

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 ( ) 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  
IGDANES

FIRST NAME  
GELECA

MIDDLE NAME  
CAJERIC

3. DATE OF BIRTH (mm/dd/yyyy)  
6/27/1991

4. PLACE OF BIRTH  
BAYBAY CITY

5. SEX  
☐ Male ☒ Female

6. CIVIL STATUS  
☒ Single ☐ Married  
☐ Widowed ☐ Separated  
☐ Other/s:

7. HEIGHT (m)  
1.65

8. WEIGHT (kg)  
55

9. BLOOD TYPE  
O

10. GSIS ID NO.  
N/A

11. PAG-IBIG ID NO.  
N/A

12. PHILHEALTH NO.  
N/A

13. SSS NO.  
0635012670

14. TIN NO.  
316-329-695-000

15. AGENCY EMPLOYEE NO.  
N/A

16. CITIZENSHIP  
☒ Filipino ☐ Dual Citizenship  
☒ by birth ☐ by naturalization  
Pls. indicate country:  
Philippines

17. RESIDENTIAL ADDRESS  
N/A  
House/Block/Lot No. Street  
N/A PATAG  
Subdivision/Village Barangay  
BAYBAY CITY LEYTE  
City/Municipality Province

18. PERMANENT ADDRESS  
N/A  
House/Block/Lot No. Street  
N/A PATAG  
Subdivision/Village Barangay  
BAYBAY CITY LEYTE  
City/Municipality Province  
6521

19. TELEPHONE NO.  
N/A

20. MOBILE NO.  
09369921008/ 09464127320

21. E-MAIL ADDRESS (if any)  
igdanes27@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME  
N/A

FIRST NAME  
N/A

MIDDLE NAME  
N/A

OCCUPATION  
N/A

EMPLOYER/BUSINESS NAME  
N/A

BUSINESS ADDRESS  
N/A

TELEPHONE NO.  
N/A

23. NAME of CHILDREN (Write full name and list all)  
N/A

DATE OF BIRTH (mm/dd/yyyy)  
N/A

24. FATHER'S SURNAME  
IGDANES

FIRST NAME  
GENEROSO

MIDDLE NAME  
ESTRELLA

NAME EXTENSION (JR., SR)  
N/A

25. MOTHER'S MAIDEN NAME

SURNAME  
CAJERIC

FIRST NAME  
LETECIA

MIDDLE NAME  
JAO

(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  
From To

HIGHEST LEVEL/ UNITS EARNED (if not graduated)

YEAR GRADUATED

SCHOLARSHIP/ ACADEMIC HONORS RECEIVED

ELEMENTARY

GABAS CENTRAL SCHOOL

PRIMARY

1998 2005

GRADUATED

2005

N/A

SECONDARY

BAYBAY NAT'L HIGH SCHOOL

SECODARY

2005 2009

GRADUATED

2009

N/A

COLLEGE

VISAYAS STATE UNIVERSITY

BACHELOR OF SCIENCE IN AGRICULTURE (AGRONOMY)

2009 2013

GRADUATED

2013

N/A

GRADUATE STUDIES

VISAYAS STATE UNIVERSITY

MASTER OF SCIENCE IN AGRONOMY

2016 2019

GRADUATED

2019

N/A

GRADUATE STUDIES

(Continue on separate sheet if necessary)

SIGNATURE

DATE

AUGUST 30, 2019

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



[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 | AUGUST 30, 2019 |
|-----------|---|------|-----------------|



# VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

| 29. | NAME & ADDRESS OF ORGANIZATION<br>(Write in full) | INCLUSIVE DATES<br>(mm/dd/yyyy) |     | NUMBER OF HOURS | POSITION / NATURE OF WORK |
|-----|---|---------------------------------|-----|-----------------|---------------------------|
|     |   | From                            | To  |                 |                           |
|     | N/A   | N/A                             | N/A | N/A             | N/A                       |
|     |   |                                 |     |                 |                           |
|     |   |                                 |     |                 |                           |
|     |   |                                 |     |                 |                           |
|     |   |                                 |     |                 |                           |
|     |   |                                 |     |                 |                           |
|     |   |                                 |     |                 |                           |
|     |   |                                 |     |                 |                           |

(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<br>(Write in full)              | INCLUSIVE DATES OF<br>ATTENDANCE<br>(mm/dd/yyyy) |            | NUMBER OF HOURS | Type of LD<br>( Managerial/<br>Supervisory/<br>Technical/etc) | CONDUCTED/ SPONSORED BY<br>(Write in full)  |
|-----|---|--|------------|-----------------|---|---|
|     |   | From   | To         |                 |   |   |
|     | FOOD VALUE CHAIN SEMINAR  | 9/11/2018  | 9/14/2018  | 32.0            | N/A   | ASEAN- VISAYAS STATE UNIVERSITY   |
|     | ECOLOGICAL RESEARCH: METHODS AND DATA ANALYSIS  | 7/6/2018   | 7/6/2018   | 4.0             | N/A   | VISAYAS STATE UNIVERSITY  |
|     | NCIII CERTIFICATION: HARNESSING THE CAPABILITIES OF YOUNG RICEPRENUERS<br>ON AGRI-CROP PRODUCTION | 6/25/2018  | 6/29/2018  | 40.0            | TECHNICAL   | TECHNICAL EDUCATION SKILL AND DEVELOPMENT<br>AUTHORITY-AGRICULTURAL TRAINING INSTITUTE  |
|     | SCIENTIFIC WRITNING SEMINAR   | 4/28/2018  | 4/28/2018  | 4.0             | N/A   | VISAYAS STATE UNIVERSITY-COLLEGE OF<br>AGRICULTURE AND FOOD SCIENCE   |
|     | OPSI SUGARCANE FARM MANAGEMENT TRAINING   | 2/20/2018  | 2/22/2018  | 24.0            | N/A   | SUGAR REGULATORY ADMINISTRATION   |
|     | TRAINING COURSE ON OCCUPATIONAL SAFETY AND HEALTH IN THE WORKPLACE                                | 9/26/2017  | 9/26/2017  | 8.0             | N/A   | AGRICULTURAL TRAINING INSTITUTE   |
|     | STATISTICAL ANALYSIS OF RESEARCH DATA   | 6/28/2017  | 6/30/2017  | 24.0            | N/A   | AUSTRALIAN CENTRE FOR INTERNATIONAL<br>AGRICULTURAL RESEARCH SOIL PROJECT   |
|     | ORIENTATION OF NEWLY-HIRED REGULAR AND PART-TIME FACULTY MEMBERS                                  | 3/9/2017   | 3/10/2017  | 16.0            | N/A   | VISAYAS STATE UNIVERSITY  |
|     | CHEMICAL SAFETY IN THE LABORATORY   | 11/10/2016                                       | 11/10/2016 | 4.0             | N/A   | VISAYAS STATE UNIVERSITY-DEPARTMENT OF<br>SOIL SCIENCE  |
|     | RESEARCH ETHICS AND TECHNIQUES IN SCIENTIFIC WRITING  | 10/26/2016                                       | 10/26/2016 | 4.0             | N/A   | VISAYAS STATE UNIVERSITY  |
|     | BIOCONVERSION AND FUNCTIONAL FOODS  | 10/11/2016                                       | 10/11/2016 | 4.0             | N/A   | VISAYAS STATE UNIVERSITY  |
|     | ENHANCING PRODUCTIVITY AT THE WORKPLACE AND BEYOND  | 4/24/2015  | 4/24/2015  | 8.0             | N/A   | PHILIPPINE QUALITYANDPRODUCTIVITY<br>MOVEMENT in collaboration w/<br>REGIONALTRIPARTITE WAGES<br>ANDPRODUCTIVITYBOARD, REGION VII |
|     | PRE-EMPLOYMET ORIENTATION SEMINAR   | 4/2/2013   | 4/2/2013   | 2.0             | N/A   | DOLE-PHILIPPINE OVERSEAS EMPLOYMENT<br>ADMINISTRATION   |
|     | PRE-EMPLOYMENT SEMINAR AND LABOR EDUCATION  | 4/2/2013   | 4/2/2013   | 2.0             | N/A   | DOLE-WESTERN LEYTE FIELD OFFICE   |
|     | RICE FORUM FOR STUDENTS   | 4/2/2013   | 4/2/2013   | 4.0             | N/A   | PHILIPPINE RICE RESEARCH INSTITUTE  |
|     | TRAINING ON THE PRODUCTION OF HIGH QUALITY CORN SEEDS   | 7/7/2012   | 7/7/2012   | 4.0             | TECHNICAL   | CROP SCIENCE CLUSTER UPLB   |
|     | MICROSOFT OFFICE TRAINING PROGRAM   | 6/1/2008   | 8/31/2008  | 24.0            | TECHNICAL   | STI   |
|     |   |  |            |                 |   |   |
|     |   |  |            |                 |   |   |
|     |   |  |            |                 |   |   |
|     |   |  |            |                 |   |   |
|     |   |  |            |                 |   |   |

(Continue on separate sheet if necessary)

# VIII. OTHER INFORMATION

| 31. | SPECIAL SKILLS and HOBBIES                             | 32. | NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full) | 33. | MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full)             |
|-----|--|-----|--|-----|---|
|     | COOKING AND DRAWING                                    |     |  |     | SCHOLAR, COLLEGE OF AGRICULTURE<br>FINANCIAL ASSISTANT PROGRAM(CAFAP) |
|     | COMPUTER LITERATE: MS WORD, MS EXCEL,<br>MS POWERPOINT |     |  |     | ORGANIC AGRICULTURE SOCIETY OF THE<br>PHILIPPINES, Inc.               |
|     |  |     |  |     | MEMBER, ALLIANCE OF FRESHMEN AND<br>SOPHOMORE AGRICULTURE STUDENTS    |
|     |  |     |  |     | MEMBER, STUDENT UNION OF AGRONOMY<br>AND SOIL SCIENCE (SUASSM)        |
|     |  |     |  |     | MEMBER, GRADUATE STUDENT<br>ASSOCIATION (GSA)                         |
|     |  |     |  |     |   |
|     |  |     |  |     |   |
|     |  |     |  |     |   |

(Continue on separate sheet if necessary)

|           |   |      |                 |
|-----------|---|------|-----------------|
| SIGNATURE |  | DATE | AUGUST 30, 2019 |
|-----------|---|------|-----------------|



