

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	CATA CUTAN		
FIRST NAME	IRISH	NAME EXTENSION (JR., SR)	
MIDDLE NAME	NECIO		
3. DATE OF BIRTH (mm/dd/yyyy)	4/1/1998	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
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	N/A ZONE 5 House/Block/Lot No. Street N/A COGON Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province ZIP CODE 6521
7. HEIGHT (m)	1.65m	18. PERMANENT ADDRESS	N/A ZONE 5 House/Block/Lot No. Street N/A COGON Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province ZIP CODE 6521
8. WEIGHT (kg)	71kg		
9. BLOOD TYPE	O		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	121270291749		
12. PHILHEALTH NO.	N/A		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	723-427-551	20. MOBILE NO.	09187375442
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	irishcatacutan98@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
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	CATA CUTAN		N/A	N/A
FIRST NAME	BERNIE	N/A	N/A	N/A
MIDDLE NAME	TORRES		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	NECIO		N/A	N/A
FIRST NAME	ANGELINA		N/A	N/A
MIDDLE NAME	OMEGA		(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	BAYBAY I CENTRAL SCHOOL	PRIMARY EDUCATION	2004	2010	N/A	2010	N/A
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	2010	2014	N/A	2014	N/A
VOCATIONAL / TRADE COURSE	PALERMO HOTEL INSTITUTE OF TOURISM AND HOSPITALITY, INC.	FOOD AND BEVERAGE SERVICES	2019	2019	N/A	2019	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION MAJOR IN MAPEH	2014	2018	N/A	2018	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	Master of Education	2020	Present	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 18, 2023
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IV. CIVIL SERVICE ELIGIBILITY								
27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)			
					NUMBER	Date of Validity		
	LICENSURE EXAMINATION FOR TEACHERS	83.4	SEP. 30, 2018	TACLOBAN CITY	1706069	1/4/2022		
	N/A	N/A	N/A	N/A	N/A			
	N/A	N/A	N/A	N/A	N/A			
	N/A	N/A	N/A	N/A	N/A			
	N/A	N/A	N/A	N/A	N/A			
	N/A	N/A	N/A	N/A	N/A			
	N/A	N/A	N/A	N/A	N/A			
N/A								
V. WORK EXPERIENCE								
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.								
28.	INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY JOB PAY GRADE (if applicable)& STEP (Format "00-00") INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/N)
	From	To						
	8/1/2019	12/13/2019	PART-TIME INSTRUCTOR	INSTITUTE OF HUMAN KINETICS	N/A	N/A	SEMESTRAL	N/A
	1/20/2020	5/22/2020	PART-TIME INSTRUCTOR	INSTITUTE OF HUMAN KINETICS	N/A	N/A	SEMESTRAL	N/A
	08/13/2020	7/23/2021	PART-TIME INSTRUCTOR	INSTITUTE OF HUMAN KINETICS	N/A	N/A	SEMESTRAL	N/A
	7/23/2021	1/28/2022	PART-TIME INSTRUCTOR	INSTITUTE OF HUMAN KINETICS	N/A	N/A	SEMESTRAL	N/A
	2/14/2022	6/14/2022	PART-TIME INSTRUCTOR	INSTITUTE OF HUMAN KINETICS	N/A	N/A	SEMESTRAL	N/A
	2/13/2023	6/16/2023	PART-TIME INSTRUCTOR	INSTITUTE OF HUMAN KINETICS	N/A	N/A	SEMESTRAL	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
(Continue on separate sheet if necessary)								
SIGNATURE				DATE		July 18, 2023		

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			
	MAPEH CLUB	4/6/2015	7/6/2016	N/A	AUDITOR	
	MAPEH CLUB	7/6/2016	10/6/2017	N/A	SECRETARY	
	BAYBAY YOUTH LEADERS COUNCIL	7/6/2017	9/6/2018	N/A	P.I.O.	
	INSTITUTE OF HUMAN KINETICS	8/5/2019	05/22/2020	N/A	SECRETARY	
	SK FEDERATION- BAYBAY CITY CHAPTER	1/6/2018	PRESENT	N/A	SECRETARY	
	SANGGUNIAN KABATAAN NG BARANGAY COGON	1/6/2018	PRESENT	N/A	CHAIRPERSON- Sports and Youth Development	
	BARANGAY COGON COUNCIL	1/6/2018	PRESENT	N/A	VICE-CHAIRPERSON- Education	
(Continue on separate sheet if necessary)						
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			
	Youth Innovations Hub Capacity Building	4/14/2023	4/16/2023	24 HRS	TECHNICAL	YSN and UN SDSN YOUTH Philippines
	Website Development of Digital Resource Hub and Training Toolkit Production Workshop with Online Learning of Digital Skills for Standard Accounting and	3/30/2023	3/31/2023	16 HRS	TECHNICAL	UNIFY, Inc. and National Youth Commission
	Sangguniang Kabataan ONE VISAYAS Summit	10/24/2022	10/26/2022	24 HRS	TECHNICAL	National Youth Commission
	Water and Climate Youth Development Plan and Agenda and the Oriental Declaration	8/9/2022	8/13/2022	40 HRS	TECHNICAL	UN, YOUNGO and WMO
	Langoy sa Kaluwasan Extension Program	5/27/2022	5/28/2022	16 HRS	TECHNICAL	INSTITUTE OF HUMAN KINETICS
	Trainers Training Course in Swimming and Life-Saving	5/24/2021	5/28/2021	40 HRS	TECHNICAL	INSTITUTE OF HUMAN KINETICS
	Sangguniang Kabataan National Summit- Baguio City	4/7/2022	4/9/2022	24 HRS	TECHNICAL	National Youth Commission
	2022 National LIGA Constitution and By Laws	3/20/2022	3/22/2022	24 HRS	TECHNICAL	LIGA ng mga Barangay sa Pilipinas
	Online Training on the Handbook on the Financial Transactions of the Sangguniang Kabataan (HFTSK)	26.29 and 12/1-3	12/3/2021	30 HRS	TECHNICAL	Commission on Audit- Region VIII
	WORKSHOP ON CRAFTING THE SYLLABI FOR THE NEW BCAEd COURSES	10/8/2020	10/8/2020	8 HRS	TECHNICAL	VISAYAS STATE UNIVERSITY
	OUTCOMES-BASED TEACHING AND LEARNING SYLLABUS WORKSHOP	1/31/2020	1/31/2020	8 HRS	TECHNICAL	INSTITUTE OF HUMAN KINETICS
	WORKSHOP ON CRAFTING THE SYLLABI FOR THE NEW BCAEd COURSES	10/8/2020	10/8/2020	8 HRS	TECHNICAL	INSTITUTE OF HUMAN KINETICS
	International Youth Day and Linggo ng Kabataan	8/12/2019	8/12/2019	8 HRS	TECHNICAL	National Youth Commission
	Phase II of the Filipino Patriot Scholars Project: Inclusive Community Engagement Project on Disaster Risk Reduction and Management	7/25/2019	7/27/2019	24 HRS	TECHNICAL	Department of Science and Technology- Region VIII
	Sports Clinic in Athletic Officiating	12/1/2017	12/2/2017	16 HRS	TECHNICAL	INSTITUTE OF HUMAN KINETICS
	Orientation Seminar for Student Teaching	8/14/2017	8/18/2017	40 HRS	SUPERVISORY	VISAYAS STATE UNIVERSITY
	Tri-Provincial Youth Summit	6/6/2017	6/9/2017	32 HRS	TECHNICAL	National Youth Commission
	Strengthening HIV/AIDS Knowledge and Awareness	4/25/2017	4/25/2017	8 HRS	TECHNICAL	VISAYAS STATE UNIVERSITY
	Sports Clinic in Athletic Officiating	9/9/2016	9/9/2016	8 HRS	TECHNICAL	INSTITUTE OF HUMAN KINETICS
	Sports Clinic in Finswimming	5/10/2016	5/12/2016	24 HRS	TECHNICAL	INSTITUTE OF HUMAN KINETICS AND PHILIPPINE FINSWIMMING FEDERATION, INC.
	First Echo Foldance workshop	7/3/2015	7/5/2015	24 HRS	TECHNICAL	INSTITUTE OF HUMAN KINETICS & PHILIPPINE FOLK DANCE SOCIETY-
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS AND HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)		MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)		
	SWIMMING MEN ASST. COACH	PiñA DOLL 2023- TOP 21		SK FEDERATION- BAYBAY CITY CHAPTER		
	DESIGNING	SAYAW HATAW GRAND CHAMPION 2023		SANGGUNIAN KABATAAN NG BARANGAY COGON		
	LETTERING	PiñA DOLL 2022- 3rd PLACE		BARANGAY COGON COUNCIL		
	DANCING	OUTSTANDING SANGGUNIAN KABATAAN AWARDS AND RECOGNITION 2021		N/A		
	COMPUTER LITERATE	MUGNA SA MAPEH 2017 BEST CHOREOGRAPHER		N/A		
	PAINTING	1ST VSU CULTURE AND THE ARTS FESTIVAL- CONTEMPORARY DANCE- 1ST PLACE		N/A		
	SKETCHING	COLLEGE OF EDUCATION POSTER-MAKING CONTEST 2016- 1ST PLACE		N/A		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	July 18, 2023	

<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>														
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>														
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>														
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>														
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>PROF. MARY JEAN SAPAN</td> <td>VSU, BAYBAY, CITY LEYTE</td> <td>9423679323</td> </tr> <tr> <td>HON. MARK MICHAEL UNLU-CAY</td> <td>BAYBAY CITY, LEYTE</td> <td>9355146106</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	PROF. MARY JEAN SAPAN	VSU, BAYBAY, CITY LEYTE	9423679323	HON. MARK MICHAEL UNLU-CAY	BAYBAY CITY, LEYTE	9355146106					
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HON. MARK MICHAEL UNLU-CAY	BAYBAY CITY, LEYTE	9355146106													
<p>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.</p>															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>PRC</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>1706069</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>TACLOBAN CITY, JANUARY 2019</td> </tr> </table>	Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)		PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	PRC	ID/License/Passport No.:	1706069	Date/Place of Issuance:	TACLOBAN CITY, JANUARY 2019	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; height: 100px;">  </td> </tr> <tr> <td style="text-align: center;">Signature (Sign inside the box)</td> </tr> <tr> <td style="text-align: center;">July 18, 2023</td> </tr> <tr> <td style="text-align: center;">Date Accomplished</td> </tr> </table>		Signature (Sign inside the box)	July 18, 2023	Date Accomplished
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Signature (Sign inside the box)															
July 18, 2023															
Date Accomplished															
<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 200px; height: 60px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p>															

