

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  FIRST NAME  MIDDLE NAME	IGOT		
	TIRSO		NAME EXTENSION (JR., SR)  JR
	ENDRINA		
3. DATE OF BIRTH (mm/dd/yyyy)	12/27/1979	16. CITIZENSHIP  If holder of dual citizenship, please indicate the details.	<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		
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
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        ZIP CODE	House/Block/Lot No. Street  PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province	
		6521	
7. HEIGHT (m)	5" ft.	18. PERMANENT ADDRESS        ZIP CODE	House/Block/Lot No. Street  PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
8. WEIGHT (kg)	65 kgs.		6521
9. BLOOD TYPE	"O"		
10. GSIS ID NO.	02004796896		
11. PAG-IBIG ID NO.	916194967850		
12. PHILHEALTH NO.	1302-5276-3210		
13. SSS NO.	N/A	19. TELEPHONE NO.	
14. TIN NO.	104-819-391	20. MOBILE NO.	
15. AGENCY EMPLOYEE NO.	V-00892	21. E-MAIL ADDRESS (if any)	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME  FIRST NAME  MIDDLE NAME	IGOT		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)		
	JUDITH	NAME EXTENSION (JR., SR)			JAMES IVAN F. IGOT	8/12/2010
	FLORESCA				JOHN ANGELO F. IGOT	09 / 19/ 2011
OCCUPATION	HOUSEWIFE		JUN MARK F. IGOT	09 / 16 / 2012		
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY		JOSEPHINE MARIE F. IGOT	9/5/2013		
BUSINESS ADDRESS	BRGY. PANGASUGAN, VSU, BAYBAY CITY, LEYTE		JANNA MARIA F. IGOT	11/10/2015		
TELEPHONE NO.	N/A					
24. FATHER'S SURNAME  FIRST NAME  MIDDLE NAME	IGOT					
	TIRSO	SR				
	POSAS					
25. MOTHER'S MAIDEN NAME  SURNAME  FIRST NAME  MIDDLE NAME						
	ENDRINA					
	MARIA					
	MARANGUIT		(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	PANGASUGAN ELEMENTARY SCHOOL	PRIMARY LEVEL			GRADUATED	1994	N/A
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	SECONDARY LEVEL			GRADUATED		
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	N/A			N/A	N/A	N/A
GRADUATE STUDIES	N/A	N/A			N/A	N/A	N/A

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	2/23/22

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
	N/A	N/A	N/A	N/A	N/A	N/A
(Continue on separate sheet if necessary)						

*(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.*

[illegible]

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	2/23/22

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		
Pre-Deployment Training/Active Duty Training SY2018-2019	May-29	June 4, 2018	48	Sgt . LE-R13-000030 PA (Res)
Advance and Basic ROTC Training of Visayas State Univ. ROTC Unit	2015	7/8/1905		Tactical NCO/Instructor
Support Rendered to the National Service Training Program (NSTP)	7/8/1905	7/9/1905		Reserve Officer Training Corps (ROTC) Component, 804th Community Defense Center

(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			
Gender Sensitivity Training	11/27/2021	11/27/2021			Headquarters 804th Community Defense
Re-Orientation of Employees Dutues and Responsibilities and Good Customer Service	09/23/2021	09/23/2021	4		Atty. Rysan Guinocor/ Visayas State University
Orientation on Basic Customer Service and Work Values	09-06-2017		8		Quality Assurance Center
RFID Library Systems Start-Up Training	05-03-2018		8		Electronic Information Solutions, Inc. and VSU Library
Working Towards Personal Effectiveness	11/20/2018	11/23/2018	32		Harbor Lights Hotel Cagayan de Oro City



(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)
BASKETBALL		ADPA

(Continue on separate sheet if necessary)

SIGNATURE		DATE	2/23/22
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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)?	<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 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><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>BRGY. KAPITAN DEXTER MAGAN</td><td>BRGY. PANGASUGAN</td><td></td></tr><tr><td>ANDRELI D. PARDALES</td><td>BRGY. GUADALUPE, BAYBAY CITY</td><td>563-7512</td></tr><tr><td></td><td></td><td></td></tr></table>		NAME	ADDRESS	TEL. NO.	BRGY. KAPITAN DEXTER MAGAN	BRGY. PANGASUGAN		ANDRELI D. PARDALES	BRGY. GUADALUPE, BAYBAY CITY	563-7512			
NAME	ADDRESS	TEL. NO.											
BRGY. KAPITAN DEXTER MAGAN	BRGY. PANGASUGAN												
ANDRELI D. PARDALES	BRGY. GUADALUPE, BAYBAY CITY	563-7512											
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 and Date of Issuance</div> <div>Government Issued ID: V00892</div> <div>ID/License/Passport No.:</div> <div>Date/Place of Issuance:</div>	<div><div></div><div>Signature (Sign inside the box)</div><div></div><div>Date Accomplished</div></div> <div><div></div><div>Right Thumbmark</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>													