

## 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	BASTO		
FIRST NAME	MYLENE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	GUCELA		
3. DATE OF BIRTH (mm/dd/yyyy)	10/25/1983	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	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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	ZONE 4 House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.60 METERS	ZIP CODE	
8. WEIGHT (kg)	62 KILOGRAMS	18. PERMANENT ADDRESS	ZONE 4 House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
9. BLOOD TYPE	TYPE O	ZIP CODE	6521A
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	1070-0166-7263	20. MOBILE NO.	09760225409
12. PHILHEALTH NO.	12-050502440-6	21. E-MAIL ADDRESS (if any)	mylenebasto17@gmail.com
13. SSS NO.	06-2553972-3		
14. TIN NO.	264-070-174-000		
15. AGENCY EMPLOYEE NO.	N/A		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BASTO		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	LIEN	NAME EXTENSION (JR., SR)	LIAM MATTHEW G. BASTO	02/14/2014
MIDDLE NAME	OBERIO			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	GUCELA			
FIRST NAME	EUTQUIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ALMONITE			
25. MOTHER'S MAIDEN NAME				
SURNAME	POLIQUIT			
FIRST NAME	ELPEDIA			
MIDDLE NAME	GUMBA			

(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	GABAS ELEMENTARY SCHOOL		1991	1996		1996	
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL		1996	2000		2000	
VOCATIONAL / TRADE COURSE							
COLLEGE	LEYTE STATE UNIVERSITY	BS IN BIOLOGY MAJOR IN ECOLOGY	2000	2005		2005	
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/09/2025
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[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	<i>[Signature]</i>	DATE	01/09/2025
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VII. LEARNING AND DEVELOPMENT (L&amp;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)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Hygienic Principles in Food Industry	07/30/2024	07/30/2024	8.0	TECHNICAL	METTLER TOLEDO
	current Good Manufacturing Practices Training/Workshop	11/10/2023	11/10/2023	8.0	TECHNICAL	GROWRICH MANUFACTURING INC.
	Water and Wastewater Quality Awareness	05/30/2023	05/30/2023	8.0	TECHNICAL	GLENWOOD TECHNOLOGIES INTERNATIONAL INC.
	Microbiology Seminar on Microbial Assays and Challenges Growth Promotion Testing, Antimicrobial Effectiveness Testing, Media Fills, Environmental Monitoring and Risk Assessment	11/10/2022	11/10/2022	8.0	TECHNICAL	FIL-ANASERVE, INC.
	cGMP Training and Seminar	06/22/2022	06/22/2022	8.0	TECHNICAL	GROWRICH MANUFACTURING INC.
	Trends and Updates on Hygiene and Sanitation Control Program	03/09/2022	03/09/2022	8.0	TECHNICAL	GLENWOOD TECHNOLOGIES INTERNATIONAL INC.
	Re-echo on Practical Current Pharmaceutical Good Quality Control Practices	07/15/2019	07/15/2019	8.0	TECHNICAL	GROWRICH MANUFACTURING INC.
	Environmental Monitoring Program: An Early Warning System Against Microbial Contamination	06/26/2019	06/26/2019	8.0	TECHNICAL	GLENWOOD TECHNOLOGIES INTERNATIONAL INC.
	WATCH Series No.56 "Introduction to Environmental Monitoring Program"	06/14/2019	06/14/2019	4.0	TECHNICAL	GLENWOOD TECHNOLOGIES INTERNATIONAL INC.
	Training on the Operation of Volumetric Karl Fischer Titrator "Hanna HI 903"	03/20/2019	03/21/2019	8.0	TECHNICAL	GUIL-LE-VERN CORPORATION
	Total Organic Carbon Analysis (TOC-L Operations)	12/18/2018	12/18/2018	8.0	TECHNICAL	SHIMADZU
	Rainphil Technology Seminar	09/14/2018	09/14/2018	8.0	TECHNICAL	RAINPHIL INC.
	cGMP Orientation/Re-Fresher Training and Phasing-in Adoption of PICs GMP Guide of GMI Employees	11/10/2018	11/10/2018	8.0	TECHNICAL	GROWRICH MANUFACTURING INC.
	LABCON 2018	10/19/2018	10/19/2018	8.0	TECHNICAL	MOLAVE TRADING INC.
	Food Safety Series of Seminar "5S Good Housekeeping Seminar"	07/24/2018	07/24/2018	8.0	TECHNICAL	NCH
	Operation Training For UHPLC/HPLC with Lab Solutions CS	02/20/2018	02/20/2018	8.0	TECHNICAL	SHIMADZU/LLOYD LABORATORIES INC.
	Merck: Safety in Laboratory	09/15/2017	09/15/2017	8.0	TECHNICAL	LLOYD LABORATORIES INC.
	Seminar for New Employees (cGMP, ISO Awareness, IT Policy, Health and Safety)	07/21/2017	07/21/2017	8.0	TECHNICAL	LLOYD LABORATORIES INC.
	TOC and HR-CS AAS Seminar	04/18/2012	04/18/2012	8.0	TECHNICAL	BROWNSTONE ASIA-TECH INC.
	Basic Total Organic Analysis (TOC-VCPL with ASI-V) Operations	04/12/2012	04/12/2012	8.0	TECHNICAL	SHIMADZU
	Life Science/Pharmaceutical Water System Training Course	07/07/2011	07/08/2011	16.0	TECHNICAL	ISPE PHILIPPINES

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	TECHNICAL SKILLS		5 YEARS OF LOYALTY AND SERVICE TO THE COMPANY		
	INTERPERSONAL SKILLS				
	TEAMWORKING SKILLS				
	TIME MANAGEMENT				
	ANALYTICAL SKILLS				
	ADAPTABILITY				
	WORK UNDER PRESSURE				

SIGNATURE	<i>M. Brato</i>	DATE	01/09/2025
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01/09/2025



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)?

☐ YES ☒ NO  
☐ YES ☒ 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?

☐ YES ☒ NO  
If YES, give details: \_\_\_\_\_  
☐ 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)?  
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: \_\_\_\_\_  
☐ 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?  
b. Are you a person with disability?  
c. Are you a solo parent?

☐ YES ☒ NO  
If YES, please specify: \_\_\_\_\_  
☐ YES ☒ NO  
If YES, please specify ID No: \_\_\_\_\_  
☒ YES ☐ NO  
If YES, please specify ID No: \_\_\_\_\_

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

NAME	ADDRESS	TEL. NO.
ALLAN GUMBA	BRGY. PATAG, BAYBAY CITY, LEYTE	9997879605
ROWELA TOLEDO	BRGY. STO. TOMAS, BINAN, LAGUNA	9328683994
ALBERT ERADIO	AMPARO VILLAGE, CALOOCAN CITY	9278762468



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

Government Issued ID: PASSPORT

ID/License/Passport No.: P9701711A

Date/Place of Issuance: 12/03/18 NCR NORTH NOVALICHES

*Jmykants*

Signature (Sign inside the box)

01/09/2025

Date Accomplished



Right Thumbmark

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

Person Administering Oath