

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  
IGOT

FIRST NAME  
LEODEL

MIDDLE NAME  
SORIA

3. DATE OF BIRTH  
(mm/dd/yyyy)  
8/15/1981

4. PLACE OF BIRTH  
Baybay, Leyte

5. SEX  
☒ Male ☐ Female

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

7. HEIGHT (m)  
1.524 m

8. WEIGHT (kg)  
60 kg

9. BLOOD TYPE  
O

10. GSIS ID NO.

11. PAG-IBIG ID NO.

12. PHILHEALTH NO.  
13-000103267-5

13. SSS NO.  
NA

14. TIN NO.  
933-242-063

15. AGENCY EMPLOYEE NO.  
V0151

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

If holder of dual citizenship,  
please indicate the details.

17. RESIDENTIAL ADDRESS  
House/Block/Lot No. Street  
Brgy Marcos  
Subdivision/Village Barangay  
Baybay Leyte  
City/Municipality Province  
ZIP CODE 6521

18. PERMANENT ADDRESS  
House/Block/Lot No. Street  
Brgy Marcos  
Subdivision/Village Barangay  
Baybay Leyte  
City/Municipality Province  
ZIP CODE 6521

19. TELEPHONE NO.

20. MOBILE NO.  
09350614852

21. E-MAIL ADDRESS (if any)  
leodeligot476@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME  
IGOT

FIRST NAME  
MARIA CHRISTY

MIDDLE NAME  
BAGARINAO

OCCUPATION  
OFW

EMPLOYER/BUSINESS NAME  
NA

BUSINESS ADDRESS  
HONGKONG

TELEPHONE NO.  
NA

23. NAME of CHILDREN (Write full name and list all)  
RON JAMES B. IGOT  
KEVIN JOSH B. IGOT

DATE OF BIRTH (mm/dd/yyyy)  
6/18/2005  
2/3/2012

24. FATHER'S SURNAME  
IGOT

FIRST NAME  
LEOPOLDO

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  
From To

HIGHEST LEVEL/  
UNITS EARNED  
(if not graduated)

YEAR  
GRADUATED

SCHOLARSHIP/  
ACADEMIC  
HONORS  
RECEIVED

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

COLLEGE

NA

NA

NA NA

NA

NA

GRADUATE STUDIES

(Continue on separate sheet if necessary)

SIGNATURE

DATE

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[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]

(Continue on separate sheet if necessary)

**SIGNATURE**

DATE \_\_\_\_\_

OG - 2G - 24

[illegible]

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

[illegible]

## VIII. OTHER INFORMATION

[illegible]

SIGNATURE		DATE	06-26-24
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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

☐ YES☒ NO

If YES, give details:

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)

10-10-2020 06-26-24

Date Accomplished

LEODEL S. IGOT

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 28 JUN 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATY. RYAN L. 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. Ilesidan
- 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: June 7, 2024