		
	VISAYAS STATE UNIVERSITY ALUMNI ASSOCIATION	05/13/2016	PRESENT	N/A	MEMBER
	EASTERN VISAYAS- DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES EMPLOYEES UNION (EVDENREU)	7/1/2019	PRESENT	N/A	MEMBER
	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES MULTI-PURPOSE COOPERATIVE (DENR-MPC)	7/1/2019	PRESENT	N/A	MEMBER

(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			
	ENVIRONMENTAL NATURAL RESOURCES (ENR) ACADEMY BASIC COURSE (BATCH 209)	08/14/2023	08/20/2023	56	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES REGION VIII
	REGIONAL KNOWLEDGE MANAGEMENT SEMINAR-WORKSHOP ON THE INVENTORY OF KNOWLEDGE RESOURCES AND COMMUNICATION AND INFORMATION EDUCATION COMMUNICATION (IEC) MATERIALS WORKSHOP	11/23/2022	11/25/2022	24	TECHNICAL	VISAYAS CONSORTIUM FOR AGRICULTURE, AQUATIC, AND NATURAL RESOURCES PROGRAM (VICARP), VISAYAS STATE UNIVERSITY, VISCA, BAYBAY CITY, LEYTE
	REGIONAL TRAINING ON BASIC GEOGRAPHIC INFORMATION SYSTEM (GIS) AND GEOTAGGING FOR TECHNICAL STAFF AND SELECTED COMMUNITY-BASED FOREST MANAGEMENT (CBFM)-PEOPLE'S ORGANIZATIONS REPRESENTATIVES	10/18/2022	10/21/2022	28	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES REGION VIII
	REGIONAL TRAINING ON PROJECT PROPOSAL DEVELOPMENT FOR PEOPLES ORGANIZATION	07/27/2022	07/29/2022	24	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES REGION VIII
	REGIONAL BLENDED TRAINING ON FACILITATING CRMF FORMULATION	12/13/2022	12/15/2022	24	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)- FOREST MANAGEMENT BUREAU
	COACHING AND MENTORING OF COMMUNITY-BASED FOREST MANAGEMENT (CBFM)-PEOPLE'S ORGANIZATIONS DURING THE PANDEMIC TOWARDS SUSTAINED ORGANIZATIONAL GROWTH AND FOREST MANAGEMENT	08/10/2021	08/12/2021	24	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) REGION VIII
	2019 PROTECTED AREA MANAGEMENT BOARD (PAMB) SUMMIT	11/26/2019	11/27/2019	16	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) REGION VIII, SUMMIT HOTEL, TACLOBAN CITY
	LEARNING EVENT ON THE PLANTATION ESTABLISHMENT, AGROFORESTRY SYSTEM, AND CLIMATE-SMART HIGH VALUE PRODUCTION FOR COMMUNITY-BASED FOREST MANAGEMENT PEOPLES ORGANIZATIONS, MONITORING EVALUATION OFFICERS, AND COORDINATORS	10/29/2019	10/30/2019	16	TECHNICAL	VISAYAS STATE UNIVERSITY, VISCA, BAYBAY CITY, LEYTE
	RESEARCH COLLOQUIUM AND FORUM WITH THE THEME "INCULCATE RESEARCH CULTURE IN THE UNIVERSITY"	04/27/2019	04/27/2019	8	TECHNICAL	EASTERN VISAYAS STATE UNIVERSITY (MAIN CAMPUS) TACLOBAN CITY
	ORIENTATION-WORKSHOP ON THE FORMULATION OF TALUBAGNAN CAVE MANAGEMENT PLAN	04/10/2019	04/10/2019	8	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) REGION VIII-COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE (CENRO)-BORONGAN, SAMAR
	INVOLVEMENT TO THE CAUSE OF PRESERVING THE NALIWATAN RIVER ACTIVITY	12/16/2018	12/16/2018	8	TECHNICAL	BEENGO FARM, TUNGA, LEYTE
	REGIONAL CONSULTATION WORKSHOP FOR THE PREPARATION OF THE 6TH NATIONAL REPORT (6NR) TO THE CONVENTION ON BIOLOGICAL DIVERSITY	05/15/2018	05/18/2018	32	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES REGION VIII, ORIENTAL HOTEL, PALO, LEYTE
	RE-ECHO TRAINING ON SOCIO-ECONOMIC ASSESSMENT AND MONITORING SYSTEM	05/07/2018	05/09/2018	24	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES REGION VIII, TACLOBAN CITY, LEYTE
	2ND REGIONAL CONFERENCE ON CLIMATE CHANGE RESEARCH DEVELOPMENT AND EXTENSION (RDE)	12/18/2017	12/20/2017	24	TECHNICAL	REGIONAL CLIMATE CHANGE RESEARCH AND DEVELOPMENT CENTER, VISCA, BAYBAY CITY, LEYTE
	2016 SEARCH FOR PHI DELTA OUTSTANDING THESIS IN SOCIAL SCIENCES	04/11/2016	04/11/2016	8	TECHNICAL	VISAYAS STATE UNIVERSITY, VISCA, BAYBAY CITY, LEYTE
	5TH CONSORTIUM OF DEVELOPMENT COMMUNICATION EDUCATORS AND PRACTITIONERS IN THE PHILIPPINES (CDCEPP) NATIONAL CONFERENCE WITH THE THEME " ASSOCIATION OF SOUTHEAST ASIAN NATIONS (ASEAN) INTEGRATION: CHALLENGES AND OPPORTUNITIES FOR DEVELOPMENT COMMUNICATION"	12/03/2016	12/05/2016	24	TECHNICAL	FARMER'S TRAINING CENTER, CENTRAL MINDANAO UNIVERSITY (CMU), BUKIDNON, PHILIPPINES

(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, SWIMMING, COOKING		N/A		EASTERN VISAYAS DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES EMPLOYEES UNION (EVDENREU)
					DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) MULTI-PURPOSE COOPERATIVE (MPC)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	NOVEMBER 08, 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? ☐ YES ☒ NO

b. within the fourth degree (for Local Government Unit - Career Employees)? ☐ YES ☐ NO

If YES, give details: \_\_\_\_\_

35. a. Have you ever been found guilty of any administrative offense? ☐ YES ☒ NO

If YES, give details: \_\_\_\_\_

b. Have you been criminally charged before any court? ☐ 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: \_\_\_\_\_

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? ☐ YES ☒ NO

If YES, give details: \_\_\_\_\_

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: \_\_\_\_\_

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? ☐ YES ☒ NO

If YES, please specify: \_\_\_\_\_

b. Are you a person with disability? ☐ YES ☒ NO

If YES, please specify ID No: \_\_\_\_\_

c. Are you a solo parent? ☐ YES ☒ NO

If YES, please specify ID No: \_\_\_\_\_

41. REFERENCES (Person not related by consanguinity or affinity to applicant (appointee))

NAME	ADDRESS	TEL. NO.
LEIRA B. ROMERO	DENR R8, TACLOBAN CITY	9458424683
MARISSA N. SOLITE	DENR R8, TACLOBAN CITY	9171278992
MARIANE U. DE LA PENA	VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	9300207903

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.



MA. NERESCA M. BATHAN  
PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government issued ID: Unified Multi-Purpose ID

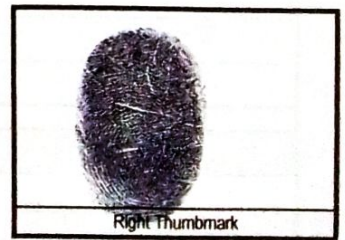
ID/License/Passport No.: 021-9117-7832-1

Date/Place of Issuance: 08/07/2024 Tacloban City

Signature (Sign inside the box)

November 08, 2024

Date Accomplished



SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath