

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	Tigol		
FIRST NAME	Mary Jane	NAME EXTENSION (JR., SR)	
MIDDLE NAME	De Jesus		
3. DATE OF BIRTH (mm/dd/yyyy)	11/05/1998	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:
4. PLACE OF BIRTH	Baybay City,Leyte	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	N/A Centro House/Block/Lot No. Street N/A Palhi Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.49	ZIP CODE	6521
8. WEIGHT (kg)	56		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	N/A Centro House/Block/Lot No. Street N/A Palhi Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	13-202844749-7	19. TELEPHONE NO.	N/A
13. SSS NO.	06-4487814-8	20. MOBILE NO.	0951-022-9199
14. TIN NO.	633-087-818-00000	21. E-MAIL ADDRESS (if any)	mjanetigol@gmail.com
15. AGENCY EMPLOYEE NO.	N/A		

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			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Tigol			
FIRST NAME	Joselito	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Varron			
25. MOTHER'S MAIDEN NAME				
SURNAME	De Jesus			
FIRST NAME	Joselfina			
MIDDLE NAME	Genita		(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	Palhi Elementary School	Primary Education	2006	2011	N/A	2011	N/A
SECONDARY	Baybay City Senior High School	High School	2012	2018	N/A	2018	With Honor
VOCATIONAL / TRADE COURSE	TESDA	Food and Bevarages NC II	2018	2018	N/A	2018	N/A
COLLEGE	Visayas State University	Bachelor of Secondary in Education Major in Filipino	2019	2022	N/A	2022	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A



(Continue on separate sheet if necessary)

SIGNATURE		DATE	february 14, 2024
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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 of Examination for Teachers (LET)		78.6	March 19, 2023	Tacloban City	2063102	11/05/2026	
(Continue on separate sheet if necessary)							
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 "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
03/07/2022	07/06/2022	Practice Teaching	Bitanhuan National High School	N/A	N/A	OJT	N
08/14/23	Present	Data Enumerator	Philippine Statistics Authority	14700.00	03-1	Contract of service	Y
(Continue on separate sheet if necessary)							
SIGNATURE				DATE	february 14, 2024		

CS FORM 2-2 (Revised 2017), Page 2 of 4

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			
N/A		N/A	N/A	N/A		
(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			
	LAC- Language Editing and Script Enhancing	05/23/2022	05/27/2022	4 hours	Technical	Bitanhuan National High School
	LAC- Video Crafting and Enhancing	05/24/2022	05/24/2022	4 hours	Technical	Bitanhuan National High School
	Acing the LET @ the lens of PAFTI and LET achievers	03/26/2022	03/26/2022	8 hours	Technical	Philippine Association for Teachers and Educators
	Webinar on Analyzing Data and Writing the Results and Discussion, Conclusion and Recommendation	05/10/2022	05/10/2022	8 hours	Technical	Visayas State University
	PPST - based Dynamic Teaching for Skills Explorations	02/06/2024	02/06/2024	3 hours	Technical	CARL INSTITUTE
	2022 Census of Agriculture and Fisheries Training	08/14/23	08/20/23	56 hours	Technical	Philippine Statistics Authority
(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)	
	Computer Literate		N/A		N/A	
	Time-managing					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	february 14, 2024	
CS FORM 202 (Revised 2017), Page 3 of 4						

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)?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>Janica T. Baer</td><td>Baybay City, Leyte</td><td>9664034713</td></tr><tr><td>Evangeline T. Cepriano</td><td>Baybay City, Leyte</td><td>9758832338</td></tr><tr><td>John Mike G. Enojo</td><td>Baybay City, Leyte</td><td>967746951</td></tr></table>		NAME	ADDRESS	TEL. NO.	Janica T. Baer	Baybay City, Leyte	9664034713	Evangeline T. Cepriano	Baybay City, Leyte	9758832338	John Mike G. Enojo	Baybay City, Leyte	967746951
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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.													
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number Government Issued ID: PRC ID/License/Passport No. 2063102 Date/Place of Issuance: July 4, 2023/ Ormoc City</div>	<div><div></div><div>Signature (Sign inside the box) February 14, 2024 Date Accomplished</div></div> <div></div>												
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.													
<div></div> <div>Person Administering Oath</div>													

CS FORM 2-2 (Revised 2017), Page 4 of 4