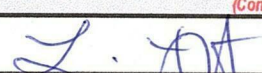


PERSONAL DATA SHEET

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.**

| | | | | | | | | | | | | | |
|---|--|---|--|--|--|--|--|--|--|-------------------|--|--|--|
| I. PERSONAL INFORMATION | | | | | | | | | | | | | |
| 2. SURNAME | | IGOT | | | | | | | | | | | |
| FIRST NAME | | LEODEL | | | | | | NAME EXTENSION (JR., SR) | | | | | |
| MIDDLE NAME | | SORIA | | | | | | | | | | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | | 8/15/1981 | | 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 | | Baybay, Leyte | | If holder of dual citizenship, please indicate the details. | | | | | | | | | |
| 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 | | | | | | | | | |
| 7. HEIGHT (m) | | 1.524 m | | ZIP CODE 6521 | | House/Block/Lot No. Street | | | | | | | |
| 8. WEIGHT (kg) | | 60 kg | | | | Brgy Marcos | | | | | | | |
| 9. BLOOD TYPE | | O | | | | Subdivision/Village Barangay | | | | | | | |
| 10. GSIS ID NO. | | | | | | Baybay Leyte | | | | | | | |
| 11. PAG-IBIG ID NO. | | | | | | City/Municipality Province | | | | | | | |
| 12. PHILHEALTH NO. | | 13-000103267-5 | | 18. PERMANENT ADDRESS | | | | | | | | | |
| 13. SSS NO. | | NA | | ZIP CODE 6521 | | House/Block/Lot No. Street | | | | | | | |
| 14. TIN NO. | | 933-242-063 | | | | Brgy Marcos | | | | | | | |
| 15. AGENCY EMPLOYEE NO. | | V0151 | | | | Subdivision/Village Barangay | | | | | | | |
| 19. TELEPHONE NO. | | | | | | Baybay Leyte | | | | | | | |
| 20. MOBILE NO. | | 09350614852 | | | | City/Municipality Province | | | | | | | |
| 21. E-MAIL ADDRESS (if any) | | | | | | leodeligot476@gmail.com | | | | | | | |
| 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 | | MARIA CHRISTY | | NAME EXTENSION (JR., SR) | | RON JAMES B. IGOT | | 6/18/2005 | | | | | |
| MIDDLE NAME | | BAGARINAO | | | | KEVIN JOSH B. IGOT | | 2/3/2012 | | | | | |
| OCCUPATION | | OFW | | | | | | | | | | | |
| EMPLOYER/BUSINESS NAME | | NA | | | | | | | | | | | |
| BUSINESS ADDRESS | | HONGKONG | | | | | | | | | | | |
| TELEPHONE NO. | | NA | | | | | | | | | | | |
| 24. FATHER'S SURNAME | | IGOT | | | | | | | | | | | |
| FIRST NAME | | LEOPOLDO | | JR | | | | | | | | | |
| MIDDLE NAME | | POSAS | | | | | | | | | | | |
| 25. MOTHER'S MAIDEN NAME | | BORELA | | | | | | | | | | | |
| SURNAME | | IGOT | | | | | | | | | | | |
| FIRST NAME | | DELIA | | | | | | | | | | | |
| MIDDLE NAME | | BORELA | | | | | | | | | | | |
| (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 | | SAN AGUSTIN ELEMENTARY SCHOOL, BAYBAY CITY | | PRIMARY EDUCATION | | 6/1/1988 3/1/1994 | | NA | | 1994 | | NA | |
| SECONDARY | | BAYBAY NATIONAL HIGH SCHOOL, BAYBAY CITY | | SECONDARY EDUCATION | | 6/1/1994 3/1/1998 | | NA | | 1998 | | NA | |
| VOCATIONAL / TRADE COURSE | | NA | | NA | | NA NA | | NA | | NA | | NA | |
| COLLEGE | | NA | | NA | | NA NA | | NA | | NA | | NA | |
| GRADUATE STUDIES | | | | | | | | | | | | | |
| (Continue on separate sheet if necessary) | | | | | | | | | | | | | |
| SIGNATURE | |  | | | | DATE | | 12-11-24 | | | | | |

[illegible]

V. WORK EXPERIENCE

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

[illegible]

| | | | |
|-----------|---|------|----------|
| SIGNATURE |  | DATE | 12-11-24 |
|-----------|---|------|----------|

L. M.

12-11-24

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION'S

[illegible]

(Continue on separate sheet if necessary)

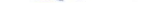
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

(Continue on separate sheet if necessary)

[illegible]

(Continue on separate sheet if necessary)

| | | | |
|-----------|---|------|----------|
| SIGNATURE |  | DATE | 12-11-24 |
|-----------|---|------|----------|

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:

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)

| NAME | ADDRESS | TEL NO. |
|----------------------------|--------------------|------------|
| JAN ANA B. MASENDO | GUADALUPE, BAYBAY | 9171080150 |
| MERRY CHRIST'L S. GUINOCOR | VSU, VISCA, BAYBAY | 9566530545 |
| DR. ELWIN JAY V. YU | VSU, VISCA, BAYBAY | 9357882192 |

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.

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: H03-07002376

ID/License/Passport No.: Drivers License

Date/Place of Issuance: Baybay City

Signature (Sign inside the box)

10-16-2020

Date Accomplished

LEODEL S. IGOT

SUBSCRIBED AND SWORN to before me this

JAN 03 2025

, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR

VSU Chief Legal Officer

Person Administering Oath

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WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

Sample:

- Duration: March 1, 2023-present
- Position: Utility/laborer
- Name of Office/Unit: National Coconut Research Center-Visayas
- Immediate Supervisor: Dr. Marisel Leorna
- Name of Agency/Organization and Location:

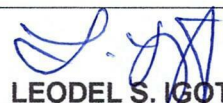
- List of Accomplishments and Contributions (if any)

- Duration: March 1, 2023 to present
- Position: Admin. Aide I
- Name of Office/Unit: Engineering Section, National Coconut Research Visayas, VSU
- Immediate Supervisor: Mencius B. Iesidan
- Name of Agency/Organization and Location:

- **NCRC-V, VSU, Baybay City, Leyte**

- Summary of Actual Duties

- **Operates chainsaw in cutting trees for lumber**
- **Fabricate machine**
- **Operates grasscutter in maintaining the assigned area.**
- **Does what supervisor has assigned.**



LEODEL S. IGOT

(Signature over Printed Name
of Employee/Applicant)

Date: _____