

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 | FUDERANAN | | |
| FIRST NAME | LADIE LYN | NAME EXTENSION (JR., SR) N/A | |
| MIDDLE NAME | GAGUIS | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 10/06/1995 | 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 | QUEZON CITY | 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 | 9-2 F Unit House/Block/Lot No. Hacienda Balai Subdivision/Village Quezon City City/Municipality 1147 Zabarte Road Street Brgy Kaligayahan Barangay Metro Manila Province |
| 7. HEIGHT (m) | 1.55 | ZIP CODE | |
| 8. WEIGHT (kg) | 76 kg | 18. PERMANENT ADDRESS | Jumamil St Street Purok 3 Manga Subdivision/Village Barangay Tagbilaran City Bohol City/Municipality Province |
| 9. BLOOD TYPE | B+ | ZIP CODE | 6300 |
| 10. GSIS ID NO. | N/A | 19. TELEPHONE NO. | N/A |
| 11. PAG-IBIG ID NO. | 1212-4673-7173 | 20. MOBILE NO. | 09454922671 |
| 12. PHILHEALTH NO. | 12-025509728-3 | 21. E-MAIL ADDRESS (if any) | ladiefuderanan1995@gmail.com |
| 13. SSS NO. | 34-5777565-5 | | |
| 14. TIN NO. | 495-939-616-000 | | |
| 15. AGENCY EMPLOYEE NO. | LTO-3948 | | |

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 | FUDERANAN | | | |
| FIRST NAME | JUANITO | NAME EXTENSION (JR., SR) N/A | | |
| MIDDLE NAME | PANDAN | | | |
| 25. MOTHER'S MAIDEN NAME | | | | |
| SURNAME | GAGUIS | | | |
| FIRST NAME | JELYN | | | |
| MIDDLE NAME | PERUCHO | | | |

(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 | MANGA ELEMENTARY SCHOOL | PRIMARY EDUCATION | 06/06/2002 | 3/21/2008 | N/A | 2008 | Salutatorian |
| SECONDARY | MANGA NATIONAL HIGH SCHOOL | HIGH SCHOOL | 03/06/2008 | 3/31/2012 | N/A | 2012 | Valedictorian |
| VOCATIONAL / TRADE COURSE | N/A | | | | | | |
| COLLEGE | UNIVERSITY OF BOHOL | BACHELOR OF SCIENCE IN CRIMINOLOGY | 10/06/2012 | 03/22/2016 | N/A | 2016 | Academic /City Scholar MAGNA CUM LAUDE |
| GRADUATE STUDIES | | | | | | | |

(Continue on separate sheet if necessary)

SIGNATURE

DATE

February 23, 2023

| NAME & ADDRESS OF ORGANIZATION (Write in full) | INCLUSIVE DATES (mm/dd/yyyy) | | NUMBER OF HOURS | POSITION / NATURE OF WORK |
|--|---------------------------------|------------|-----------------|----------------------------------|
| | From | To | | |
| Professional Criminologists Association of the Philippines(PCAP) | 10/01/2017 | present | | Active Member |
| Ten Outstanding Students of the Philippines Alumni Association Community(TOSPAC) | 2/14/2017 | present | | National Representative |
| Association of United Development Information Officers (AUDIO-Bohol) | 04/03/2017 | 11/05/2017 | | Information Officer-LTO |
| Samahan ng may Mabubuting Kalooban(SaMa Ka) | 8/14/2014 | present | | Founder |
| Philippine Red Cross | 9/21/2010 | 01/01/2016 | | Former Secretary (Bohol Chapter) |
| | | | | |
| | | | | |

(Continue on separate sheet if necessary)

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

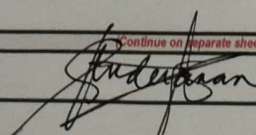
| 30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full) | INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) | | NUMBER OF HOURS | Type of LD (Managerial/ Supervisory/ Technical/etc) | CONDUCTED/ SPONSORED BY (Write in full) |
|--|---|---------------|-----------------|--|--|
| | From | To | | | |
| Employee Relationship Enhancement in Pursuit of Organizational Goals Training | 02/04/2023 | 02/04/2023 | 8 | Foundation | Land Transportation Office Central Office & San Mateo Municipal College |
| Gender and Sensitivity Training-Workshop and Preparation of GAD Plans and Budget 2023 (Visayas & Mindanao) | 11/22/2022 | 11/25/2022 | 32 | Foundation | Land Transportation Office GAD Central Office & |
| LTO Digital Media-Public Assistance Offices (DMPAOs) General Assembly | 10/12/2022 | 10/12/2022 | 8 | Technical (Certificate of Appreciation) | LTO Central- Strategic Communications Office |
| 2022 Public Sector HR Symposium (Building Resilient Organizations: Honing Agile & Future-Ready & HR) | 09/14/2022 | 09/16/2022 | 16 | Leadership & Management | Civil Service Institute, CSC |
| Administrative & Human Resource Officer's Meeting | 08/24/2022 | 08/24/2022 | 8 | Technical | Land Transportation Office Central Office |
| Competency-Based HR e-learning Course | 08/16-18/2022 | 08/25-26/2022 | 16 | Leadership & Management | Civil Service Institute, CSC |
| Regional Director's Conference | 08/04/2022 | 08/05/2022 | 16 | Management (Certificate of Attendance) | Land Transportation Office Central Office |
| Benchmark Activity in Region 8 Best Practices in PRIME HRM | 07/27/2022 | 07/28/2022 | 16 | Technical (Certificate of Participation) | Land Transportation Office Regional Office 8 |
| Orientation for Newly Hired & Promoted Employees | 07/19/2022 | 07/20/2022 | 16 | Foundation | Land Transportation Office Central Office |
| Road Safety Interactive Center Project Training | 06/08/2022 | 06/09/2022 | 16 | Technical | Land Transportation Office Central Office LDLA Marketing and Trading Inc |
| LTO Strategic Performance Management System Workshop | 04/30/2022 | 04/30/2022 | 8 | Leadership & Management | Land Transportation Office Central Office |
| Technical Focal Person Training | 03/28/2022 | 03/31/2022 | 16 | Technical | Land Transportation Office Central Office |
| Joint Deputation Seminar on RA 10586 | 25/03/2022 | 27/03/2022 | 24 | Technical | LTO & Puerto Princesa Police Station |
| End-User and Administrator's Training for IT Hub Project | 03/23/2022 | 03/24/2022 | 16 | Technical | Land Transportation Office Central Office LDLA Marketing and Trading Inc |
| Operations Forum | 02/16/2022 | 02/18/2022 | 16 | Technical | Association of Government Internal Auditors, Inc |
| Gender and Sensitivity Training | 12/17/2021 | 12/17/2021 | 8 | Foundation | Land Transportation Office GAD Central Office |
| Online Course on Learning and Development for PRIME-HRM Level 2 | July 6,9,13,16,20, 2021 | July 23,2021 | 24 | Leadership and | Civil Service Institute, CSC |
| Risk Management Training | 04/28/2021 | 04/30/2021 | 24 | Technical | Association of Government Internal Auditors, Inc |
| Monitoring and Evaluation of Learning and Development (4th Quarter 2020 Human Resource Managers' Fellowship Meeting and Learning Session Webinar on the Anti-Money Laundering Act (AMLA) for Non-Covered Counterparties (NCCs) | 12/04/2020 | 12/04/2020 | 2 | Leadership & Management | Career Executive Service Board |
| Online TECH4ED Digital Conference 2020 | 10/15/2020 | 10/15/2020 | 2 | Technical | Land Bank of the Philippines |
| Webinar of DICT on the Importance of English in a New Normal Society | 08/10/2020 | 08/11/2020 | 8 | Technical | Department of Information and Communications Technology Department of Information and Communications Technology |
| Webinar on the Use of Nutritional Guide for Persons Who Use Drugs | 07/24/2020 | 07/24/2020 | 2 | Technical | Dangerous Drugs Board |
| Webinar on Impact of Drug Use To Mental Health | 07/17/2020 | 07/17/1900 | 2 | Technical | Dangerous Drugs Board |

(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) |
|-----------------------------------|---|---|
| Acting | TEN OUTSTANDING STUDENTS OF THE PHILIPPINES 2016 (Malacañang Palace) | Professional Criminologists Association of the Philippines(PCAP) |
| Public Speaking | LGU of TAGBILARAN CITY OUTSTANDING ACHIEVEMENT AWARD | Ten Outstanding Students of the Philippines Alumni Association Community (TOSPAC) |
| Writing poems, songs and articles | OUTSTANDING UNIVERSITY OF BOHOL STUDENT 2015 | Kapisanan ng mga Broadkaster ng Pilipinas(KBP) |
| Dancing | OUTSTANDING CRIMINOLOGY STUDENTS OF THE PHILIPPINES 2014 | Association of United Development Information Officers(AUDIO-Bohol) |
| Singing | Tagbilaran City Festival Queen | Samahan ng may Mabubuting Kalooban(SaMa Ka) |
| | | |
| | | |

(Continue on separate sheet if necessary)

| | | | |
|-----------|---|------|-------------------|
| SIGNATURE |  | DATE | February 23, 2023 |
|-----------|---|------|-------------------|

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DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

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)

| TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full) | INCLUSIVE DATES OF ATTENDANCE (dd/mm/yyyy) | | NUMBER OF HOURS | Type of LD (Managerial/ Supervisory/ Technical/etc) | CONDUCTED/ SPONSORED BY (Write in full) |
|--|---|------------|-----------------|--|--|
| | From | To | | | |
| Webinar on Impact of Drug Use To Mental Health | 07/17/2020 | 07/17/1900 | 2 | Technical | Dangerous Drugs Board |
| Webinar Series on the New Client Flow for Wellness and Recovery from Substance-related Issues (Global Trends in Digital Treatments for Drug Use) | 07/09/2020 | 07/09/2020 | 2 | Technical | Dangerous Drugs Board |
| Webinar on Discouraging Drug Use in the Workplace | 07/03/2020 | 07/03/2020 | 2 | Technical | Dangerous Drugs Board |
| LTO Operations Forum 2019 | 10/20/2020 | 11/28/2019 | 16 | Technical | Land Transportation Office Central Office |
| Seminar / Orientation on Drug Free Workplace | 11/06/2019 | 11/07/2019 | 16 | Technical | Land Transportation Office Regional Office III |
| Basic Customer Service Skills Seminar | 10/28/2019 | 10/29/2019 | 16 | Technical | Civil Service Commission |
| Training of Trainers on Life Skills Enhancement | 10/22/2019 | 10/24/2019 | 24 | Technical | Dangerous Drugs Board |
| Regional Director's Conference (3rd Quarter) | 10/09/2019 | 10/11/2019 | 24.0 | Technical | Land Transportation Office Central Office |
| Simultaneous Road Safety Advocacy Program | 5/17/2019 | 5/17/2019 | 8 | Technical | Land Transportation Office- NCR West |
| Road Crash Training Seminar | 3/26/2019 | 3/26/2019 | 8 | Technical | Land Transportation Office- NCR West |
| Values at Work | 2/27/2019 | 2/28/2019 | 16 | Foundation | Land Transportation Office- NCR West |
| Tagbilaran City Traffic Management Office Resource Speaker | 08/01/2017 | 08/01/2017 | 8 | Technical | Tagbilaran City Traffic Management Office |
| Training on Rural Broadcasting for Information Officers | 6/21/2017 | 6/23/2017 | 24 | Technical | Philippine Information Agency & Agriculture Training Institute |

(Continue on separate sheet if necessary)

SIGNATURE

DATE

February 23, 2023

CS FORM 212 (Revised 2017), Page 3 of 4

consanguinity or affinity to the appointing or recommending authority, or to the
Office or to the person who has immediate supervision over you in the Office,
Department where you will be appointed,
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: _____
Finished 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?

☐ 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: _____

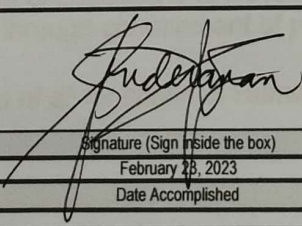
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)


| NAME | ADDRESS | TEL. NO. |
|--------------------------|-----------------|------------|
| Hon. John Geesnell Yap | Tagbilaran City | 9173040010 |
| Ms. Alita Pulga | Cebu City | 9564788582 |
| Atty. Fortunato Guerrero | Quezon City | 9173202261 |

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

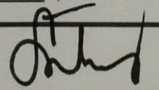
Government Issued ID: **Passport**
ID/License/Passport No.: **P1842843C**
Date/Place of Issuance: **October 1, 2022 Quezon City**


Signature (Sign inside the box)
February 28, 2023
Date Accomplished


Right Thumbmark

PHOTO

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


LOUELLA V. MUTIA
OIC, Administrative Division
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.

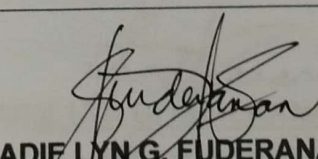
- Duration: **August 1, 2022 to present**
- Position: Administrative Officer IV
- Name of Office/Unit: Human Resource Development Section (Officer-In-Charge)
- Immediate Supervisor: Ms. Louella V. Mutia
- Name of Agency/Organization and Location: LTO Central Office – HRD Section

List of Accomplishments and Contributions (if any):

- Supervised the staffs in performance of assigned tasks in the Learning and Development Interventions Unit and the whole HRD Section;
- Recipient, Certificate of Appreciation from CSC for delivery of exemplary public service, through the tireless commitment, resiliency and priceless contributions as frontliners amidst COVID-19 pandemic;
- Recipient, Plaque of Appreciation for unwavering support and invaluable commitment as Disability-Inclusive partners to Quezon City Government;
- Lead for Training, Road Safety Interactive Center and IT Training Hub;
- Designed and planned the actions to be taken for development of PRIME HRM Learning and Development System and generate the necessary Evidence Requirements;
- Implemented the L&D Process Flow and Learning and Development Plan in the LTO Central Office;
- Activated strong coordination with DOTr, CSC and other agencies relative to implementation of L and D interventions;
- Provided training and other interventions to 80% of LTO Central employees for 2022;
- Maximized the involvement of regional employees to technical training initiated by Central Office;
- Responsible for developing and recommending appropriate HR systems/programs that support the needs for training and competency development of the agency's human resources;
- Optimized actions for initiating, supporting and evaluating other learning interventions such as conduct of Local/ Foreign Training, International Commitment and Scholarships;
- Designed training programs for Regular Employees and Job Order personnel;
- Attended meetings, seminars and other activities which may require official, travel or field works as deemed necessary.

Summary of Actual Duties

- Responsible for the improvement of Learning and Development Interventions Unit and ensure to uplift image of HRDS through commitment of providing appropriate interventions to LTO employees nationwide;
- In-charge for the implementation of all functions of Human Resource Development Section;


LADIE LYN G. FUDERANAN

(Signature over Printed Name
of Employee/Applicant)

Date: 02/23/2023

WORK EXPERIENCE SHEET

ons: 1. Include only the work experiences relevant to the position being applied to.

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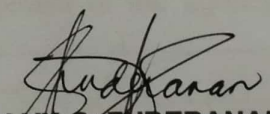
- Duration: **November 1, 2021 to July 31, 2022**
- Position: Administrative Officer IV
- Name of Office/Unit: **Learning and Development Interventions Unit (Head)**
- Immediate Supervisor: Ms. Maria Agnes M. Bañares
- Name of Agency/Organization and Location: LTO Central Office – HRD Section

List of Accomplishments and Contributions (if any):

- Supervised the staffs in performance of assigned tasks in the Learning and Development Interventions Unit;
- Lead for Training, Road Safety Interactive Center and IT Training Hub;
- Designed and planned the actions to be taken for development of PRIME HRM Learning and Development System and generate the necessary Evidence Requirements;
- Implemented the L&D Process Flow and Learning and Development Plan in the LTO Central Office;
- Activated strong coordination with DOTr, CSC and other agencies relative to implementation of L and D interventions;
- Provided training and other interventions to 80% of LTO Central employees for 2022;
- Maximized the involvement of regional employees to technical training initiated by Central Office;
- Responsible for developing and recommending appropriate HR systems/programs that support the needs for training and competency development of the agency's human resources;
- Optimized actions for initiating, supporting and evaluating other learning interventions such as conduct of Local/ Foreign Training, International Commitment and Scholarships;
- Designed training programs for Regular Employees and Job Order personnel;
- Attended meetings, seminars and other activities which may require official, travel or field works as deemed necessary.

Summary of Actual Duties

- Responsible for the improvement of Learning and Development Interventions Unit and ensure to uplift image of HRDS through commitment of providing appropriate interventions to LTO employees nationwide;
- Lead for Training, Road Safety Interactive Center and IT Training Hub;
- Designed, drafted, planned and prepared the LTO L and D Guidelines and Policy;
- Implemented the L&D Process Flow in the LTO Central Office;
- Provided trainings and other interventions to 80 % of LTO Central employees and initiated technical trainings for regional employees.
- Promoted strong coordination with DOTr, CSC and other agencies relative to implementation of L and D interventions; and
- Optimized actions for initiating, supporting and evaluating other learning interventions such as conduct of Local/ Foreign Training, International Commitment and Scholarships to LTO employees nationwide;


LADIE LYN G. FUDERANAN

(Signature over Printed Name
of Employee/Applicant)

Date: 02/23/2023

WORK EXPERIENCE SHEET

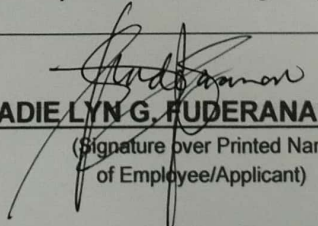
include only the work experiences relevant to the position being applied to.

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- Duration: **January 4, 2021 to October 31, 2021**
- Position/ Designation: **Administrative Officer IV- Unit Head, L and D Unit and OIC, HRDS**
- Name of Office/Unit: **Learning and Development Interventions Unit and HRD Section**
- Immediate Supervisor: **Ms. Mariette G. Canlas**
- Name of Agency/Organization and Location: **LTO Central Office – HRD Section**

List of Accomplishments and Contributions (if any):

- Supervised the L and D personnel in the promotion of employee's welfare and development as Learning and Development Interventions Unit Head;
- Supervised the personnel of HRDS on the following dates as Officer-In-Charge in the absence of Ms. Canlas;
 - July 26, 27, 29, 30, 2022
 - August 2, 3, 4, 5, 6, 2022
 - August 9, 10, 11, 12, 13, 2022
 - September 1, 2, 3, 2022
- Responsible for developing and recommending appropriate HR systems/programs that support the needs for training and competency development of the agency's human resources;
- Facilitated the preparation/processing of the documents with Training Coordinator, Scholarship Coordinator and designated dedicated L&D Implementers, and the HRDC who are in-charge of overseeing and facilitating our agency's scholarship and training recommendations;
- Prepared the Annual Training Plan and Learning & Development Plan every year.
- Coordinated with LTO Regional Offices on the status and update of their trainings and other L&D interventions;
- Designed training programs for Regular Employees and Job Order personnel;
- Scheduled and implemented training programs for LTO personnel;
- Assisted in the evaluation of training programs and summarized the participant's comment and recommendations;
- Prepared L&D communication/s to be released from the Human Resource Development Section;
- Attended meetings, seminars and other activities which may require official, travel or field works as deemed necessary;
- Complied to CSC, DOTr and other agencies relative to the celebration or announcements whether local or international training;
- Monitored the LTO Learning and Development Interventions FB Page for the employees to be informed of important information and be given free training and webinar from the Department of Transportation (DOTr), Land Transportation Office – Philippines, Civil Service Commission (CSC), Department of Communication and Information and Dangerous Drugs Board (DDB) and other agencies;
- Prepared simple and difficult communications; and
- Drafted, designed, prepared and generated the following Evidence Requirements in PRIME-HRM Learning and Development core.
- **Summary of Actual Duties**
- Responsible for the improvement of the newly created Learning and Development Interventions Unit as the Head and as Officer-In-Charge of HRDS in the absence of Ms. Canlas;
- Responsible for developing and recommending appropriate HR systems/programs that support the needs for training and competency development of the agency's human resources;


LADIE LYN G. FUDERANAN

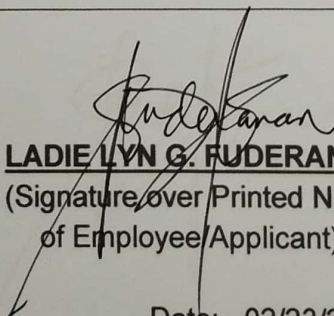
(Signature over Printed Name
of Employee/Applicant)

Date: 02/23/2023

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 1, 2019 to December 2020**
- Position: **Human Resource Management Assistant I**
- Name of Office/Unit: **HRD Section, Administrative Division**
- Immediate Supervisor: **Ms. Annabella A. Cruz**
- Name of Agency/Organization and Location: **Land Transportation Office Central Office
East Avenue, Quezon City**
- **List of Accomplishments and Contributions (if any)**
 1. Complied and developed Leadership and Development Interventions plan and strategies.
 2. In-charge for processing of payroll of Job Order.
 3. Designed training program for Regular Employees and Job Order personnel.
 4. Scheduled and implemented training program for LTO personnel.
 5. Assisted in the evaluation of training programs and summarized the participants comments and recommendations.
 6. Provided in generating of Evidence Requirements in PRIME-HRM particularly in Learning and Development core.
 7. Prepared communication/s to be released from the Human Resource Development Section.
 8. Attended meetings, seminars and other activities which may require official, travel or field works as deemed necessary.
 9. Prepared the Travel Authority of all employees of LTO.
- **Summary of Actual Duties**
 - Responsible for the management and coordination of training activities of the agency; provides assistance in the management of the Division's programs and activities and performs other related functions.


LADIE LYN G. FUDERANAN
 (Signature over Printed Name
 of Employee/Applicant)

Date: 02/23/2023

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.

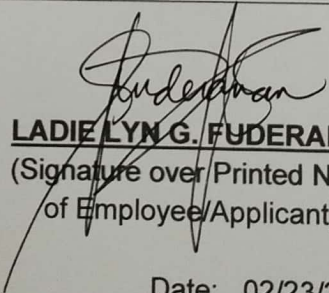
- Duration: February 14, 2017 to October 31, 2017
- Position: Administrative Aide
- Name of Office/Unit: LTO Tagbilaran City District Office
- Immediate Supervisor: Mr. Erwin Patalinghug
- Name of Agency/Organization and Location: Land Transportation Office- Region VII, Cebu City

- **List of Accomplishments and Contributions (if any)**

1. Lady Law Enforcer;
2. Resource Speaker, Refreshers Seminar for Tagbilaran City Traffic Enforcer;
3. Assisted in the encoding of all apprehensions under RA. No 8750;
4. Focal Person, ARTA Monitoring;
5. Information Officer, LTO Tagbilaran City District Office;
6. Prepared monthly MIS Licensing and Registration;
7. Released backlog printed Driver's License Cards;
8. Evaluated renewal of Driver's License and MV Registration;
9. Complied and replied to all office communications.
10. Attended meetings, seminars and other activities which may require official, travel or field works as deemed necessary.

- **Summary of Actual Duties**

- Responsible for the improvement of LTO-Tagbilaran City District Office and to uplift image of LTO through honest governance.


LADIE LYN G. FUDERANAN
(Signature over Printed Name
of Employee/Applicant)

Date: 02/23/2023