

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.** (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	YORDAN		
FIRST NAME	ANNABELLE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	FAJARDO		
3. DATE OF BIRTH (mm/dd/yyyy)	10/12/1999	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	HILONGOS, 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	SITIO Street CAN-IDLANG TABUNOK Subdivision/Village BATO LEYTE City/Municipality Province
7. HEIGHT (m)	1.55	ZIP CODE	6525
8. WEIGHT (kg)	42		
9. BLOOD TYPE	B		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	N/A	18. PERMANENT ADDRESS	SITIO Street CAN-IDLANG TABUNOK Subdivision/Village BATO LEYTE City/Municipality Province
12. PHILHEALTH NO.	13-250320144-9	ZIP CODE	6525
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	N/A	20. MOBILE NO.	09382489461
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	belleyordan@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	
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	YORDAN			
FIRST NAME	APOLONIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BOÑER			
25. MOTHER'S MAIDEN NAME				
SURNAME	FAJARDO			
FIRST NAME	ROSITA			
MIDDLE NAME	SANDOVAL			

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	TABUNOK ELEMETARY SCHOOL	PRIMARY EDUCATION	2005	2012		2012	3RD HONORABLE MENTION
SECONDARY	BATO SCHOOL OF FISHERIES	JUNIOR HIGH SCHOOL	2012	2016		2016	TOP 9, 2ND QUARTER, NATIONAL CERTIFICATE II HOLDER IN FOOD PROCESSING
SECONDARY	BATO SCHOOL OF FISHERIES	SENIOR HIGH SCHOOL	2016	2018		2018	WITH HIGH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A		N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY-MAIN CAMPUS	BS IN ENVIRONMENTAL SCIENCE	2018	2022		2022	UNIVERSITY SCHOLARSHIP GRANTEE, CONSISTENT DEAN'S HONORS, DOST-SEI SCHOLAR RA 10612, DOST MEDAL OF ACADEMIC EXCELLENCE, MAGNA CUM LAUDE
GRADUATE STUDIES	N/A	N/A	N/A	N/A		N/A	N/A


(Continue on separate sheet if necessary)	
SIGNATURE	
DATE	November 18, 2022







[illegible]

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

[illegible]

SIGNATURE		DATE	November 18, 2022
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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			
	HELPER'S IN OUTREACHING MOTHER EARTH'S STABILITY (HOMES)	2019	2020	1 hr/week	SECRETARY	
	DAISY COTTAGE LADIES DORMITORY-VSU MAIN	2019	2020	1 hr/week	PRESIDENT	
(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			
	WORKSHOP FOR THESIS PUBLICATION	8/23/2022	8/25/2022	72 hours	ACADEMIC	JOURNAL OF AGRICULTURE AND TECHNOLOGY MANAGEMENT (JATM)
	NATIVE TREE PLANTING PROGRAM	8/2/2022	8/2/2022	10 hours	SKILLS	INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT (ITEEM)
	SUSTAINABLE WATERSHED MANAGEMENT	9/27/2021	9/27/2021	3 hours	SKILLS	FORESTRY DEVELOPMENT CENTER-UPLB FOUNDATION INC. AND FOREST MANAGEMENT BUREAU
	PATHWAY: ENVIRONMENTAL SUSTAINABILITY AND DEVELOPMENT THROUGH CAREERS	9/18/2021	9/18/2021	5 hours	SKILLS	EARTHGUARDS USLS
	POWER RELAY: GROUPS LEADING THE WAY TO REDUCE WASTE	9/18/2021	9/18/2021	8 hours	SKILLS	THE CLIMATE REALITY PROJECT
	"THE ENVI ROOM": YOUTH MEETING AND WEBINAR	6/18/2021	6/18/2021	10 hours	SKILLS	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES- CORDILLERA ADMINISTRATIVE REGION (DENR-CAR)
	YOUTH POWER IN TACKLING URGENT ENVIRONMENTAL ISSUES	6/5/2021	6/5/2021	10 hours	SKILLS	ASSOCIATION OF YOUNG ENVIRONMENTAL JOURNALISTS (AYEJ) AND EARTH JOURNALISM NETWORK (EJN)
	SCHOLAR'S VALUE FORMATION PROGRAM- FILIPINO PATRIOT SCHOLARS PROJECT	3/18/2022	3/18/2022	10 hours	QUALITY	DEPARTMENT OF SCIENCE AND TECHNOLOGY- SCIENCE EDUCATION INSTITUTE (DOST-SEI)
(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)		
	PERSEVERE	CERTIFICATE OF PARTICIPATION (ENVIRON-MENTILITY QUIZ SHOW), 2018		HELPER'S IN OUTREACHING MOTHER EARTH'S STABILITY (HOMES)		
	HAS A GOOD VERBAL COMMAND IN ENGLISH, FILIPINO, AND CEBUANO			PHILIPPINE ASSOCIATION OF ENVIRONMENTAL SCIENCE STUDENTS (PAESS)		
	CLEAR AND INFORMATIVE WRITTEN COMMUNICATION SKILLS					
	MOTIVATED AND DEDICATED					
	HIGHLY RESPONSIBLE AND RELIABLE					
	VERSATILE AND WILLING TO LEARN					
	PROFICIENT IN USING MICROSOFT OFFICE SUIT (EXCEL, WORD, PUBLISHER AND POWERPOINT)					
	KNOWLEDGE ON GEOSPATIAL TOOLS SUCH AS GIS APPLICATION					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	November 18, 2022	

<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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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</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: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>KLEER JEANN G. LONGATANG</td> <td>BAYBAY CITY, LEYTE</td> <td>N/A</td> </tr> <tr> <td>GUIRALDO C. FERNANDEZ, JR.</td> <td>BAYBAY CITY, LEYTE</td> <td>N/A</td> </tr> <tr> <td>MARLITO JOSE M. BANDE</td> <td>BAYBAY CITY, LEYTE</td> <td>N/A</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	KLEER JEANN G. LONGATANG	BAYBAY CITY, LEYTE	N/A	GUIRALDO C. FERNANDEZ, JR.	BAYBAY CITY, LEYTE	N/A	MARLITO JOSE M. BANDE	BAYBAY CITY, LEYTE	N/A
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<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>													
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<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>													