

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 ☐ Yes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT A 1. CS ID N (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	IGCASAMA		
FIRST NAME	RAYMUND	N/A	
MIDDLE NAME	MEDRANO		
3. DATE OF BIRTH (mm/dd/yyyy)	JANUARY 5, 1989	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	Peru
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:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.57		Mahogany Men's Hall Visca,
8. WEIGHT (kg)	65	ZIP CODE	BAYBAY CITY, LEYTE 6521-A
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	
10. GSIS ID NO.	021-1323-7188-4		SAN ISIDRO, KILIM,
11. PAG-IBIG ID NO.	121097799730		BAYBAY CITY, LEYTE
12. PHILHEALTH NO.	13-050111826-6	ZIP CODE	6521
13. SSS NO.	06-3057032-4	19. TELEPHONE NO.	(053) 563-7407
14. TIN NO.	400-324-058	20. MOBILE NO.	0998-566-3919
15. AGENCY EMPLOYEE NO.	V00781	21. E-MAIL ADDRESS (if any)	raymund.igcasama@vsu.edu.ph

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		NAME EXTENSION (JR., SR)	NA	NA
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	IGCASAMA			
FIRST NAME	ANTONIO	N/A		
MIDDLE NAME	BRAGA			
25. MOTHER'S MAIDEN NAME				
SURNAME	MEDRANO			
FIRST NAME	CATALINA			
MIDDLE NAME	BALDESAMO		(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			
PRIMARY	GABAS CENTRAL SCHOOL	PRIMARY EDUCATION	1996	2002	NA	2002	SALUTATORIAN
SECONDARY	LEYTE STATE UNIVERSITY LABORATORY HIGH SCHOOL	HIGH SCHOOL	2002	2006	NA	2006	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	NA
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION major in MATHEMATICS	2006	2010	NA	NA	NA
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	MASTER IN EDUCATION major in MATHEMATICS	2013	2022	NA	NA	NA
GRADUATE STUDIES	NATIONAL TEACHERS COLLEGE	DOCTOR OF EDUCATION Major in Educational Leadership	2023	present	18 units	NA	NA
SIGNATURE			DATE		6-17-2524		

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	78.80	SEPT. 26, 2010	TACLOBAN CITY	1663676	5/1/2024
	CIVIL SERVICE ELIGIBILITY (PROFESSIONAL LEVEL)	85.90	AUG. 20, 2023	TACLOBAN CITY		

(Continue on separate sheet if necessary)

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	GOVT SERVICE (Y/ N)
	From	To						
	10/16/2024	present	REGISTRAR IV	VISAYAS STATE UNIVERSITY	74,836.00	22-1	REGULAR-PERMANENT	YES
	04/22/2024	10/15/2024	INSTRUCTOR III	VISAYAS STATE UNIVERSITY	35,434.00	14-1	REGULAR-PERMANENT	YES
	06/30/2022	present	INSTRUCTOR 1	VISAYAS STATE UNIVERSITY	P 29,673.00	12-8	REGULAR-PERMANENT	YES
	01/01/2021	06/29/2022	INSTRUCTOR 1	VISAYAS STATE UNIVERSITY	P 27, 811.00	12-7	REGULAR-TEMPORARY	YES
	01/01/2019	12/31/2020	INSTRUCTOR 1	VISAYAS STATE UNIVERSITY	P 23, 810.00	12-4	REGULAR-TEMPORARY	YES
	01/11/2013	12/31/2018	INSTRUCTOR 1	VISAYAS STATE UNIVERSITY	P 22, 410.00	12-2	REGULAR-TEMPORARY	YES
	05/16/2013	10/31/2013	INSTRUCTOR 1	VISAYAS STATE UNIVERSITY	P19,490.0 0	12-1	REGULAR-CONTRACTUA	YES
	08 /16/2011	05/15/2013	INSTRUCTOR	VISAYAS STATE UNIVERSITY	P13,000.0 0	N/A	PART-TIME	YES
	08/15/2010	03/31/2011	HIGH SCHOOL FACULTY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	P5,000.00	N/A	PART-TIME	NO
SIGNATURE				DATE	10-17-2024			

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

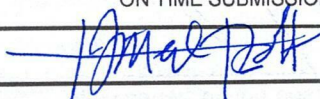
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	NA				

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			
	Refresher Course & Retooling Exercises on ISO Internal Quality Audit	08/20/2024	08/20/2024	6.00	Technical	Visayas State University
	Shaping Culture: Embracing Values for Optimal Workplace Performance	05/15/2024	05/15/2024	6.00	Supervisory	Visayas State University
	International Training Program Workshop III	02/26/2024	03/08/2024	80.00	Technical	UHASSELT & VSU
	Massive Open Distance eLearning Course onGender Sensitivity Training	02/12/2024	03/16/2024	16.00	Technical	UP Open University
	Massive Open Distance eLearning Course on Basics of Resilience	01/15/2024	02/16/2024	16.00	Technical	UP Open University
	IQA Training Workshop	08/14/2023	08/15/2023	16.00	Technical	Visayas State University
	POAP Training on Problem Solving	07/25/2023	07/28/2023	24.00	Supervisory	Personnel Officer Association of the Philippines
	Root Cause Analysis Workshop	11/17/2022	11/17/2022	4.00	Technical	Visayas State University
	Supervisory Development Course	09/20/2022	09/23/2022	18.00	Supervisory	Visayas State University & Civil Service Commission
	International Course Program South Workshop	05/24/2022	05/27/2022	18.00	Instruction	Visayas State University & Belgium
	Introduction to LATEX and LYX Workshop	03/04/2022	03/04/2022	6.00	Instruction	Visayas State University
	Echo-Webinar on the TIEC-CHED Flexible Learning Foundation	03/16/2021	03/26/2021	60.00	Instruction	Commission on Higher Education
	Creating Mobile App for Science and Mathematics	12/4/2020	12/4/2020	8.00	Instruction	Visayas State University
	Webinar on Table of Specifications	11/12/2020	11/12/2020	8.00	Instruction	Visayas State University
	EVHEIs FLMSC	6/11/2020	6/19/2020	56.00	Instruction	Visayas State University
	Science and Technology Teaching Conference	6/22/2020	6/22/2020	8.00	Instruction	Visayas State University
	Basic Cooperative Course Seminar	6/15/2019	6/15/2019	8.00	Technical	VSU Credit Cooperative
	rd International Conference of Philippine Association of Campus Student Adviser	11/25/2019	11/28/2019	32.00	Technical	Philippine Association of Campus Student Advisers
	Summer Camp on Educational Technologies for 21st Century Teachers	04/29/2019	3/5/2019	40.00	Instruction	CHED, Silliman University
	earner Centered Perspectives in the Teaching of Mathematics in the Modern Wor	05/18/2019	05/18/2019	8.00	Instruction	Mathematics Teacher Association of the Philippines Tertiary Level
	Seminar-Workshop on Community Entry and Needs Assessment	12/1/2019	12/1/2019	8.00	Instruction	Visayas State University
	Seminar-Workshop on Open Data Kit (ODK)	7/3/2019	7/3/2019	8.00	Instruction	Visayas State University

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Athletics Coach, Track and Field Events		NA		Philippine Association of Campus Student Advisers
	Dancing, Event Organizer		LOYALTY AWARD (10 YEARS)		Mathematics Teacher Association of the Philippines Tertiary Level
	Hosting, Stage Play		MERITORIOUS AWARD (PRAISE)		Philippine Council of Mathematics Teacher Educators (MATHTED), INC.
	Sports: Badminton, Athletics, Table Tennis, Tennis		HEAVY TEACHING WORKLOAD- COLLEGE OF ARTS AND SCIENCES		Mathematical Society of The Philippines
	Computer Literate		KEEPER OF SERVICE AWARD		VSU-Faculty Aadvancement Network
	Speaker and Facilitator for Role Enhancement and Leadership Training		ON TIME SUBMISSION OF GRADES		NA
	SIGNATURE				DATE
					12-17-2024

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34. Are you related by consanguinity or affinity to the appointing or recommending chief of bureau or office or to the person who has immediate supervision over you 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
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:

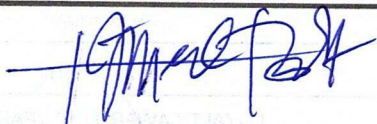

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
CHONA A. BRIT	VISAYAS STATE UNIVERSITY	9216147704
DR. EUSEBIO R. LINA JR.	VISAYAS STATE UNIVERSITY	9293697060
DR. ALELI A. VILLOCINO	VISAYAS STATE UNIVERSITY	9173040879

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



RAYMUND M. IGcasama
PHOTO

<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID</div> <div>Government Issued I/TIN</div> <div>ID/License/Passport N400-324-058</div> <div>Date/Place of Issuanc BAYBAY CITY, LEYTE</div>	<div> Signature (Sign inside the box) 10-17-2024 Date Accomplished</div>	<div> Right Thumbmark</div>
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CRIBED AND SWORN to before me this 17 OCT 2024, affiant exhibiting his/her validly issued government ID as indicated

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BOOK No. XLIV
2024.

ATTY. FLORANTE A. CAYUNDA, JR.
Notary Public
Valid until December 31, 2024
PTR. No. 09447205/1-5-2024/Baybay City
Person Administering Oath
Roll No. 52649
O.H. Del Pilar Street, Baybay City, Leyte

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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.

- Duration: June 2013-present
- Position: Instructor
- Name of Office/Unit: Department of Mathematics
- Immediate Supervisor: Dr. Eusebio R. Lina Jr.
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- Summary of Actual Duties

Teaches assigned subjects and performs other related functions, among others, the following:

- Prepares and revised teaching materials/guides and submits them to the department head.
- Prepares and gives examination (mi/final/long/quizzes).
- Check test papers and return to students one week after the examination.
- Submits grade sheets within the prescribed period to the Registrar through the department.
- Turns over class records to department heads within two weeks after the final examination.
- Makes himself available for consultation by his/her students during scheduled consultation hours
- Performs other functions, among others:
- Performs functions relative to committee memberships and other ad hoc assignments including those related to quality assurance and other accreditation functions.
- Performs other functions assigned by the department head, College Dean, Vice Presidents, and the University President.

- Duration: September 5, 2022-present
- Position: Head
- Name of Office/Unit: University Admissions Office
- Immediate Supervisor: Dr. Aleli A. Villocino
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Coordinated with DYDC FM to aired radio program dubbed as #ILoveVSU to promote program offerings of the university and share the policies and procedures of the admissions office.
 - Maintained and improved the admission app and admission procedures

- Summary of Actual Duties

- Managed the admissions process, including application review, and enrollment document submissions.
- Develop and implemented recruitment strategies to attract a diverse and talented student entrant.
- Collaborated with university committees to establish admission policies and procedures.
- Utilized data analysis to improve the admissions process and increase application rate.

- Duration: 2017-2021

- Position: NSTP-CWTS Program Coordinator

- Name of Office/Unit: NSTP

- Immediate Supervisor: Prof. Manolo B. Loreto Jr.

- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Implemented community projects in the neighboring barangays
- Organized and started the #ProjectSAVEME initiative which is now a recognized student organization in the campus.

- Summary of Actual Duties

- Provided leadership and supervision on overall activities of the CWTS programs.
- Coordinated with the facilitators and resource persons of all activities including off-campus activities and campus-held trainings and seminars.
- Formulated and design strategies to make learnings from CWTS interesting and experiential in uplifting the virtues of patriotism, nationalism, and volunteerism.
- Coordinated the submission of reports from facilitators regarding the activities.
- Lead in the analysis of experiences learned by students from engaging in community work.
- Supervised CWTS team coordinators and facilitators.


RAYMUND M. IGCASAMA

Date: 17 October 2024