

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 Pangasugan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.00	ZIP CODE	6521
8. WEIGHT (kg)	65.00	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
9. BLOOD TYPE	O	ZIP CODE	
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	N/A	20. MOBILE NO.	9353021065
12. PHILHEALTH NO.	N/A	21. E-MAIL ADDRESS (if any)	tirso.igotjr@vsu.edu.ph
13. SSS NO.	N/A		
14. TIN NO.	N/A		
15. AGENCY EMPLOYEE NO.	V00892		

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) 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 From To	HIGHEST LEVEL/UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
	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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**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	03/13/2023
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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

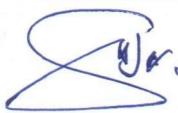
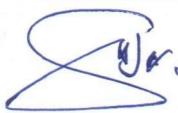
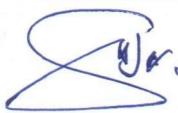






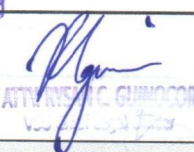
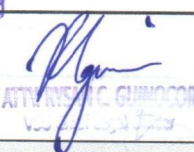
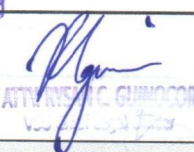
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### VIII. OTHER INFORMATION

(Continue on separate sheet if necessary)

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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>DEXTER MAGAN</td><td>BRGY. PANGASUGAN</td><td>9362152119</td></tr><tr><td>NITOY 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></tbody></table>		NAME	ADDRESS	TEL. NO.	DEXTER MAGAN	BRGY. PANGASUGAN	9362152119	NITOY MODINA	BRGY. PANGASUGAN	9351621712	ANDRELI D. PARDALES	BRGY. GUADALUPE, BAYBAY CITY	563 - 7512
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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.													
<table><tr><td>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: <del>NA</del> VSU</td></tr><tr><td>ID/License/Passport No.: <del>NA</del> V00892</td></tr><tr><td>Date/Place of Issuance: <del>NA</del> NOVEMBER 1, 2015</td></tr></table>	Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: <del>NA</del> VSU	ID/License/Passport No.: <del>NA</del> V00892	Date/Place of Issuance: <del>NA</del> NOVEMBER 1, 2015	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>03/13/2023</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	03/13/2023	Date Accomplished				
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 TIRSO E. IGOT JR. PHOTO	 Right Thumbmark												
SUBSCRIBED AND SWORN to before me this <u>23 MAR 2023</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td> Person Administering Oath</td></tr></table>		 Person Administering Oath											
 Person Administering Oath													



## 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.

- Duration: June 1, 2023 -present
- Position: Admin Aide I (Regular)
- Name of Office/Unit: VSU Integrated High School
- Immediate Supervisor: Dr. Shalom Grace C. Sugano
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

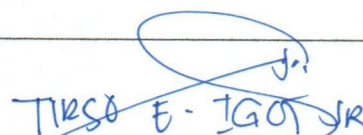
1. Summary of Actual Duties:

- a. To maintain the cleanliness and orderliness of the VSUIHS Buildings: Math and Science, Communication Arts, Home Science and Administration Building
- b. To maintain the cleanliness of the VSUIHS façade and surroundings. Specifically, to maintain outdoor grounds, cut grass and trim plants and remove debris from sidewalks and rooftops.

- Duration: January 1, 2014 -May 31, 2023
- Position: Admin Aide I (Casual)
- Name of Office/Unit: VSU Library
- Immediate Supervisor: Mr. Vicente A. Gilos
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

2. Summary of Actual Duties:

- a. To maintain the cleanliness and orderliness of the library building
- b. To maintain the cleanliness of the surroundings. Specifically, to maintain outdoor grounds, cut grass and trim plants.
- c. Messengerial, book binding and library control of entrance and exit areas

  
TIRSO E. IGO JR  
(Signature over Printed Name  
of Employee/Applicant)

Date: 7/17/23