

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	GACUTAN		
FIRST NAME	MANUEL	NAME EXTENSION (JR., SR) Jr.	
MIDDLE NAME	DATIG		
3. DATE OF BIRTH (mm/dd/yyyy)	06/17/1986	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	MAHAPLAG, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	☒ Male ☐ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	G2 VISCA House/Block/Lot No. Street DUPLEX Subdivision/Village Barangay City/Municipality Province
7. HEIGHT (m)	1.50	ZIP CODE	18. PERMANENT ADDRESS
8. WEIGHT (kg)	80.00		
9. BLOOD TYPE	O+		
10. GSIS ID NO.	02003494846		
11. PAG-IBIG ID NO.	170000324506		
12. PHILHEALTH NO.	120506346881	ZIP CODE	19. TELEPHONE NO.
13. SSS NO.	0723488543		
14. TIN NO.	944690003	20. MOBILE NO.	970-292-6437
15. AGENCY EMPLOYEE NO.	V00223	21. E-MAIL ADDRESS (if any)	manuel.gacutan@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	GACUTAN		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	LYNDEL	NAME EXTENSION (JR., SR)	IOANNIS EMMANUEL GOYO GACUTAN	11/19/2017
MIDDLE NAME	GOYO			
OCCUPATION	AGRICULTURIST			
EMPLOYER/BUSINESS NAME	PHILIPPINE COCONUT AUTHORITY			
BUSINESS ADDRESS	PALO, LEYTE			
TELEPHONE NO.				
24. FATHER'S SURNAME	GACUTAN			
FIRST NAME	MANUEL	NAME EXTENSION (JR., SR)		
MIDDLE NAME	JOSE			
25. MOTHER'S MAIDEN NAME	NILDA RABUYA DATIG			
SURNAME	GACUTAN			
FIRST NAME	NILDA			
MIDDLE NAME	DATIG		(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	VISCA FOUNDATION ELEMENTARY SCHOOL	Elementary	1992	1998		1998	
SECONDARY	LEYTE STATE UNIVERSITY LABORATORY HIGH SCHOOL	High School	1998	2003		2003	
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/14/2022
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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
	Agriculturist	81.83	09/02/2008	TACLOBAN CITY	0008464	06/17/2024

(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)
From	To						
01/01/2022	PRESENT	Associate Professor I	Visayas State University	49,835.00	19-1	Permanent	Y
01/01/2021		Associate Professor I	Visayas State University	48,313.00	19-1	Permanent	Y
01/01/2020		Associate Professor I	Visayas State University	46,791.00	19-1	Permanent	Y
07/01/2019	12/31/2019	Associate Professor I	Visayas State University	45,269.00	19-1	Permanent	Y
01/01/2019	06/30/2019	Assistant Professor III	Visayas State University	36,942.00	17-1	Permanent	Y
01/01/2018	12/31/2018	Assistant Professor III	Visayas State University	34,781.00	17-1	Permanent	Y
03/01/2017	12/31/2017	Assistant Professor III	Visayas State University	32,747.00	17-1	Permanent	Y
01/01/2017	02/28/2017	Assistant Professor II	Visayas State University	30,044.00	16-1	Permanent	Y
01/01/2017		Instructor III	Visayas State University	25,290.00	14-1	Permanent	Y
08/01/2016	12/31/2016	Instructor III	Visayas State University	24,141.00	14-1	Permanent	Y
01/01/2016	07/31/2016	Instructor III	Visayas State University	24,141.00	14-1	Temporary	Y
11/01/2015	12/31/2015	Instructor III	Visayas State University	23,044.00	-	Temporary	Y
01/01/2015	10/31/2015	Instructor III	Visayas State University	23,044.00	-	Temporary	Y
06/01/2012	12/31/2014	Instructor I	Visayas State University	19,940.00	-	Temporary	Y
06/01/2011	05/31/2012	Instructor I	Visayas State University	18,333.00	-	Temporary	Y
10/29/2010	05/31/2011	Instructor I	Visayas State University	16,726.00	-	Temporary	Y
06/24/2010	10/28/2010	Instructor I	Visayas State University	16,726.00	-	Contractual	Y
07/01/2009	06/23/2010	Instructor I	Visayas State University	15,119.00	-	Contractual	Y
07/01/2008	06/30/2009	Instructor I	Visayas State University	13,512.00	-	Contractual	Y
06/18/2008	06/30/2008	Instructor I	Visayas State University	12,284.00	-	Contractual	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/14/2022
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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			
	Philippine Society of Animal Science University of the Philippines Los Banos	10/01/2021	PRESENT	1	Governing Council Member	
	VISCA EDUCATIONAL FOUNDATION INCORPORATED (VEFI) VISCA, BAYBAY CITY, LEYTE	09/01/2021		1	SECRETARY OF THE BOARD OF DIRECTORS	
(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			
	SUPERVISORY DEVELOPMENT COURSE TRACK 1	09/20/2022	09/23/2022	32	Supervisory	Personnel Officers Association of the Philippines, Inc. (POAP)
	TRAINING OF TRAINERS ON FREE RANGE CHICKEN PRODUCTION AND MANAGEMENT	09/05/2022	09/06/2022	8	Technical	Agricultural Training Institute (ATI) - RTC 8
	REGIONAL TRAINING-WORKSHOP ON HALAL SLAUGHTERING AND CERTIFICATION	08/23/2022	08/25/2022	24	Technical	SEARCHA
	TRAINING OF TRAINERS ON MEAT AND DAIRY GOAT PRODUCTION AND MANAGEMENT	08/19/2022	08/19/2022	8	Technical	Agricultural Training Institute (ATI) - RTC 8
	ONLINE TRAINING ON SCIENTIFIC WRITING AND PRESENTATION FOR HIGHER EDUCATION INSTITUTION IN THE PHILIPPINES (SciWriting4HEIs)	04/19/2022	05/17/2022	32	Research	SEARCHA
	2021 VIRTUAL ISSAAS NATIONAL SCIENTIFIC CONGRESS	12/16/2021	12/17/2021	16	Research	INTERNATIONAL SOCIETY FOR SOUTHEAST ASIAN AGRICULTURAL SCIENCES (ISSAAS)
	1ST GLOBAL TRAINING ON AGRICULTURAL INNOVATIONS AND RESEARCH CONGRESS 2021	11/23/2021	11/23/2021	8	Research	NUEVA ECIJA UNIVERSITY OF SCIENCE AND TECHNOLOGY
	58TH PHILIPPINE SOCIETY OF ANIMAL SCIENCE SCIENTIFIC SEMINAR AND ANNUAL CONVENTION	10/20/2021	10/21/2021	16	Technical	PHILIPPINE SOCIETY OF ANIMAL SCIENCE
	2021 R4D IN HOUSE REVIEW OF COMPLETED RESEARCHES AND RESEARCH SYMPOSIUM	09/28/2021	09/30/2021	24	Research	PHILIPPINE CARABAO CENTER NATIONAL HEAD QUARTERS AND GENE POOL
	2021 SERVICE EXCELLENCE SUMMIT FOR LEADERS (SES): CREDIT OF TWELVE (12) LEADERSHIP AND MANAGEMENT TRAINING HOURS	09/09/2021	09/10/2021	12	Supervisory	Civil Service Commission - Region 8
	1ST VIRTUAL REGIONAL RESEARCH AND DEVELOPMENT STUDENT CONGRESS	08/25/2021	08/25/2021	8	Research	SOUTHERN TAGALOG AGRICULTURE, AQUATIC, AND RESOURCES RESEARCH, DEVELOPMENT, AND EXTENSION CONSORTIUM
	TRANSFORMATIONAL LEADERSHIP IN A CHANGING ENVIRONMENT	08/25/2021	08/27/2021	24	Supervisory	Personnel Officers Association of the Philippines, Inc. (POAP)
	1ST INTERNATIONAL CONFERENCE ON AGRICULTURAL REVOLUTION AND SUSTAINABILITY 2021 (ICARS 2021)	07/23/2021	07/23/2021	8	Research	CENTRAL BICOL STATE UNIVERSITY OF AGRICULTURE
	LABORATORY ANIMAL TRAINING FOR BIOMEDICAL RESEARCH: VIRTUAL LECTURES FOR TUKLAS LUNAS DEVELOPMENT CENTERS	04/12/2021	05/03/2021	32	Research	UP NATIONAL SCIENCES RESEARCH INSTITUTE AND PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT
	LIVESTOCK BIOTECHNOLOGY CENTER - VIRTUAL RESEARCH PROPOSAL WRITING WORKSHOP	02/23/2021	02/26/2021	24	Research	DEPARTMENT OF AGRICULTURE - LIVESTOCK BIOTECHNOLOGY CENTER
	5TH INTERNATIONAL LIVESTOCK BIOTECHNOLOGY SYMPOSIUM	10/27/2020	10/28/2020	16	Technical	DEPARTMENT OF AGRICULTURE - LIVESTOCK BIOTECHNOLOGY CENTER
	PHILSAN VIRTUAL ANIMAL NUTRITION CONFERENCE 2020	10/21/2020	10/21/2020	8	Technical	PHILIPPINE SOCIETY OF ANIMAL NUTRITIONIST
PLEASE SEE ATTACHMENT A						
(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)		
	N/A	OUTSTANDING OVERALL RATING IN THE TEACHING PERFORMANCE EVALUATION BY STUDENTS (TPES) FOR AY 2020-2021		INTERNATIONAL SOCIETY FOR SOUTHEAST ASIAN AGRICULTURAL SCIENCES		
		OUTSTANDING OVERALL RATING IN THE TEACHING PERFORMANCE EVALUATION BY STUDENTS (TPES) FOR AY 2021-2022		PHILIPPINE SOCIETY OF ANIMAL SCIENCE		
		BEST PRESENTER AWARD FOR PAPER PRESENTED		INTERNATIONAL HONOR SOCIETY OF PHI KAPPA PHI CHAPTER 045		
		Best RDE Poster		DOST-PCAARRD GRADUATE ALUMNI ASSOCIATION, INC.		
		OUTSTANDING RDE PROJECT IN EXTENSION PROJECT CATEGORY				
		Best Paper Award				
		MAGNA CUM LAUDE				
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	10/14/2022	

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)?		☐ YES☒ NO ☐ YES☒ 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?		☐ YES☒ NO If YES, give details: _____ ☐ YES☒ 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?		☐ YES☒ 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?		☒ YES☐ NO If YES, give details: Resignation _____												
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?		☐ YES☒ NO If YES, give details: _____ ☐ YES☒ NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?		☐ YES☒ 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?		☐ YES☒ NO If YES, please specify: _____ ☐ YES☒ NO If YES, please specify ID No _____ ☐ YES☒ NO If YES, please specify ID No _____												
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>AMADO A. ANGELES</td><td>UNIVERSITY OF THE PHILIPPINES LOS BANOS</td><td></td></tr><tr><td>VICTOR B. ASIO</td><td>VISAYAS STATE UNIVERSITY</td><td></td></tr><tr><td>ARNEL N. DEL BARRIO</td><td>UNIVERSITY OF THE PHILIPPINES LOS BANOS</td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	AMADO A. ANGELES	UNIVERSITY OF THE PHILIPPINES LOS BANOS		VICTOR B. ASIO	VISAYAS STATE UNIVERSITY		ARNEL N. DEL BARRIO	UNIVERSITY OF THE PHILIPPINES LOS BANOS	
NAME	ADDRESS	TEL. NO.												
AMADO A. ANGELES	UNIVERSITY OF THE PHILIPPINES LOS BANOS													
VICTOR B. ASIO	VISAYAS STATE UNIVERSITY													
ARNEL N. DEL BARRIO	UNIVERSITY OF THE PHILIPPINES LOS BANOS													
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.		ID picture taken within the last 6 months 3.5 cm x 4.5 cm (passport size) With full and handwritten name tag and signature over printed name Computer generated or photocopied picture is not acceptable PHOTO Right Thumbmark												
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A	Signature (Sign inside the box) 10/14/2022 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														