

## FORM II: APPLICANT'S DATA SHEET

(This Form II serves as your guide in presenting your personal information and performance outputs in the last five (5) years, in the order indicated below. You may use additional sheets, if necessary).

**CANDIDATE:** \_\_\_\_\_

**PRESENT POSITION:** \_\_\_\_\_ **ITEM NO.:** \_\_\_\_\_

**SECTION:** \_\_\_\_\_ **DIVISION:** \_\_\_\_\_

**POSITION APPLIED FOR:** \_\_\_\_\_ **ITEM NO.:** \_\_\_\_\_

**SECTION:** \_\_\_\_\_ **DIVISION:** \_\_\_\_\_

### A. EDUCATION AND TRAINING

#### 1) COMPLETED EDUCATION

Course	School Attended	Inclusive Dates
High School:		
College:		
Graduate Diploma:		
Master's Degree:		
Doctorate Degree:		

#### 2) INCOMPLETE DEGREES

Course	School Attended	Total Units Required	Units Earned	Inclusive Dates
BS				
MS				
Ph.D.				

### 3) OTHER INDICATORS

a. Top-notch (Rank 1-10)

Rank: \_\_\_\_\_

Board Exam Taken:

\_\_\_\_\_

Inclusive Date(s):

b. Honor Graduate (e.g. Cum laude) \_\_\_\_\_

c. Additional degree(s) taken:

Course	School Attended	Inclusive Dates
Master's Degree		
Ph.D.		

**TRAINING/WORKSHOP ATTENDED:** (Pls. attach proof of attendance (certificates, certificate of appearance, attendance sheet, etc.)

Title	Venue and Inclusive Dates	Conducted by:
1.		
2.		
3.		
4.		

**SEMINAR/FORUM/CONVENTION/CONFERENCE ATTENDED:** (Pls. attach proof of attendance (certificates, certificate of appearance, attendance sheet, etc.)

Title	Venue and Inclusive Dates	Conducted by:
1.		
2.		
3.		
4.		

**B. RELEVANT EXPERIENCE (For ITDI employees, pls. attach service record)**

Position	Company/Agency	Section/Division	Inclusive Dates
1.			
2.			
3.			
4.			

**C. PERFORMANCE (last 5-year Satisfactory Outputs, attach supporting documents, and use additional sheets if necessary)**

1. Approved Project Proposals (not more than 5 authors)

Title of Project	Year Proposed	Project Cost	Involvement (e.g., author, co-author, or mentor *)
A. Regular Projects			
1.			
2.			
3.			
4.			
5.			

\* For regular projects, supervisors will get credit points for mentoring research staff

Title of Project	Year Proposed	Project Cost	Involvement (e.g., author, co-author)
B. Assisted Projects			
1.			
2.			
3.			
4.			
5.			

2. Completed Research Projects

Title of Project	Project Duration (inclusive dates)	Involvement (%)

A. As Project Leader		
1.		
2.		
3.		
4.		
5.		
B. As Project Staff/Member		
1.		
2.		
3.		
4.		
5.		

### 3. Research Outputs (Scientific / Technical Paper)

Title of Paper	Name of Technical Journal	Year Published
Individual		
1.		
2.		
3.		
Group		
Main Author		
1.		
2.		
3.		
Co-Author		
1.		
2.		
3.		

### 4. Technical Services

Output	Number
Test and Analyses (man-months)	
Method Validation	
Proficiency Testing	
Certified Reference Material Production	
Capability Building of New Testing Services	
Formula of Conversion	
Technical Test Procedure (man-months)	

Calibration / Measurement (man-months)	
Packaging	
Label Design	
Nutrition Facts Evaluation	
Identification of Plastic	
Transport Packaging Test	
Migration Tests	
Film	
Finished Packages	
Oxygen Transmission/ Water Vapor Transmission Rate	
Environmental Technology Verification	
Test Plan Preparation	
Test Plan Implementation	
Cleaner Production	
Energy Audit	
Review of Project Proposal	
Special Projects (under CL, MOA, MOU, etc.)	
Short Term (3 months & below)	
Long Term (over 3 months)	

5. Technology Diffusion and Transfer

Output	Number
Speaker (research output and other relevant topics)	
Training	
1. Lecture / Demonstrations	
2. Training Organized / Coordinated	
3. Production of Training Modules	
Technical Service Organized/ Coordinated/ Rendered	
1. Use of facilities / Consultancy (man-months)	
2. BOP/Techno and IP Valuation	
3. Feasibility	
4. TLA / MOA	
5. Layout Design	
6. Technical Inquiry	
Social Marketing	
1. Exhibit	
2. Press Release	
3. Radio / TV Interview	
4. Technology Fora/Consultative Meeting with  Industry	

6. ISO (Process, Documentation, Internal Audit)

	Duration	Inclusive Dates
Process		
Documentation		
Internal Audit		

7. Other Performance Points

a. Awards and Honors Received (indicate title and rank)

Level	Group		Individual	
	Title & Rank	Year	Title & Rank	Year
International	1.		1.	
	2.		2.	
	3.		3.	
National	1.		1.	
	2.		2.	
	3.		3.	
Department	1.		1.	
	2.		2.	
	3.		3.	
Agency	1.		1.	
	2.		2.	
	3.		3.	
Division	1.		1.	
	2.		2.	
	3.		3.	

b. Commercialized Technology

Technology	Nature of Commercialization  (e.g., licensing, outright sale, or spin-off)	Name of Adopting Company	Year Commercialized

c. Intellectual Property (IP)

Patent	Name of Technology	Patentee(s)	Year Granted
Invention			
Utility Model			
Industrial Design			

d. Special Assignments

Assignment	Specifics	Duration (Inclusive Dates)
OIC	Position & Unit	
SDO	Amount per Disbursement	
Committees (Refer to List of Committees)		
1. Chair	Name of Committee(s)	
2. Member	Name of Committee(s)	
Others	Describe Details	

8. For Administrative Division, Finance Management Division, Planning and Management Information Services Division, and units/non-technical R&D personnel such as Science Aide, Science Research Assistant, and Technicians whose work volumes are primarily determined by outside sources like clients, superiors, etc., submit accomplishment reports, copy of IPCR, and other supporting documents.