

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	N/A	
MIDDLE NAME	CAJERIC		
3. DATE OF BIRTH (mm/dd/yyyy)	6/27/1991	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BAYBAY CITY	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	<div><div>N/A</div><div>House/Block/Lot No.</div><div>N/A</div><div>Subdivision/Village</div><div>BAYBAY CITY</div><div>City/Municipality</div></div> <div><div>N/A</div><div>Street</div><div>PATAG</div><div>Barangay</div><div>LEYTE</div><div>Province</div></div>
7. HEIGHT (m)	1.57	ZIP CODE	6521
8. WEIGHT (kg)	58.5		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	<div><div>N/A</div><div>House/Block/Lot No.</div><div>N/A</div><div>Subdivision/Village</div><div>BAYBAY CITY</div><div>City/Municipality</div></div> <div><div>N/A</div><div>Street</div><div>PATAG</div><div>Barangay</div><div>LEYTE</div><div>Province</div></div>
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	132020480657		
13. SSS NO.	0635012670	19. TELEPHONE NO.	N/A
14. TIN NO.	316-329-695-000	20. MOBILE NO.	09369921008 / 09464127320
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	igdanes27@gmail.com

II. FAMILY BACKGROUND

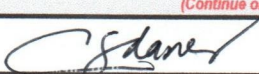
22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	N/A	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	IGDANES			
FIRST NAME	GENEROSO	N/A		
MIDDLE NAME	ESTRELLA			
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		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	GABAS CENTRAL SCHOOL	PRIMARY	1998	2005	GRADUATED	2005	N/A
SECONDARY	BAYBAY NAT'L HIGH SCHOOL	SECONDARY	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

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JANUARY 7, 2020
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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]

SIGNATURE		DATE	JANUARY 7, 2020
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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		
KABALIKAT CIVICOM-VSU Chapter	3/15/2018	Present	N/A	KCP-77

(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			
31st Regional RDE Symposium and 1st Regional PhilARM Convention	11/26/2019	11/27/2019	16.0	TECHNICAL	VSU, BAYBAY LEYTE
CAPS STRATEGIC PLANNING AND WORKSHOP	1/31/2019	2/1/2019	16.0	TECHNICAL	CAPS-VSU, BAYBAY LEYTE
FOOD VALUE CHAIN SEMINAR	9/11/2018	9/14/2018	32.0	FOUNDATION	ASEAN- VISAYAS STATE UNIVERSITY
ECOLOGICAL RESEARCH: METHODS AND DATA ANALYSIS	7/6/2018	7/6/2018	4.0	FOUNDATION	VISAYAS STATE UNIVERSITY
NCIII CERTIFICATION: HARNESSING THE CAPABILITIES OF YOUNG RICEPRENUERS ON AGRI-CROP PRODUCTION	6/25/2018	6/29/2018	40.0	TECHNICAL	TECHNICAL EDUCATION SKILL AND DEVELOPMENT AUTHORITY-AGRICULTURAL TRAINING INSTITUTE
SCIENTIFIC WRITING SEMINAR	4/28/2018	4/28/2018	4.0	FOUNDATION	VISAYAS STATE UNIVERSITY-COLLEGE OF AGRICULTURE AND FOOD SCIENCE
OPSI SUGARCANE FARM MANAGEMENT TRAINING	2/20/2018	2/22/2018	24.0	TECHNICAL	SUGAR REGULATORY ADMINISTRATION
TRAINING COURSE ON OCCUPATIONAL SAFETY AND HEALTH IN THE WORKPLACE	9/26/2017	9/26/2017	8.0	TECHNICAL	AGRICULTURAL TRAINING INSTITUTE
STATISTICAL ANALYSIS OF RESEARCH DATA	6/28/2017	6/30/2017	24.0	TECHNICAL	AUSTRALIAN CENTRE FOR INTERNATIONAL AGRICULTURAL RESEARCH SOIL PROJECT
CHEMICAL SAFETY IN THE LABORATORY	11/10/2016	11/10/2016	4.0	FOUNDATION	VISAYAS STATE UNIVERSITY-DEPARTMENT OF SOIL SCIENCE
RESEARCH ETHICS AND TECHNIQUES IN SCIENTIFIC WRITING	10/26/2016	10/26/2016	4.0	TECHNICAL	VISAYAS STATE UNIVERSITY
BIOCONVERSION AND FUNCTIONAL FOODS	10/11/2016	10/11/2016	4.0	FOUNDATION	VISAYAS STATE UNIVERSITY
ENHANCING PRODUCTIVITY AT THE WORKPLACE AND BEYOND	4/24/2015	4/24/2015	8.0	FOUNDATION	PHILIPPINE QUALITY AND PRODUCTIVITY MOVEMENT in collaboration w/ REGIONAL TRIPARTITE WAGES AND PRODUCTIVITY BOARD, REGION VII
PRE-EMPLOYMET ORIENTATION SEMINAR	4/2/2013	4/2/2013	2.0	FOUNDATION	DOLE-PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION
PRE-EMPLOYMENT SEMINAR AND LABOR EDUCATION	4/2/2013	4/2/2013	2.0	FOUNDATION	DOLE-WESTERN LEYTE FIELD OFFICE
RICE FORUM FOR STUDENTS	4/2/2013	4/2/2013	4.0	FOUNDATION	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 (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
COOKING AND DRAWING	N/A	SCHOLAR, COLLEGE OF AGRICULTURE FINANCIAL ASSISTANT PROGRAM (CAFAP)
COMPUTER LITERATE: MS WORD, MS EXCEL, MS POWERPOINT		MEMBER, ALLIANCE OF FRESHMEN AND SOPHOMORE AGRICULTURE STUDENTS (AFSAS)
		MEMBER, STUDENT UNION OF AGRONOMY AND SOIL SCIENCE (SUASSM)
		MEMBER, GRADUATE STUDENT ASSOCIATION (GSA)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JANUARY 7, 2020
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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)?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>DR. BERTA C. RATILLA</td><td>VSU, BAYBAY CITY, LEYTE</td><td>9169724921</td></tr><tr><td>DR. BEATRIZ C. JADINA</td><td>VSU, BAYBAY CITY, LEYTE</td><td>9174204416</td></tr><tr><td>DR. LUZ G. ASIO</td><td>VSU, BAYBAY CITY, LEYTE</td><td>9276242302</td></tr></table>		NAME	ADDRESS	TEL. NO.	DR. BERTA C. RATILLA	VSU, BAYBAY CITY, LEYTE	9169724921	DR. BEATRIZ C. JADINA	VSU, BAYBAY CITY, LEYTE	9174204416	DR. LUZ G. ASIO	VSU, BAYBAY CITY, LEYTE	9276242302
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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.													
<div>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <table><tr><td>Government Issued ID:</td><td>TIN</td></tr><tr><td>ID/License/Passport No.:</td><td>316-329-695</td></tr><tr><td>Date/Place of Issuance:</td><td>MAY 15, 2014</td></tr></table>	Government Issued ID:	TIN	ID/License/Passport No.:	316-329-695	Date/Place of Issuance:	MAY 15, 2014	<div><div></div><div>Signature (Sign inside the box) JANUARY 7, 2020 Date Accomplished</div></div> <div> Right Thumbmark</div>						
Government Issued ID:	TIN												
ID/License/Passport No.:	316-329-695												
Date/Place of Issuance:	MAY 15, 2014												
SUBSCRIBED AND SWORN to before me this 03 FEB 2020, affiant exhibiting his/her validly issued government ID as indicated above.													
<div>ATTY. RYSAN C. GUINOCOR VSU LEGAL OFFICER Person Administering Oath</div>													



GELECA C. IGDANES



Right Thumbmark