

CS Form No. 212
Revised 2017

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 () ☐ 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	CATACUTAN		
FIRST NAME	IRISH	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	NECIO		
3. DATE OF BIRTH (mm/dd/yyyy)	4/1/1998	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 CITY, 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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		
7. HEIGHT (m)	1.65m	17. RESIDENTIAL ADDRESS	N/A ZONE 5 House/Block/Lot No. Street N/A COGON Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	71kg	ZIP CODE	
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	N/A ZONE 5 House/Block/Lot No. Street N/A COGON Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521
10. GSIS ID NO.	2006454993 N/A	ZIP CODE	
11. PAG-IBIG ID NO.	121270291749	19. TELEPHONE NO.	N/A
12. PHILHEALTH NO.	026826873 N/A	20. MOBILE NO.	09187375442
13. SSS NO.	N/A	21. E-MAIL ADDRESS (if any)	irishcatacutan98@gmail.com
14. TIN NO.	723-427-551		
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		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	CATACUTAN		N/A	N/A
FIRST NAME	BERNIE	N/A	N/A	N/A
MIDDLE NAME	TORRES		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	NECIO		N/A	N/A
FIRST NAME	ANGELINA		N/A	N/A
MIDDLE NAME	OMEGA		(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	BAYBAY I CENTRAL SCHOOL	PRIMARY EDUCATION	2004	2010	N/A	2010	N/A
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	2010	2014	N/A	2014	N/A
VOCATIONAL / TRADE COURSE	PALERMO HOTEL INSTITUTE OF TOURISM AND HOSPITALITY, INC.	FOOD AND BEVERAGE SERVICES	2019	2019	N/A	2019	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION MAJOR IN MAPEH	2014	2018	N/A	2018	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	Master of Education	2020	2023	N/A	2024	N/A

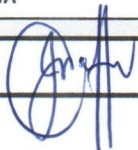
(Continue on separate sheet if necessary)


SIGNATURE

DATE

February 29, 2024

CS FORM 212 (Revised 2017), Page 1 of 4

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 EXAMINATION FOR TEACHERS	83.4	SEP. 30, 2018	TACLOBAN CITY	1706069	1/4/2022		
	N/A	N/A	N/A	N/A	N/A			
	N/A	N/A	N/A	N/A	N/A			
	N/A	N/A	N/A	N/A	N/A			
	N/A	N/A	N/A	N/A	N/A			
	N/A	N/A	N/A	N/A	N/A			
	N/A	N/A	N/A	N/A	N/A			
N/A								
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						
	8/1/2019	12/13/2019	PART-TIME INSTRUCTOR	INSTITUTE OF HUMAN KINETICS	N/A	N/A	SEMESTRAL	N/A
	1/20/2020	5/22/2020	PART-TIME INSTRUCTOR	INSTITUTE OF HUMAN KINETICS	N/A	N/A	SEMESTRAL	N/A
	08/13/2020	7/23/2021	PART-TIME INSTRUCTOR	INSTITUTE OF HUMAN KINETICS	N/A	N/A	SEMESTRAL	N/A
	7/23/2021	1/28/2022	PART-TIME INSTRUCTOR	INSTITUTE OF HUMAN KINETICS	N/A	N/A	SEMESTRAL	N/A
	2/14/2022	6/14/2022	PART-TIME INSTRUCTOR	INSTITUTE OF HUMAN KINETICS	N/A	N/A	SEMESTRAL	N/A
	2/13/2023	6/16/2023	PART-TIME INSTRUCTOR	INSTITUTE OF HUMAN KINETICS	N/A	N/A	SEMESTRAL	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
(Continue on separate sheet if necessary)								
SIGNATURE					DATE		February 29, 2024	

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			
	MAPEH CLUB	4/6/2015	7/6/2016	N/A	AUDITOR	
	MAPEH CLUB	7/6/2016	10/6/2017	N/A	SECRETARY	
	BAYBAY YOUTH LEADERS COUNCIL	7/6/2017	9/6/2018	N/A	P.I.O.	
	INSTITUTE OF HUMAN KINETICS	8/5/2019	05/22/2020	N/A	SECRETARY	
	SK FEDERATION- BAYBAY CITY CHAPTER	1/6/2018	PRESENT	N/A	SECRETARY	
	SANGGUNANG KABATAAN NG BARANGAY COGON	1/6/2018	PRESENT	N/A	CHAIRPERSON- Sports and Youth Development	
	BARANGAY COGON COUNCIL	1/6/2018	PRESENT	N/A	VICE-CHAIRPERSON- Education	
(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			
	Youth Innovations Hub Capacity Building	4/14/2023	4/16/2023	24 HRS	TECHNICAL	YSN and UN SDSN YOUTH Philippines
	Website Development of Digital Resource Hub and Training Toolkit Production Workshop with Online Learning of Digital Skills for Standard Accounting and	3/30/2023	3/31/2023	16 HRS	TECHNICAL	UNIFY, Inc. and National Youth Commission
	Sangguniang Kabataan ONE VISAYAS Summit	10/24/2022	10/26/2022	24 HRS	TECHNICAL	National Youth Commission
	Water and Climate Youth Development Plan and Agenda and the Oriental Declaration	8/9/2022	8/13/2022	40 HRS	TECHNICAL	UN, YOUNGO and WMO
	Langoy sa Kaluwasan Extension Program	5/27/2022	5/28/2022	16 HRS	TECHNICAL	INSTITUTE OF HUMAN KINETICS
	Trainers Training Course in Swimming and Life-Saving	5/24/2021	5/28/2021	40 HRS	TECHNICAL	INSTITUTE OF HUMAN KINETICS
	Sanggunang Kabataan National Summit- Baguio City	4/7/2022	4/9/2022	24 HRS	TECHNICAL	National Youth Commission
	2022 National LIGA Constitution and By Laws	3/20/2022	3/22/2022	24 HRS	TECHNICAL	LIGA ng mga Barangay sa Pilipinas
	Online Training on the Handbook on the Financial Transactions of the Sangguniang Kabataan (HFTSK)	26,29 and 12/1	12/3/2021	30 HRS	TECHNICAL	Commission on Audit- Region VIII
	WORKSHOP ON CRAFTING THE SYLLABI FOR THE NEW BCAEd COURSES	10/8/2020	10/8/2020	8 HRS	TECHNICAL	VISAYAS STATE UNIVERSITY
	OUTCOMES-BASED TEACHING AND LEARNING SYLLABUS WORKSHOP	1/31/2020	1/31/2020	8 HRS	TECHNICAL	INSTITUTE OF HUMAN KINETICS
	WORKSHOP ON CRAFTING THE SYLLABI FOR THE NEW BCAEd COURSES	10/8/2020	10/8/2020	8 HRS	TECHNICAL	INSTITUTE OF HUMAN KINETICS
	International Youth Day and Linggo ng Kabataan	8/12/2019	8/12/2019	8 HRS	TECHNICAL	National Youth Commission
	Phase II of the Filipino Patriot Scholars Project: Inclusive Community Engagement Project on Disaster Risk Reduction and Management	7/25/2019	7/27/2019	24 HRS	TECHNICAL	Department of Science and Technology- Region VIII
	Sports Clinic in Athletic Officiating	12/1/2017	12/2/2017	16 HRS	TECHNICAL	INSTITUTE OF HUMAN KINETICS
	Orientation Seminar for Student Teaching	8/14/2017	8/18/2017	40 HRS	SUPERVISORY	VISAYAS STATE UNIVERSITY
	Tri-Provincial Youth Summit	6/6/2017	6/9/2017	32 HRS	TECHNICAL	National Youth Commission
	Strengthening HIV/AIDS Knowledge and Awareness	4/25/2017	4/25/2017	8 HRS	TECHNICAL	VISAYAS STATE UNIVERSITY
	Sports Clinic in Athletic Officiating	9/9/2016	9/9/2016	8 HRS	TECHNICAL	INSTITUTE OF HUMAN KINETICS
	Sports Clinic in Finswimming	5/10/2016	5/12/2016	24 HRS	TECHNICAL	INSTITUTE OF HUMAN KINETICS AND PHILIPPINE FINSWIMMING FEDERATION, INC
	First Echo Foldance workshop	7/3/2015	7/5/2015	24 HRS	TECHNICAL	INSTITUTE OF HUMAN KINETICS & PHILIPPINE FOLK DANCE SOCIETY-
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)		
	SWIMMING MEN ASST. COACH		PIÑA DOLL 2023- TOP 21	SK FEDERATION- BAYBAY CITY CHAPTER		
	DESIGNING		SAYAW HATAW GRAND CHAMPION 2023	SANGGUNANG KABATAAN NG BARANGAY COGON		
	LETTERING		PIÑA DOLL 2022- 3rd PLACE	BARANGAY COGON COUNCIL		
	DANCING		OUTSTANDING SANGGUNANG KABATAAN AWARDS AND RECOGNITION 2021	N/A		
	COMPUTER LITERATE		MUGNA SA MAPEH 2017 BEST CHOREOGRAPHER	N/A		
	PAINTING		1ST VSU CULTURE AND THE ARTS FESTIVAL- CONTEMPORARY DANCE- 1ST PLACE	N/A		
	SKETCHING		COLLEGE OF EDUCATION POSTER-MAKING CONTEST 2016- 1ST PLACE	N/A		
(Continue on separate sheet if necessary)						
SIGNATURE			DATE			
			February 29, 2024			

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.
MR. DENNIS JOEL L. CERNA	VSU, BAYBAY, CITY LEYTE	9190002810
HON. MARK MICHAEL UNLU-CAY	BAYBAY CITY, LEYTE	9355146106
Shara Eunice B. Tabudlong	VSU	09109589302

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: PRC

ID/License/Passport No.: 1706069

Date/Place of Issuance: TACLOBAN CITY, JANUARY 2019

Signature (Sign inside the box)

February 29, 2024

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 19 MAR 2024, affiant exhibiting his/her validly issued government ID as indicated above.

Doc. No. 294

Page No. 59

Book No. 184

Series of 2024

Person Administering Oath

ATTY. VIVIAN C. ENARIO-VIDALLON
NOTARY PUBLIC
NC. NO. B-2742-06, JANUARY 10, 2024
UNITED DECEMBER 31, 2025
ROLL NO. 62838

PTR NO. BC0204438, 1/2/2024, BAYBAY CITY, LEYTE

IBP NO. 387032, 1/2/2024, LEYTE

MCLE COMPLIANCE NO. VII-0004765

CS FORM 212 (Revised 2017)

Page 4 of 4

WORK EXPERIENCE SHEET

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

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 starting with the most recent/present employment

- Duration: August 1, 2019- Present
- Position: Part-time Instructor
- Name of Office/Unit: Institute of Human Kinetics
- Immediate Supervisor: Dr. Charis B. Limbo-Rivera
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Working Committee, Dance Exercise- VSU Centennial Anniversary.
 - Working Committee (Program), Annual Athletic Awards 2024
 - Working Committee (Program), Goodwill Games 2024
 - Co-Chairperson, Biggest Loser Competition 3.0
 - Assistant Coach, VSU Varsity Swimming Men (2019-2022)
 - Facilitator, Langoy sa Kaluwasan Extension Program (First- Aid component)
 - Resource Person, Langoy sa Kaluwasan Extension Program (Lifesaving and water rescue)
 - Resource Person, Langoy sa Kaluwasan Extension Program (Learn-to-swim component)
 - Choreographer, VSU Intramurals-Field ground demonstration 2019.
 - Choreographer, Pakulo presentation during SCUAA 2019.
 - Choreographer, VSU Intramurals-Field ground demonstration 2022.
 - Choreographer, Pakulo presentation during SCUAA 2022.
 - Working Committee, Biggest Loser Competition 2.0
 - Working Committee, Biggest Loser Competition 1.0
 - Technical Committee, Sikad, Abante VSU- Fun Ride

- Summary of Actual Duties
 - Crafted and prepared the course syllabus for Health Optimizing Physical Education 1, PhEd12- Fitness exercises
 - Conducted classes as scheduled.
 - Provided meaningful instructional materials for the lessons.
 - Conducted relevant activities, examinations and recitations for the classes assigned.
 - Established diverse teaching methodologies for different learning styles of the learners.
 - Managed and choreographed the field ground demonstration and pakulo.
 - Involved in the IHK- Langoy sa Kaluwasan Extension Project.
 - Actively participated and facilitated in every university activity.


IRISH N. CATACUTAN

(Signature over Printed Name
of Employee/Applicant)

Date: February 29, 2024