

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	Igot			
FIRST NAME	Tirso	NAME EXTENSION (JR., SR) Jr.		
MIDDLE NAME	Endrina			
3. DATE OF BIRTH (mm/dd/yyyy)	12/27/1979	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	Pangasugan, Baybay, Leyte	If holder of dual citizenship, please indicate the details.	Philippines	
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	N/A Purok - 4 House/Block/Lot No. Street N/A Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province	
7. HEIGHT (m)	1.00	ZIP CODE	6521	
8. WEIGHT (kg)	65.00			
9. BLOOD TYPE	O		18. PERMANENT ADDRESS	House/Block/Lot No. Street
10. GSIS ID NO.	N/A		Subdivision/Village Barangay	City/Municipality Province
11. PAG-IBIG ID NO.	N/A		ZIP CODE	
12. PHILHEALTH NO.	N/A			
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A	
14. TIN NO.	N/A	20. MOBILE NO.	9353021065	
15. AGENCY EMPLOYEE NO.	V00892	21. E-MAIL ADDRESS (if any)	tirso.igotjr@vsu.edu.ph	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	IGOT		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JUDITH	NAME EXTENSION (JR., SR)	JAMES IVAN F. IGOT	08/19/2010
MIDDLE NAME	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	09/05/2013
BUSINESS ADDRESS	BRGY. PANGASUGAN, VSU, BAYBAY CITY, LEYTE		JANNA MARIA F. IGOT	11/10/2015
TELEPHONE NO.				
24. FATHER'S SURNAME	IGOT			
FIRST NAME	TIRSO	NAME EXTENSION (JR., SR) Sr.		
MIDDLE NAME	POSAS			
25. MOTHER'S MAIDEN NAME	FLORESCA			
SURNAME	ENDRINA			
FIRST NAME	MARIA			
MIDDLE NAME	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	Elementary	1986	1998	Graduated	1998	N/A
SECONDARY	Baybay National High School	High School	1993	1998	Graduated	1998	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	Bachelor in Animal Science	1988	2001	Not graduated	2001	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/13/2023
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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			
	SEARCH AND RETRIEVAL, AND RELIEF OPERATIONS AFTER THE TYPHOON AGATHON VSU, BAYBAY CITY	05/14/2022	05/14/2022	8	JOY A. BELLEN	
	PRE - DEVELOPMENT TRAINING/ACTIVE DUTY TRAINING SY2018 - 2019 VSU, BAYBAY CITY	06/04/2018	05/01/2019	23	SGT. LE-R13-000030 PA (RES)	
	SUPPORT RENDERED TO THE NATIONAL SERVICE TRAINING PROGRAM (NSTP) VSU, BAYBAY CITY	06/01/2015	10/01/2015	49	ROTC COMPONENT, 804TH COMMUNITY DEFENSE CENTER	
	ADVANCE AND BASIC ROTC TRAINING OF VISAYAS STATE UNIV. ROTC UNIT VSU, BAYBAY CITY	07/08/1995	03/06/2023	56	TACTICAL NCO/INSTRUCTOR	
(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			
	Disaster Risk Reduction and Management (DRRM) Training for LGU - Baybay City, Leyte	06/04/2022	06/04/2022	8	Technical	ENGR. LORENZO A. MORON
	GENDER SENSITIVITY TRAINING	11/13/2021	11/27/2021	24	Technical	LTC (INF) PA REY A. AUGUIS
	RE - ORIENTATION OF EMPLOYEES DUTIES AND RESPONSIBILITIES AND GOOD CUSTOMER SERVICE	09/23/2021	09/23/2021	4	Technical	ATTY. RYSAN GUINOCOR
	WORKING TOWARDS PERSONAL EFFECTIVENESS	11/20/2018	11/23/2018	32	Instruction	HARBOR LIGHTS HOTEL CAGAYAN DE ORO CITY
	RFID LIBRARY SYSTEMS START-UP TRAINING	05/03/2018	05/03/2018	8	Technical	Electronic Information Solutions, Inc. and VSU Library
	ORIENTATION ON BASIC CUSTOMER SERVICE AND WORK VALUES	09/06/2017	09/06/2017	8	Technical	QUALITY ASSURANCE CENTER
(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	N/A		N/A		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	03/13/2023	

<div>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>			<div><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></div>														
<div>35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?</div>			<div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details: _____</div></div>														
			<div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div></div>														
<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>			<div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details: _____</div></div>														
<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>			<div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details: _____</div></div>														
<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>			<div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details: _____</div></div>														
			<div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details: _____</div></div>														
<div>39. Have you acquired the status of an immigrant or permanent resident of another country?</div>			<div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, give details (country): _____</div></div>														
<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>			<div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, please specify: _____</div></div>														
			<div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, please specify ID No _____</div></div>														
			<div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, please specify ID No _____</div></div>														
			<div><div><input type="checkbox"/>YES<input checked="" type="checkbox"/>NO</div><div>If YES, please specify ID No _____</div></div>														
<div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>DEXTER MAGAN</td><td>BRGY. PANGASUGAN</td><td>9362152119</td></tr><tr><td>NITOIY MODINA</td><td>BRGY. PANGASUGAN</td><td>9351621712</td></tr><tr><td>ANDRELI D. PARDALES</td><td>BRGY. GUADALUPE, BAYBAY CITY</td><td>563 - 7512</td></tr></table>						NAME	ADDRESS	TEL. NO.	DEXTER MAGAN	BRGY. PANGASUGAN	9362152119	NITOIY MODINA	BRGY. PANGASUGAN	9351621712	ANDRELI D. PARDALES	BRGY. GUADALUPE, BAYBAY CITY	563 - 7512
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<div>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>			<div><div><div>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</div><div>PHOTO</div></div><div><div></div><div>Right Thumbmark</div></div></div>														
<div><div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i> Government Issued ID: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A</div><div><div>Signature (Sign inside the box) 03/13/2023 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></div><div>Person Administering Oath</div></div>																	