






# Klark Howel D. Lucion

Development Management Officer/  
Programmer

 (+63)9851468146

 klarkhowellucion@gmail.com

 Butuan City, Agusan del Norte,  
Philippines



## About Me

- Birthdate** ● January 7, 1993
- Address** ● P-3 Obrero, Butuan City, Agusan del Norte
- Blood Type** ● O-
- Civil Status** ● Married
- Age** ● 29 Years Old



## Educational Attainment

- Secondary** ● Agusan National High School  
*2005-2009*  
Science and Technology Oriented High School
- College** ● Mindanao State University – Main Campus  
*2009-2014*  
Bachelor of Science in Agricultural Business Management
- Graduate Studies** ● Caraga State University  
*2017*  
Master of Science in Environmental Management



## Work Experience

- 2014** ● Receiving and Dispatching Unit Clerk  
Sanford Marketing Inc.
- 2015-2021** ● Development Management Officer I  
Philippine Council for Agriculture and Fisheries (PCAF)
- 2021-Present** ● Development Management Officer II  
Department of Agriculture (DA) Caraga



## Skills

Programming	80 %
Public Communication	95 %
Microsoft Office Software	90 %
Research	90 %
Teamwork	85 %
Sales and Marketing	90 %



## Interest

Sports	Music	IOT
Artificial Intelligence	Agriculture	
Database and Analytics Programming		



## Languages

English	■	■	■	■	■
Tagalog	■	■	■	■	■
Bisaya	■	■	■	■	■



## Reference

**Roberto R. Hipolao, Jr,**  
Department of Agriculture,  
Butuan City  
(+63)9851993777

# 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	Lucion		
FIRST NAME	Klark Howel	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Domosmog		
3. DATE OF BIRTH (mm/dd/yyyy)	01/07/1993	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Butuan City	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Pls. indicate country: _____
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Purok 3
7. HEIGHT (m)	1.65m	ZIP CODE	House/Block/Lot No. _____ Street _____
8. WEIGHT (kg)	80kg		Obrero
9. BLOOD TYPE	O-		Subdivision/Village _____ Barangay _____
10. GSIS ID NO.			Butuan City _____ Agusan del Norte _____
11. PAG-IBIG ID NO.			City/Municipality _____ Province _____
12. PHILHEALTH NO.	15-050385214-6	18. PERMANENT ADDRESS	Purok 3
13. SSS NO.		ZIP CODE	House/Block/Lot No. _____ Street _____
14. TIN NO.	319-707-244-000		Obrero
15. AGENCY EMPLOYEE NO.	201533		Subdivision/Village _____ Barangay _____
19. TELEPHONE NO.			Butuan City _____ Agusan del Norte _____
20. MOBILE NO.			City/Municipality _____ Province _____
21. E-MAIL ADDRESS (if any)		8600	klarkhowellucion@gmail.com

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Lucion		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Angela Mae	NAME EXTENSION (JR., SR)	Klaire Audri Arriola Lucion	11/18/2021
MIDDLE NAME	Arriola			
OCCUPATION	Government Employee			
EMPLOYER/BUSINESS NAME	City Hall Butuan			
BUSINESS ADDRESS	Butuan City, Agusan del Norte			
TELEPHONE NO.				
24. FATHER'S SURNAME	Lucion			
FIRST NAME	Victor	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Bonbon			
25. MOTHER'S MAIDEN NAME				
SURNAME	Domosmog			
FIRST NAME	Novie			
MIDDLE NAME	Moralda		<i>(Continue on separate sheet if necessary)</i>	

## 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	Butuan Central Elementary School		1999	2005	Graduated	2005	
SECONDARY	Agusan National High School		2005	2009	Graduated	2009	
VOCATIONAL / TRADE COURSE							
COLLEGE	Mindanao State University - Main Campus	BS AgriBusiness Management	2009	2014	Graduated	2014	RECTO SCHOLAR
GRADUATE STUDIES	Caraga State University	MS Environmental Management	2017				

<b>SIGNATURE</b>		<b>DATE</b>	October 10, 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		
	The Fraternal Order of Eagles (Philippine Eagles) est. 1979 - Metro Butuan Eagles Club	2020	Present		Member

(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			
	Seminar on Diversified Farming in Response to Climate Change	07/04/2013	07/04/2013	7 Hours	Technical	Mindanao State University
	Orientation and Training on Resolution Preparation	06/08/2015	06/09/2015	14 Hours	Technical	Philippine Council for Agriculture and Fisheries
	Gender Sensitivity Training	11/03/2015	11/03/2015	7 Hours	Technical	Department of Agriculture Caraga
	Writershop on Effective Annual Report Writing	12/02/2015	12/04/2015	14 Hours	Technical	Department of Agriculture Caraga
	Training Workshop on Project Monitoring	07/21/2016	07/22/2016	14 Hours	Technical	Department of Agriculture Caraga
	Training/Orientation for AFC Chairpersons and Coordinators on the AFC Manual of Operations	07/26/2016	07/28/2016	14 Hours	Technical	Philippine Council for Agriculture and Fisheries
	Competency Advancement on Policy Making and Engagement for Agricultural and Fishery Council (AFC CAPE)	10/05/2016	10/08/2016	21 Hours	Technical	Philippine Council for Agriculture and Fisheries
	Writershop on Effective Annual Report Writing	12/01/2016	12/02/2016	14 Hours	Technical	Department of Agriculture Caraga
	Agricultural and Fishery Council Entrepreneurial Farm Training	12/11/2018	12/13/2018	21 Hours	Technical	Regional Agricultural and Fishery Council
	Agri-Ka Webinar on Common Backyard Pest	07/10/2020	07/10/2020	4 Hours	Technical	Department of Agriculture Caraga
	Agri-Ka Webinar on Vermi Composting	07/17/2020	07/17/2020	4 Hours	Technical	Department of Agriculture Caraga
	Agri-Ka Webinar on How to Produce Concoctions	07/24/2020	07/24/2020	4 Hours	Technical	Department of Agriculture Caraga
	1st International Virtual Congress and 2021 Agriculturists' Summit	02/18/2021	02/20/2021	21 Hours	Technical	Philippine Association of Agriculturist, Inc.
	Training on Monitoring and Evaluation Tools and Processes	04/28/2021	04/29/2021	14 Hours	Technical	Department of Agriculture Caraga
	Virtual CPD Training on Agriculturists' Role in Transforming Agriculture During Pandemic and Beyond and PAA Mindanao Cluster Convention	02/23/2022	02/25/2022	24 Hours	Technical	Philippine Association of Agriculturist, Inc. Davao Eagle Chapter
	International Workshop on Applied Computing in Agriculture (AgriApp 2022)	03/04/2022	03/05/2022	14 Hours	Technical	De La Salle University, College of Computer Studies
	2nd International Virtual Congress and 2022 Philippine Agriculturists' Summit: "Digital Agricultural Science and Technology: Directions and Challenges"	07/21/2022	07/23/2022	24 Hours	Technical	Philippine Association of Agriculturist, Inc.

(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)
	Database and Analytics Programming		N/A		The Fraternal Order of Eagles (Philippine Eagles) est. 1979 Metro Butuan Eagles Club
	Public Communication				Philippine Association of Agriculturists, Inc.
	Proficient in Microsoft Office Software				
	Policy and Agricultural Research				
	Writing				
	Adaptability and Time Management				
	Sports and Music				

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	October 10, 2022
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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? b. within the fourth degree (for Local Government Unit - Career Employees)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

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

NAME	ADDRESS	TEL. NO.
<b>Ms. Jodel A. Tabada, Project Evaluation Officer IV, Department of Agriculture</b>	Department of Agriculture (DA) Caraga, Capitol Site, Butuan City	<b>09391639586</b>
<b>Atty. Cisco Franz S. Maclang, City Legal Officer, Butuan City</b>	City Legal Officer, City Hall, Butuan City	<b>09088250052</b>
<b>Mr. Roberto R. Hipolao, Planning Officer III, Department of Agriculture</b>	Department of Agriculture (DA) Caraga, Capitol Site, Butuan City	<b>09078552905</b>



PHOTO

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: <b>PRC</b>
ID/License/Passport No.: <b>0020295</b>
Date/Place of Issuance: <b>January 7, 2020/Butuan City</b>

Signature (Sign inside the box)
<b>October 10, 2022</b>
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

## 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 1, 2021 – Present
- Position: Development Management Office II
- Name of Office/Unit: Agriculture Dialogue and Information Network Group (ADING)
- Immediate Supervisor: Mr. Roberto R. Hipolao, Jr.
- Name of Agency/Organization and Location: Department of Agriculture Caraga, Capitol Site, Butuan City
  
- List of Accomplishments and Contributions (if any)
  - Developed the following:
    - Document Management System for ADING Caraga;
    - Rice Production Forecasting and Mapping System;
    - Cacao Growers' Profiling System;
    - AFC Accomplishment Tracking System;
    - Data Management and Tracking System/mobile applications for the following:
      - ADING Caraga (Profiling Purposes); and
      - Monitoring and Evaluation Section (Evaluation Purposes)
  - Represents the agency to national and regionwide RAFC and ADING planning workshops and other activities; and
  - Recognized as a contributor to the *National Tech Savvy Award* of RAFC Caraga through the creation of a Monitoring and Evaluation System;
  
- Summary of Actual Duties
  - Represents the agency in the conduct of participatory processes at the regional and local level when called for in the exigency of the service;
    - Attend and serves as resource person during ADING and RAFC regional and local meetings; and
    - Attend national/regional/provincial/municipal consultations and other activities required and approved by ADING and RAFC;
  - Articulates the agency mission, vision, goals, strategies, programs, plans and targets in terms of major final outputs (MFOs) during consultative meetings with stakeholders at the regional and local levels;
  - Assists in the conduct of activities under the different agency service brands with the concerned stakeholders at the regional and local levels;
    - Assists in the recruitment or new and validation of existing ADING and AFC members;
    - Assists in the conduct and preparation of ADING and Regional AFC Plans and Monitoring Activities;

- Coordinates and Analyzes ADING and AFC monitoring and evaluation reports;
- Assists the agency in gathering, consolidating and analyses of ADING and AFC accomplishments through the different consultative bodies, concerned agencies and stakeholders;
- Assists the Regional Focal Person in the preparation of the following: a) Agenda, minutes, and highlights of meeting; b) Resolutions and local issues resolved; c) ADING and AFC accomplishment reports; d) ADING and AFC Work and financial documents; e) Other documents as may be required

- Duration: May 1, 2015 – January 31, 2021
- Position: Development Management Office I
- Name of Office/Unit: Philippine Council for Agriculture and Fisheries (PCAF)
- Immediate Supervisor: Ms. Jodel A. Tabada
- Name of Agency/Organization and Location: Department of Agriculture Caraga, Capitol Site, Butuan City

- List of Accomplishments and Contributions (if any)
  - Developed the following:
    - Document Management System for RAFC Caraga;
    - Data Management and Tracking System/mobile applications for the following:
      - RAFC Caraga (Monitoring Purposes); and
      - Monitoring and Evaluation Section (Monitoring and Analytics Purposes)
  - Crafted resolutions adopted by concerned agencies;
  - Resource Person for the following:
    - Policy Analysis and Development;
    - Policy Agenda Setting;
    - Crafting of Policy Resolutions; and
    - RAFC and ADING Activities
  - Represents the agency to national and regionwide RAFC and ADING planning workshops and other activities;
  - Crafted a policy briefer on Swine Doctors which contributed to the creation of Bantay ASF sa Barangay;
  - Contributed to the National Award of RAFC Caraga through the creation of a Monitoring and Tracking System; and
  - Recognized by the Philippine Council for Agriculture and Fisheries (PCAF) as one of the most innovative staff to create a Database Management System (DMS) for the Monitoring and Tracking of Agency's implemented programs and projects

- Summary of Actual Duties

- Represents the agency in the conduct of participatory processes at the regional and local level when called for in the exigency of the service;
  - Attend and serve as resource person during regional and local AFC meetings; and
  - Attend national/regional/provincial consultations and other activities required and approved by the PCAF management;
- Articulates the agency mission, vision, goals, strategies, programs, plans and targets in terms of major final outputs (MFOs) during consultative meetings with stakeholders at the regional and local levels;
- Assists in the conduct of activities under the different agency service brands with the concerned stakeholders of the agriculture and fisheries sector at the regional and local levels;
  - Assist in the recruitment or new and validation of existing AFC members;
  - Provide secretariat support in the conduct of consultations/meetings and other activities based on required schedules;
  - Assist in the preparation of monitoring reports from AFC monitoring teams; and
  - Consolidates and analyzes AFC M&E monitoring reports;
- Assists the agency in the gathering, consolidation and analysis of PCAF accomplishments through the different consultative bodies, concerned agencies and stakeholders at the regional and local levels.
- Assists the Regional AFC Executive Officer (REO) and Coordinator in the preparation, consolidation and submission of the following: a) Agenda, minutes and highlights of the meetings; (b) Resolutions passed and matrices of issues resolved; (c) AFC Accomplishment Reports; (d) RAFC Work and Financial Plan; (e) AFC Status Report; and (f) Other documents, as maybe required.
- Coordinates with concerned offices (DA-RFO, LGU and other fund conduits) for the release/disbursement of funds to facilitate the conduct of AFC activities;
- Facilitates the provision of other logistical support to ensure timely and smooth conduct of AFC meetings;
- Coordinates/follows up with DA-RFO Accounting Personnel for the preparation and submission of Disbursement Report of AFC operational expenses; and
- Undertakes such other assignments as may be required by the Regional AFC REO, Coordinator and PCAF, as the need arises.

  
**KLARK HOWEL D. LUCION**  
 (Signature over Printed Name  
 of Employee/Applicant)

Date: **October 10, 2022**