

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	LEUTERIO		
FIRST NAME	HERLAN CZAR	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	PITA		
3. DATE OF BIRTH (mm/dd/yyyy)	02/26/1992	16. CITIZENSHIP  If holder of dual citizenship, please indicate the details.	<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	CALAPAN CITY, OR. MINDORO		
5. SEX	<input checked="" type="checkbox"/> Male <input 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  ZIP CODE	9M, SYMPHONY TOWER 1 SGT. ESGUERRA ST. House/Block/Lot No. Street SOUTH TRIANGLE Subdivision/Village Barangay QUEZON CITY METRO MANILA City/Municipality Province 1103
7. HEIGHT (m)	1.60M		
8. WEIGHT (kg)	80KG		
9. BLOOD TYPE	B+		
10. GSIS ID NO.	021174696734		
11. PAG-IBIG ID NO.	121105320241	18. PERMANENT ADDRESS  ZIP CODE	9M, SYMPHONY TOWER 1 SGT. ESGUERRA ST. House/Block/Lot No. Street SOUTH TRIANGLE Subdivision/Village Barangay QUEZON CITY METRO MANILA City/Municipality Province 1103
12. PHILHEALTH NO.	030511408810		
13. SSS NO.	0426959492		
14. TIN NO.	315244071		
15. AGENCY EMPLOYEE NO.	170044		
		19. TELEPHONE NO.	7918592
		20. MOBILE NO.	09178712344
		21. E-MAIL ADDRESS (if any)	leuterio.hcp@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		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	LEUTERIO		Herlan Czar P. Leuterio	02/26/1992
FIRST NAME	DANILO	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	LANDICHO		N/A	N/A
25. MOTHER'S MAIDEN NAME	AMIELYN FERRER PITA		Herlan Czar P. Leuterio	02/26/1992
SURNAME	LEUTERIO		N/A	N/A
FIRST NAME	AMIELYN		N/A	N/A
MIDDLE NAME	PITA		(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	Divine Mercy Montessori Foundation Inc.	N/A	1 06 1998	26 04 2004	N/A	2004	VALEDICTORIAN
SECONDARY	HOLY INFANT ACADEMY	N/A	6 06 2004	20 04 2008	N/A	2008	TOP 9
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	DE LA SALLE LIPA	AB-COMMUNICATION	15 06 2008	12 04 2013	N/A	2013	N/A
GRADUATE STUDIES	MANUEL L. QUEZON UNIVERSITY	MASTER'S IN BUSINESS ADMINISTRATION	11 08 2018	2 01 2021	36 UNITS	N/A	N/A
GRADUATE STUDIES	MANUEL L. QUEZON UNIVERSITY	Doctor of Philosophy in Business Administration	4 03 2021	Present	12 UNITS	N/A	N/A


(Continue on separate sheet if necessary)

SIGNATURE		DATE	September 21, 2021
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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			
	iNON Technologies (ISDApp mobile application)	1 01 2018	Present	N/A	Community Relations Manager / R&D for mobile app	
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			
	Manager's Role in Capacity Building	8 10 2021	08/24/2021	14.0	Managerial	Civil Service Commission - Civil Service Institute
	Leadership in the Digital Era	5 10 2021	05/26/2021	14.0	Managerial	Civil Service Commission - Civil Service Institute
	Developmental Conversation for Leaders	5 04 2021	05/28/2021	24.0	Managerial	Civil Service Commission - Civil Service Institute
	Public Service Values in Times of Adversities	5 11 2021	05 27 2021	14.0	Managerial	Civil Service Commission - Civil Service Institute
	Emotional Intelligence and Leadership	7 14 2021	07/28/2021	13.0	Managerial	Civil Service Commission - Civil Service Institute
	Digital Leadersip: Nurturing a Tech-Savvy Culture	06/25/2021	06/25/2021	8.0	Managerial	Civil Service Commission - Civil Service Institute
	Gender, Diversity, and Social inclusion	4 12 2021	04/22/2021	11.0	Managerial	Civil Service Commission - Civil Service Institute
	PRIME-HRM Level 2 for Performance Management	06 08 2021	06/29/2021	25	Managerial	Civil Service Commission - Civil Service Institute
	PRIME-HRM Level 2 for Recruitment, Selection and Placement	06 07 2021	06/28/2021	25	Managerial	Civil Service Commission - Civil Service Institute
	PRIME-HRM Level 2 for Learning and Development Process	07 06 2021	07/27/2021	24	Managerial	Civil Service Commission - Civil Service Institute
	PRIME-HRM Level 2 for Rewards and Recognition	08 03 2021	08/25/2021	19	Managerial	Civil Service Commission - Civil Service Institute
	Online Learning: Facilitating Learning Through Technology	08 11 2021	08/27/2021	19	Managerial	Civil Service Commission - Civil Service Institute
	Kwentong Lingkod Bayani Patriotism, Integrity, Excellence, and Spirituality in Public Service	06 04 2021	09 03 2021	4	Managerial	Civil Service Commission - Civil Service Institute
	Writing Workshop on How to Craft your Character	04 25 2021	04 25 2021	8	Technical	Ricky Lee - Pelikulove
	Effective Communication: Writing, Design, and Presentation	04/19/2021	07/30/2021	60.0	Technical	Stanford University - Coursera
	Exercising Leadership: Foundational Principles	03 08 2021	06/26/2021	12	Technical	Harvard University - EdX
	Organizational Analysis	03/23/2021	04/04/2021	25	Technical	Stanford University - Coursera
	From Poverty to Prosperity: Understanding Economic Development	04/08/2021	04/27/2021	12	Technical	University of Oxford - EdX
	Financial Markets	03/23/2021	04/07/2021	33	Technical	Yale University - Coursera
	Chinese for Beginners	05/13/2021	06/04/2021	21	Technical	Peking University - Coursera
	Peopletech -Teching up the Workforce of the Future	09 25 2020	09 25 2020	8.0	Technical	UBP Xcellerator
	Measuring Mental Health and Well-being During the Pandemic	04/30/2021	04/30/2021	4.0	Technical	Department of Science and Technology
	Media Relations with Media Tour	05 17 2018	05 18 2018	16.0	Technical	Asian Institute of Journalism and Communication
	News and Feature Writing	4 10 2018	4 11 2018	16.0	Technical	Asian Institute of Journalism and Communication
	Kabataan: Moment Mo na Magpaandar/Lean Six Sigma White Belt	05/07/2021	05/07/2021	7	Technical	Social Development Institute - National Youth Commission
	Integrity and Anti-Corruption Initiatives in Changing Times	11 20 2017	11 20 2017	8.0	Technical	OFFICE OF THE OMBUDSMAN
	7th ICCS Convention on Media Communication	11 20 2011	11 26 2011	48	Technical	University of Hong Kong
	Film Workshop	03 01 2011	04 20 2011	40	Technical	Director Gabby Fernandez
	Adobe Photoshop Workshop	02 02 2014	02 02 2014	8	Technical	College of Arts and Technology
	Video Editing Workshop	01 26 2014	01 26 2014	8	Technical	College of Arts and Technology
	Marketing Power Conference	09/12/2011	09/12/2011	8	Technical	Mr. Eugenio “Boy” R. Abunda
	Values Enrichment Seminar	10 12 2017	10 13 2017	16.0	Technical	OFFICE OF THE OMBUDSMAN
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)			33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
	Writing	Member of the iNON technologies who developed the mobile app ISDApp that won in the NASA Space Apps Challenge 2018 in the International Galactic Impact Category			iNON Technologies	
	Video Production and Editing					
	Public Relations					
	Marketing					
	Advertising					
	Photo Editing					
	Social Media Management					
SIGNATURE				DATE	September 21, 2021	







## WORK EXPERIENCE SHEET

- Duration: January 1, 2014 – April 30, 2017
- Position: Promo Producer
- Name of Office/Unit: Integrated Sports Group, Creative Communications Management
- Immediate Supervisor: Elirose Borja
- Name of Agency/Organization and Location: ABS-CBN
  - List of Accomplishments and Contributions (if any)
    - Contributed to the success of ABS-CBN Sports+Action Channel as the most watched sports channel in Philippine TV.
- Summary of Actual Duties
  - Responsible in producing TV and radio promotional plugs for ABS-CBN Sports+Action Channel Programs.

  
HERLAN CZAR P. LEUTERIO

(Signature over Printed Name  
of Employee/Applicant)

Date: 16 Feb 2021



WORK EXPERIENCE SHEET

- Duration: February 1, 2014 – January 31, 2016
- Position: Promo Producer
- Name of Office/Unit: Balls Channel, Creative Programs, Inc.
- Immediate Supervisor: Vincent Valenton
- Name of Agency/Organization and Location: ABS-CBN
- List of Accomplishments and Contributions (if any)
  - Contributed to the success of Balls Channel in making the feat as the highest rated FIFA World Cup coverage in Philippine TV history.
- Summary of Actual Duties
  - Responsible in producing TV and radio promotional plugs for Balls Channel Programs mainly the FIFA World Cup event.

  
HERLAN CZAR P. LEUTERIO

(Signature over Printed Name  
of Employee/Applicant)

Date: 16 Feb 2021



*WORK EXPERIENCE SHEET*

- Duration: October 1, 2013 – December 31, 2013
- Position: Promo Specialist
- Name of Office/Unit: Creatives-on-Air, Studio 23
- Immediate Supervisor: Elirose Borja
- Name of Agency/Organization and Location: ABS-CBN
  
- List of Accomplishments and Contributions (if any)
  
- Summary of Actual Duties
  - Responsible in producing TV and radio promotional plugs for Studio 23 Channel Programs.



HERLAN CZAR P. LEUTERIO

(Signature over Printed Name  
of Employee/Applicant)

Date: 16 Feb 2021



- Duration: January 1, 2014 – April 30, 2017
- Position: Promo Producer
- Name of Office/Unit: Integrated Sports Group, Creative Communications Management
- Immediate Supervisor: Elirose Borja
- Name of Agency/Organization and Location: ABS-CBN
- List of Accomplishments and Contributions (if any)
  - Contributed to the success of ABS-CBN Sports+Action Channel as the most watched sports channel in Philippine TV.
- Summary of Actual Duties
  - Responsible in producing TV and radio promotional plugs for ABS-CBN Sports+Action Channel Programs.

  
HERLAN CZAR P. LEUTERIO  
(Signature over Printed Name  
of Employee/Applicant)

Date: 16 Feb 2021



## WORK EXPERIENCE SHEET

- Duration: February 1, 2014 – January 31, 2016
- Position: Promo Producer
- Name of Office/Unit: Balls Channel, Creative Programs, Inc.
- Immediate Supervisor: Vincent Valenton
- Name of Agency/Organization and Location: ABS-CBN
- List of Accomplishments and Contributions (if any)
  - Contributed to the success of Balls Channel in making the feat as the highest rated FIFA World Cup coverage in Philippine TV history.

Attachment to CS Form No. 212

- Responsible in producing TV and radio promotional plugs for Balls Channel Programs mainly the FIFA World Cup event.

  
HERLAN CZAR P. LEUTERIO

(Signature over Printed Name  
of Employee/Applicant)

Date: 16 Feb 2021



- Duration: May 2, 2017 - Present
- Position: Information Office I
- Name of Office/Unit: Public Information and Media Relations Bureau
- Immediate Supervisor: Rawnsle Lopez
- Name of Agency/Organization and Location: Office of the Ombudsman
  
- List of Accomplishments and Contributions (if any)
  
- Summary of Actual Duties
  - Writes press releases and create promotional materials to promote the mandate of the office.

  
HERLAN CZAR P. LEUTERIO

(Signature over Printed Name  
of Employee/Applicant)

Date: 16 Feb 2021