

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.

GSIS ID NO.

(Do not fill up. For CSC use only)

2 SURNAME		ANCOG					
FIRST NAME		GIGI					
MIDDLE NAME		LAGAPA					
3 DATE OF BIRTH (mm/dd/yyyy)		05/12/1998					
4 PLACE OF BIRTH		QUEZON, BILAR, BOHOL					
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"/> Separated				
		<input type="checkbox"/> Other/s:					
7 HEIGHT (m)		1.53					
8 WEIGHT (kg)		57					
9 BLOOD TYPE		N/A					
10 GSIS ID NO		N/A					
11 PAG-IBIG ID NO		121252084533					
12 PHILHEALTH NO		120516035442					
13 SSS NO		06-4306277-7					
14 TIN NO		365-497-596					
15 AGENCY EMPLOYEE NO		N/A					
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					
17 RESIDENTIAL ADDRESS		House/Block/Lot No _____ Street _____ Subdivision/Village _____ POBLACION _____ BILAR _____ Barangay _____ City/Municipality _____ BOHOL _____ Province _____ 6317					
18 PERMANENT ADDRESS		House/Block/Lot No _____ Street _____ Subdivision/Village _____ POBLACION _____ BILAR _____ Barangay _____ City/Municipality _____ BOHOL _____ Province _____ 6317					
19. TELEPHONE NO.		N/A					
20. MOBILE NO		09282857606					
21 E-MAIL ADDRESS (if any)		gigiancog12@gmail.com					
22 SPOUSE'S SURNAME		N/A					
FIRST NAME		N/A	NAME EXTENSION (JR., SR.)				
MIDDLE NAME		N/A					
OCCUPATION		N/A					
EMPLOYER/BUSINESS NAME		N/A					
BUSINESS ADDRESS		N/A					
TELEPHONE NO		N/A					
24 FATHER'S SURNAME		ANCOG					
FIRST NAME		RAUL	NAME EXTENSION (JR., SR.)				
MIDDLE NAME		SARONG					
25 MOTHER'S MAIDEN NAME							
SURNAME		LAGAPA					
FIRST NAME		NORMELITA					
MIDDLE NAME		OLITA					
<i>(Continue on separate sheet if necessary)</i>							
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	BILAR CENTRAL ELEMENTARY SCHOOL	ELEMENTARY	2005	2011		2011	N/A
SECONDARY	BOHOL ISLAND STATE UNIVERSITY-BILAR	HIGH SCHOOL	2011	2015		2015	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A					
COLLEGE	BOHOL ISLAND STATE UNIVERSITY-BILAR	BACHELOR IN HOTEL, RESTAURANT AND SERVICES TECHNOLOGY	2015	2019		2019	UCPB/ CUM LAUDE
	UNIVERSITY OF BOHOL	BACHELOR OF SECONDARY EDUCATION Major In SOCIAL STUDIES	2020	2021		2021	
GRADUATE STUDIES	BOHOL ISLAND STATE UNIVERSITY -MAJN	MASTER OF ARTS IN TEACHING VOCATIONAL EDUCATION Major in FOOD TECHNOLOGY	2021	PRESENT	9 UNITS		
<i>(Continue on separate sheet if necessary)</i>							
SIGNATURE				DATE	SEPTEMBER 21, 2021		

CIVIL SERVICE EDUCATION

(Continue on separate sheet if necessary)

WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

(Continue on separate sheet if necessary)

SIGNATURE

1

DATE

SEPTEMBER 21, 2021

1. ANY WORK OR INVOLVEMENT IN CIVIC GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (DD/MM/YYYY)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
UCPB-CIIF FOUNDATION 17/F UCPB CORPORATE OFFICES, 7907 MAKATI AVENUE, 1209 MAKATI, PHILIPPINES	06/17/2016	03/29/2019	200	UCPB SCHOLAR OR VOLUNTEER RENDERING COMMUNITY SERVICE EVERY SUMMER VACATION
CONFRATERNITY OF LADY OF LOURDES POBLACION, BILAR, BOHOL	1/5/2011	PRESENT		COLL MEMBER/ VOLUNTEER (FLORES DE MAYO)
LITURGICAL HEALTH MARSHALLS POBLACION, BILAR, BOHOL	06/28/2020	PRESENT		BILAR MASS VOLUNTEER EVERY SUNDAY FOURTH MASS

(Continue on separate sheet if necessary)

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

Start from the first year of the training program and include only the relevant L&D training taken for the last three years by the relevant employee.

(Continue on separate sheet if necessary)

VII. OTHER INFORMATION

(Continue on separate sheet if necessary)

SIGNATURE

C-

DATE

SEPTEMBER 21, 2021

<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <hr/>
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <p>Date Filed: _____</p> <p>Status of Case/s.: _____</p>
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <hr/>
<p>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?</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details:</p> <hr/> <p style="text-align: right;">RESIGNATION IN PRIVATE SECTOR</p>
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <hr/>
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country):</p> <hr/>
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify:</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No.:</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No.:</p> <hr/>

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

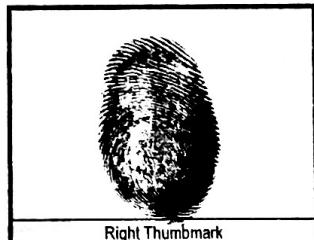
NAME	ADDRESS	TEL. NO.
MRS. JERVILIZA A. ITEM	ZAMORA, BILAR, BOHOL	9478022408
DR. MAE P. BAS	POBLACION, BILAR, BOHOL	9097662712
MR. CRISOLOGO DORIA	POBLACION, BILAR, BOHOL	9198597655

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.



GIGI L. ⁸⁸ANCOG

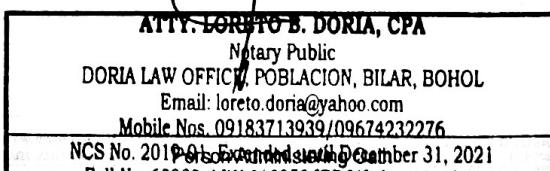
PHOTO



Right Thumbmark

SUBSCRIBED AND SWEARN to before me this

, affiant exhibiting his/her validly issued government ID as indicated above.



CS Form No. 33-A
Revised 2018

Republic of the Philippines
BOHOL ISLAND STATE UNIVERSITY
CPG North Avenue, Tagbilaran City

Mr./Mrs./ Ms.: GIGI L. ANCOG

You are hereby appointed as INSTRUCTOR I (Position Title)
under TEMPORARY (Permanent, Temporary, etc.) status at College of Technology and Allied Sciences
Bohol Island State University – Bilar Campus (Office/Department/Unit)
with a compensation rate of Twenty Seven Thousand Six Hundred Eight Pesos (P 27,608.00) pesos per month.

FO-COH-RL
DRAFT
Date: May 20, 2022
(Stamp of Date of Receipt)
RECEIVED
MAY 20 2022
Date: _____
Time: 11:24 AM
Unique Transaction No.
1543
FB-
JESUBEL DEL ROSARIO
By: 3 HRS

The nature of this appointment is ORIGINAL vice _____
(Original, Promotion, etc.)

Jeneveb D. Ecat who (ended her term) with Plantilla Item No. CVSCAFTB-INST1-105-2016
(Transferred, Retired, etc.)

Page 32 of 44 pages, BISU PSIPOP 2021.
This appointment shall take effect on the date of signing by the appointing officer/authority.

Department: Hospitality Management
and Industrial Technology

Subjects Taught:

- | | |
|------------|---|
| FoodTech 4 | : Food Service Management Fundamentals |
| HMPE 2 | : Fundamentals in Food Service Operations |
| HPC 9 | : Foreign Language |

Very truly yours,


REGUCIVILLA A. POBAR, Ph.D.
SUC President III

05-10-2021
Date of Signing

CSC ACTION: APPROVED


ALICE MAY S. PARCON
Director II

Authorized Official

05/28/2021

Date

MAY 27 2021
(Stamp of Date of Release)

Certification

This is to certify that all requirements and supporting papers pursuant to **CSC MC No. 24, s. 2017**, as amended have been complied with, reviewed and found to be in order. **EXEMPTED**

Pursuant to CSC MC 14, s. 2018; ORAOHRA (Rule VII, section 26, e)

from _____ to _____, 20____ and posted in **EXEMPTED**

(Pursuant to CSC MC 14, s. 2018: ORAOHRA (Rule VII, section 26, c.)

from _____ to _____ in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on **EXEMPTED**

(Pursuant to CSC MC H4, s. 2018: ORAOHRA, Rule IX, sec. 94, b.)

S. R. Barbaro
VICENTA R. BARBARONA, Ph.D.

Certification

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB/Placement Committee during the deliberation held on

Macalolot
MARIETTA C. MACALOLOT, Ph.D.

Campus Director
Chairperson, HRMPSB/**Placement Committee**

CSC Notation

ANY ERASURE OR ALTERATION ON THE CSC ACTION SHALL NULLIFY OR INVALIDATE THIS APPOINTMENT EXCEPT IF THE ALTERATION WAS AUTHORIZED BY THE COMMISSION.

Original Copy - for the Appointee Original Copy - for the Civil Service Commission Original Copy - for the Agency	Acknowledgement <i>Received original/photocopy of appointment on</i> <u>05-17-2022</u>  <u>GIGI L. ANCOOG</u> Appointee
---	---

**Official Transcript of Records**

February 19, 2021

BSED-SOCSTUD

NAME : ANCOG, GIGI LAGAPA
STUDENT # : 20-0873-849
ADDRESS : POBLACION, BILAR, BOHOL 6317
CITIZENSHIP : FILIPINO
CIVIL STATUS : SINGLE
GENDER : FEMALE
DATE OF BIRTH : MAY 12, 1998
PLACE OF BIRTH : BILAR, BOHOL
RELIGION : ROMAN CATHOLIC
FATHER : RAUL ANCOG
MOTHER : NORMELITA LAGAPA
SPOUSE :



Preliminary Education	Name of School	SY Graduated
Elementary :	-	
High School :	Bohol Island State University	2014 - 2015

GRADING SYSTEM

GRADING	EQUIVALENT	GRADING	EQUIVALENT	GRADING	EQUIVALENT
1.0	100%	2.0	87-88%	3.0	75%
1.1	99%	2.1	85-86%	5.0	74% and Below
1.2	98%	2.2	83-84%	W	Withdrawn
1.3	97%	2.3	82%	NG	No Grade
1.4	96%	2.4	81%	DR	Dropped
1.5	95%	2.5	80%		
1.6	94%	2.6	79%		
1.7	93%	2.7	78%		
1.8	91-92%	2.8	77%		
1.9	89-90%	2.9	76%		

REMARKS : FOR EMPLOYMENT

NOT VALID
WITHOUT SEAL

PREPARED BY : JAVE S. MANTIZA

CHECKED BY : BRIGETTE YMBONG

Lem May
DALIA MELDA M. MAGNO, CPA, MSBA
Registrar

**Official Transcript of Records**

February 19, 2021

ANCOG, GIGI LAGAPA

POBLACION , BILAR , BOHOL 6317

Preliminary Education	Name of School	SY Graduated
Elementary :	-	
High School :	Bohol Island State University	2014 - 2015

COURSE NO	DESCRIPTIVE TITLE	GRADE	RE-EXAM	CREDITS
University of Bohol				
FIRST SEMESTER 2020-2021				
Educ 1	Child and Adolescent Development	1.20		3.00
Educ 11	Curriculum Development	1.30		3.00
Educ 12A	The Teaching Profession	1.00		3.00
Educ 3	Principles of Teaching 1	1.20		3.00
Educ 7 Lab	Educational Technology 2 Lab	1.10		1.00
Educ 7 Lec	Educational Technology 2 Lec	1.20		2.00
Educ 9	Assessment of Student Learning 1	1.30		3.00

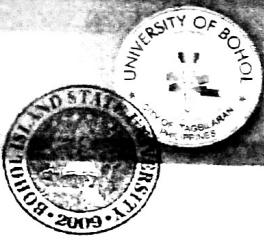
--- End of Transcript ---

REMARKS : FOR EMPLOYMENTNOT VALID
WITHOUT SEAL

PREPARED BY : JAVE S. MANTIZA

CHECKED BY : BRIDGETTE R. YMBONG

DALIA MELDA M. MAGNO, CPA, MSA
Registrar



Republic of the Philippines
BOHOL ISLAND STATE UNIVERSITY
BILAR CAMPUS
Zamora, Bilar, Bohol

Form No. IFD-COP-REGT006-002
Revision No. 00

Effectivity Date: June 17, 2019
Related Process: BISU-COP-REGT-006

OFFICE OF THE REGISTRAR

OFFICIAL TRANSCRIPT OF RECORDS

Name ANCOG, Gigi Lagapa
Address Poblacion, Bilar, Bohol
Birth Date May 12, 1998
Sex Female



RECORDS OF PRELIMINARY EDUCATION

Elementary	Name of School	School Year
Secondary	Bohol Island State University	2014-2015
Course	Bachelor in Hotel, Restaurant and Services Technology	

SCHOOL TERM & COURSE NO.

1st Semester, 2015-2016

		COLLEGIATE RECORD			FINAL RATING	COMPLETION RATING	UNITS
		DESCRIPTIVE TITLE					
Com Arts	1	BOHOL ISLAND STATE UNIVERSITY BILAR CAMPUS, ZAMORA, BILAR, BOHOL	Communication Arts 1		1.3		3
Bus Math			Business Mathematics		1.3		3
Fil	1		Komunikasyon sa Akademikong Filipino		1.5		3
Soc Sci	5		Personality Dev. w/ Public Relation & Work Ethics		1.3		3
HRST	1		Introduction to Hotel Operation		1.6		3
HRST	2		Food Selection, Meal Planning and Preparation		1.2		3
HRST	3		Culinary Arts and Sciences		1.9		4
P E	1		Physical Fitness		1.2		4
NSTP	1		CWTS/ROTC/LTS 1		1.1		2
2nd Semester 2015-2016		BOHOL ISLAND STATE UNIVERSITY BILAR CAMPUS, ZAMORA, BILAR, BOHOL					
Com Arts	2		Communication Arts 2		1.4		3
Math	8b		Business Statistics		1.5		3
Fil	2		Pagbasa at Pagsulat Tungo sa Pananaliksik		1.6		3
Nat Sci	3B		Food Microbiology w/ Prin. of Safety, Hygiene & Sanitation		1.2		3
HRST	4		Food & Beverage Service Procedures (Waitering)		1.5		3
HRST	5		Food & Beverage Control System		1.6		4
HRST	6		Banquet, Function and Catering Services		1.2		3
Tour	1		Principles of Tourism 1		1.9		4
P E	2		Rhythmic Activities		1.3		3
NSTP	2		CWTS/ROTC/LTS 2		1.4		2

Grading System:

Undergrad

1.0 - 99%-100%	1.3 - 93%-94%	1.6 - 89%	1.9 - 86%	2.2 - 83%	2.5 - 80%	2.8 - 77%	3.0 - Below 75%
1.1 - 97% - 98%	1.4 - 91%-92%	1.7 - 88%	2.0 - 85%	2.3 - 82%	2.6 - 79%	2.9 - 76%	NA - Never Attended
1.2 - 95% - 96%	1.5 - 90%	1.8 - 87%	2.1 - 84%	2.4 - 81%	2.7 - 78%	3.0 - 75%	DR - Dropped

Advanced Studies

1.0 - 99%-100%	1.3 - 93%-94%	1.6 - 87%-88%	1.9 - 80%-82%	NA - Not Attending
1.1 - 97% - 98%	1.4 - 91%-92%	1.7 - 85%-86%	2.0 - Below 80%	W - Withdrawn
1.2 - 95% - 96%	1.5 - 89%-90%	1.8 - 83%-84%	NG - No Rating	DR - Dropped

Credits: One college unit of credit is one hour of lecture or recitation each week for one complete semester.
In shop and drawing courses, every three hours of work per week for one semester
are equivalent to one semester unit or credit.

Copy For: UNIVERSITY OF BOHOL

Date: October 29, 2020

Prepared by: LISSETTE M. HILOT

Checked by: ROSETTE IRENE M. MACALOLO

UNIVERSITY OF BOHOL
CERTIFIED TRUE PHOTOCOPY
OF THE ORIGINAL

ADELYN CIBARRA
Registrar III

Lem Mag
DALIA MELDA J. MAGNO-GTV
REGISTRAR

Not Valid Without
University Seal

Page 1 of 4 pages



**Republic of the Philippines
BOHOL ISLAND STATE UNIVERSITY
BILAR CAMPUS
Zamora, Bilar, Bohol**

Form No.: IFD-COP-REGT006-002
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Name ANCOG, Gigi Lagapa
Address Poblacion, Bilar, Bohol
Birth Date May 12, 1998
Sex Female
RECORDS OF PRELIMINARY EDUCATION

RECORDS OF PRELIMINARY EDUCATION

Elementary	Name of School
Secondary	Bohol Island State University
Course	Bachelor in Hotel, Restaurant and Services Technology

COLLEGIATE RECORD

SCHOOL TERM & COURSE NO.		DESCRIPTIVE TITLE		FINAL RATING	COMPLETION RATING	UNITS
1st Semester, 2016-2017		BOHOL ISLAND STATE UNIVERSITY BILAR CAMPUS, ZAMORA, BILAR, BOHOL				
ICT	1A	Basic Computer		1.3		3
FL		Niponggo/Mandarin/Spanish/French/Korean		1.3		3
Bus Ed	1	Principles of Management		1.4		3
Tour	2	Principles of Tourism II		1.8		3
HRST	7	Housekeeping Procedure/Cabin Stewarding		1.2		4
HRST	8	Bar Service Management(Bartending)		1.5		3
P E	3	Individual/Dual Sports and Games		1.1		2
P E	4	Team Sports and Games		1.4		2
2nd Semester 2016-2017		BOHOL ISLAND STATE UNIVERSITY BILAR CAMPUS, ZAMORA, BILAR, BOHOL				
OJT	1	Commercial Cooking, Food & Beverage, Housekeeping and Bartending		1.2		12
1st Semester, 2017-2018		BOHOL ISLAND STATE UNIVERSITY BILAR CAMPUS, ZAMORA, BILAR, BOHOL				
English	3	Speech Communication		1.2		3
Bus Ed	3	Basic Accounting		1.4		3
Soc Sci	1	Basic Economics w/ Taxation & Agrarian Reform		1.6		3
Soc Sci	2	General Psychology		1.6		3
Bus Ed	2	Principles of Marketing		1.5		3
HRST	9	Room Division Management & Control System		1.2		3
Soc Sci	3	Philippine History w/ Government & Constitution		1.8		3
Tour	4	Tourism Planning and Development		1.5		3

xxxxxxxxxxxxxx
Grading System:
Unadjusted

1.0 - 99%-100%	1.3 - 93%-94%	1.6 - 89%	1.8 - 86%	2.2 - 83%	2.5 - 80%	2.8 - 77%	5.0 - Below 75%
1.1 - 97% - 98%	1.4 - 91%-92%	1.7 - 88%	2.0 - 85%	2.3 - 82%	2.6 - 79%	2.9 - 76%	NA - Never Attended
1.2 - 95% - 96%	1.5 - 90%	1.8 - 87%	2.1 - 84%	2.4 - 81%	2.7 - 78%	3.0 - 75%	DP - Disengaged

Advanced Studies	1.0 - 99% - 100%	1.3 - 93%-94%	1.6 - 87%-88%	1.9 - 80%-82%	NA - Not Attending
	1.1 - 97% - 98%	1.4 - 91%-92%	1.7 - 85%-96%	2.0 - Below 80%	W - Withdrawn

1.2 - 95% - 96% 1.5 - 89%-90% 1.8 - 83%-84% NG - No Rating DR - Dropped

One college unit of credit is one hour of lecture or recitation each week for one complete term in shop and drawing courses, every three hours of work per week for one semester are equivalent to one semester unit of credit.

Copy For: UNIVERSITY OF BOHOL

Date: October 29, 2020

Prepared by: LISSETTE M. HILLOT

Checked by: ROSETTE IRENE C. MACALOLOOTY OF BOMBL
CERTIFIED TRUE PHOTOCOPY
OF THE ORIGINAL

ADELYN C. IBARRA
Registrar III

BALIA MELDA & MAGNO - GPC

P. 2. 5. 1



Republic of the Philippines
BOHOL ISLAND STATE UNIVERSITY
BILAR CAMPUS
Zamora, Bilal, Bohol

Form No. I-ID-COP-REGT-006-002
Revision No.: 00

Effectivity Date: June 17, 2019
Related Process: BISU COP-REGT-006

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OFFICIAL TRANSCRIPT OF RECORDS

Name ANCOG, Gigi Lagapa

Address Poblacion, Bilal, Bohol

Birth Date May 12, 1998

Sex Female

RECORDS OF PRELIMINARY EDUCATION

	Name of School	School Year
Elementary		
Secondary	Bohol Island State University	2014-2015
Course	Bachelor in Hotel, Restaurant and Services Technology	

SCHOOL TERM

& COURSE NO.

2nd Semester 2017-2018

		DESCRIPTIVE TITLE	FINAL RATING	COMPLETION RATING	UNITS
Lit	1	Philippine Literature	1.3		3
Hurn	1	Art Appreciation	1.4		3
Soc Sci	4	Society and Culture w/ Family Planning	1.4		3
Tour	3	Business Planning and Entrepreneurship	1.4		3
Bus Ed	4	Basic Finance	1.7		3
Bus Ed	6	Business Communication	1.5		3
Bus Ed	7	Management Information System	1.2		3
HRST	10	Front Office Management	1.3		3
1st Semester, 2018-2019		BOHOL ISLAND STATE UNIVERSITY BILAR CAMPUS, ZAMORA, BILAR, BOHOL			
Bus Ed	8	Hurnan Behavior in Organization	1.4		3
ICT	2	Computer Application in Hospitality Industry	1.2		3
Rizal		Life and Works of Rizal	1.4		3
HRST	11	Hotel Sales and Marketing	1.3		3
Tour	5	Total Quality Management	1.4		3
Tour	6	Events Management	1.9		4
HRST	12	Asian and Western Cuisines	1.4		3
2nd Semester 2018-2019		BOHOL ISLAND STATE UNIVERSITY BILAR CAMPUS, ZAMORA, BILAR, BOHOL			
OJT	2	On the Job Training	1.5		12
XX					

Grading System:

Undergrad

1.0 - 99%-100%	1.3 - 93%-94%	1.6 - 89%	1.9 - 86%	2.2 - 83%	2.5 - 80%	2.8 - 77%	3.0 - Below 75%
1.1 - 97% - 98%	1.4 - 91%-92%	1.7 - 88%	2.0 - 85%	2.3 - 82%	2.6 - 78%	2.9 - 75%	NA - Never Attended
1.2 - 95% - 96%	1.5 - 90%	1.8 - 87%	2.1 - 84%	2.4 - 81%	2.7 - 78%	3.0 - 75%	DR - Dropped

Advanced Studies

1.0 - 99%-100%	1.3 - 93%-94%	1.6 - 87%-88%	1.9 - 80%-82%	NA - Not Attending
1.1 - 97% - 98%	1.4 - 91%-92%	1.7 - 85%-86%	2.0 - Below 80%	W - Withdrawn
1.2 - 95% - 96%	1.6 - 89%-90%	1.8 - 83%-84%	NG - No Rating	DR - Dropped

Credits: One college unit of credit is one hour of lecture or recitation each week for one complete semester.
In shop and drawing courses, every three hours of work per week for one semester
are equivalent to one semester unit or credit.

Copy For: UNIVERSITY OF BOHOL

Date: October 29, 2020

Prepared by: LISSETTE M. HILOT

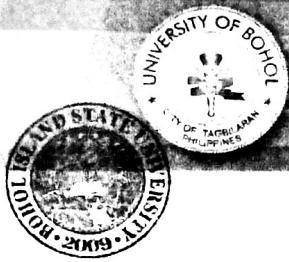
Checked by: ROSETTE IRENNE MACALOLOT

Not Valid Without
University Seal

Page 3 of 4 pages

ADELYN CIIBARRA, MEd, LEd, PROZEDCERY
Registrar III
UNIVERSITY OF BOHOL
OF THE UNIVERSAL

DALIA MELVIN, MAED, SPED
Registrar



Republic of the Philippines
BOHOL ISLAND STATE UNIVERSITY
BILAR CAMPUS
Zamora, Bilar, Bohol

Form No. IFD-COP-REGT006-002
Revision No.: 00
Effectivity Date: June 17, 2019
Related Process: BISU-COP-REGT-006

OFFICE OF THE REGISTRAR

OFFICIAL TRANSCRIPT OF RECORDS

Name ANCOG, Gigi Lagapa

Address Poblacion, Bilar, Bohol

Birth Date May 12, 1998

Sex Female

RECORDS OF PRELIMINARY EDUCATION

	Name of School	School Year
Elementary		
Secondary	Bohol Island State University	2014-2015
Course	Bachelor in Hotel, Restaurant and Services Technology	

SCHOOL TERM & COURSE NO.	DESCRIPTIVE TITLE	FINAL RATING	COMPLETION RATING	UNITS
XXXXXXXXXXXXXXXXXXXXXX	GRADUATED WITH THE DEGREE OF BACHELOR IN HOTEL, RESTAURANT AND SERVICES TECHNOLOGY AS CUM LAUDE ON MARCH 29, 2019 PER BOARD OF REGENTS RESOLUTION NO. 30 SERIES OF 2019 DATED MARCH 1, 2019.			

Bohol Island State University is a State University
per Republic Act No. 9722. A State University is exempted
from issuance of Special Order (S.O.)

Grading System:
Undergrad

1.0 - 99%-100%	1.3 - 93%-94%	1.6 - 89%	1.9 - 88%	2.2 - 83%	2.5 - 80%	2.8 - 77%	5.0 - Below 75%
1.1 - 97% - 98%	1.4 - 91%-92%	1.7 - 88%	2.0 - 85%	2.3 - 82%	2.6 - 79%	2.9 - 76%	NA - Never Attended
1.2 - 95% - 96%	1.5 - 90%	1.8 - 87%	2.1 - 84%	2.4 - 81%	2.7 - 78%	3.0 - 75%	DR - Dropped

Advanced Studies

1.0 - 99%-100%	1.3 - 93%-94%	1.6 - 87%-88%	1.9 - 80%-82%	NA - Not Attending
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Copy For: UNIVERSITY OF BOHOL

Date: October 29, 2020

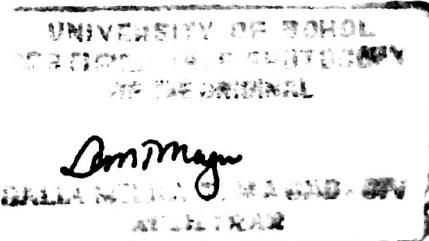
Prepared by: LISSETTE M. HILOT

Checked by: ROSETTE IRENE MACALOLOT

Not Valid Without
University Seal

ADELYN C. IBARRA
Registrar III

Page 4 of 4 pages



R07-20210510-001



Republic of the Philippines
Civil Service Commission
Lahug Cebu City



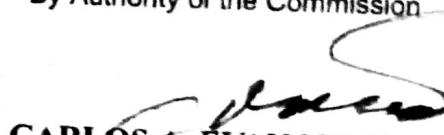
Certification of Eligibility

This is to certify that **GIGI L. ANCOG** has been granted **HONOR GRADUATE** eligibility pursuant to **PRESIDENTIAL DECREE No. 907**.

Issued upon the request of **Ms. ANCOG** this **10th** day of **May 2021**.

Date of Birth	MAY 12, 1998
Place of Birth	BILAR BOHOL
Book Number	ROE
Page Number	2
Seq./Line No.	8
Reg./Card/Cert. No.	100107190936
Date of Exam/Issuance/Grant	JULY 04, 2019
Place of Issuance	CEBU CITY
Date of Effectivity	MARCH 29, 2019
Date of Reg./Release	-

By Authority of the Commission


CARLOS A. EVANGELISTA
Director IV
Civil Service Commission VII

WARNING :

Illegal use of this certification shall subject the owner and/or perpetrator to administrative sanction and/or criminal prosecution under R.A. 9416. Any alteration, erasure, or absence of the official dry seal of the Commission shall invalidate this certification.

COLLEGE OF TECHNOLOGY AND ALLIED SCIENCES
DEPARTMENT IN HOSPITALITY MANAGEMENT AND INDUSTRIAL TECHNOLOGY

FACULTY LOAD
2nd Semester AY 2021 - 2022

Faculty: **GIGI L. ANCOG**
Major:

Degree Earned: BHRST and BSEd major in Social Studies
Department: DHMIT (CTAS)

Rank:
Post Degree Earned: MATVE
(on-going)
Teaching Experience: 1 year
Eligibility:

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:15 – 7:30	Flag Ceremony				
7:30 – 8:30	HPC 7 BSHM 2	HMPE 2 BSHM 1	HPC 7 BSHM 2	HMPE 2 BSHM 1	
8:30 – 9:30					ACADEMIC ADVISING
9:30 – 10:30	HPC 9 BSHM 2		HPC 9 BSHM 2		HPC 9 BSHM 2
10:30 – 11:30	AS 4 BSIT-AT 2		AS 4 BSIT-AT 2		AS 4 BSIT-AT 2
11:30 – 12:30	OAPE 9 BSOA 3	AS 4 BSIT-FPSM 2	OAPE 9 BSOA 3	OAPE 9 BSOA 3	AS 4 BSIT-FPSM 2

LUNCH BREAK

1:00 – 2:00	FOODTECH 4 BSIT-FPSM 2	EXTENSION	FOODTECH 4 BSIT-FPSM 2	RESEARCH	FOODTECH 4 BSIT-FPSM 2
2:00 – 3:00					
3:00 – 4:00					
4:00 – 5:00					
5:10 – 6:10					AS 4 BSIT-FPSM 2

TEACHING LOAD

Course No.	Year & Section	Description Title	Students Credit	Faculty Credit	Time	Days	Room	Class Size
HMPE 2	BSHM 1	Fundamentals in Food Service Operations	3	3	7:30 – 9:00	TTH		47
HPC 7	BSHM 2		3	3	7:30 – 9:00	MW		46
FoodTech4	BSIT-FPSM2	Food Service Management Fundamentals	6	6	1:00 – 5:00	MWF		33
HPC 9	BSHM 2	Foreign Language	3	3	9:30 – 10:30	MWF		46
	BSIT-AT 2		3	3	10:30 – 11:30	MWF		26
AS 4	BSIT-FPSM2		3	3	11:30 – 12:30	TF		33
OAPE 9	BSOA 3		3	3	5:10 – 6:10	MWTH		45
					11:30 – 12:30			

Other Assignment:

No. of Prep:	3	No. of Courses:	7	Total Class Hrs.:	30
Ave. Class Size:	39.43	Ave. Class Hrs.:	4.28	Ave. Teaching Units	3.14

Prepared by:

NELIA O. CATAVAS, Ph.D.
Chair, DHMIT

Recommending Approval:

ARLEN E. GUDMALIN, Ph.D.
Dean, CTAS

Approved:

Marietta C. Macalolot, Ph.D.
Campus Director

COLLEGE OF TECHNOLOGY AND ALLIED SCIENCES
DEPARTMENT IN HOSPITALITY MANAGEMENT AND INDUSTRIAL TECHNOLOGY

FACULTY LOAD
2nd Semester AY 2021 - 2022

Faculty: **GIGI L. ANCOG**
 Major:

Rank:
 Post Degree Earned: MATVE
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 Teaching Experience: 1 year
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9:30 – 10:30	HPC 9 BSHM 2		HPC 9 BSHM 2		HPC 9 BSHM 2
10:30 – 11:30	AS 4 BSIT-AT 2		AS 4 BSIT-AT 2		AS 4 BSIT-AT 2

LUNCH BREAK

1:00 – 2:00	FOODTECH 4 BSIT-FPSM 2	EXTENSION	FOODTECH 4 BSIT-FPSM 2	RESEARCH	FOODTECH 4 BSIT-FPSM 2
2:00 – 3:00					
3:00 – 4:00					
4:00 – 5:00					
5:10 – 6:10	OAPE 9 BSOA 3	AS 4 BSIT-FPSM 2	OAPE 9 BSOA 3	OAPE 9 BSOA 3	AS 4 BSIT-FPSM 2
6:10 – 7:10					

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Other Assignment:

No. of Prep:	3	No. of Courses:	7	Total Class Hrs.:	30
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Prepared by:

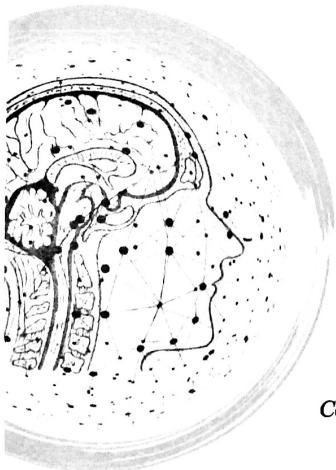
NELJA Q. CATAYAS, Ph.D.
 Chair, DHMIT

Recommending Approval:

ARLENE B. GUDMALIN, Ph.D.
 Dean, CTAS

Approved:

MARIETTA C. MACALOLOT, Ph.D.
 Campus Director



ASSOCIATION OF ADMINISTRATORS IN HOSPITALITY, HOTEL AND RESTAURANT
MANAGEMENT EDUCATIONAL INSTITUTIONS

in cooperation with
AAHRMEI Junior Associate Members

presents this

Certificate of Attendance

to

Gigi L. Ancog

For the active participation during the "AAHRMEI – AJAM 1st Virtual Research Colloquium 2022 with the theme: *Research in the 3rd Millennium: Promoting Research Culture amidst the Pandemic in Hospitality and Tourism Education*" that greatly contributed to the success of the event.

Given this 22nd day of April, 2022
at Manila, Philippines.

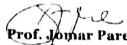

Dr. Lilibeth R. Sabillano
Adviser

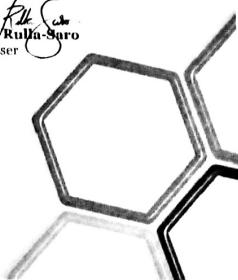
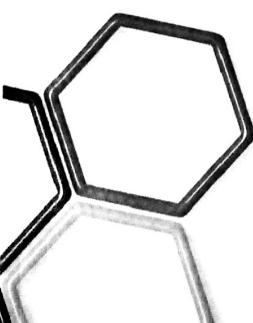

Juliane A. Ragudo
AJAM President


Dir. Melanio Rulla-Saro
Adviser


Dr. Mark Daevid Adem
Adviser


Dr. Gloria Baken Wong-Siy
AAHRMEI Founding President


Prof. Joyar Parel
Adviser





LOCATED IN MARIBAGO, LAPU-LAPU CITY, MACTAN ISLAND
CEBU, PHILIPPINES
Trunkline: (032) 236-6453 Directline: (032) 495-2567 Facsimile: (032) 232-3117
Email add: hregicebuinc@yahoo.com

EGI CEBU, INC.

CERTIFICATION

This is to certify that **Ms. Gigi L. Ancog** has successfully completed her Six Hundred Hours (600hrs) requirement for her on-the-job-training, assigned in **Housekeeping Department** from November 21, 2018 up to February 14, 2019.

This certification has been issued upon the request of the above-mentioned person for whatever purpose it may serve her best.

Issued this 14th day of February, 2019 at **EGI CEBU, INC.**

Locc, Maribago, Lapu-Lapu City,
Cebu, Philippines.

Certified True and Correct

Ms. Lea N. Fajardo

OIC-HR Dept / Acting Corp Admin Head



Republic of the Philippines
BOHOL ISLAND STATE UNIVERSITY – Bilar Campus
Zamora, Bilar, Bohol



Certificate of Participation

GIGI ANCOG

For attending the Asian and Western Cuisine Culmination entitled *Bridging Gastronomy Diversity Across Tables and Nation* held at the Farmer's Lounge on the 29th day of October, 2018.

Given this 29th day of October, 2018 at the Farmer's Lounge,
BOHOL ISLAND STATE UNIVERSITY – Bilar Campus.


HERBERTO S. PIOLLO
DHRSIT, Chairperson



Republic of the Philippines
BOHOL ISLAND STATE UNIVERSITY - Bilar Campus
Zamora, Bilar, Bohol



Certificate of Participation

GIGI ANCOCOG

For attending the forum entitled *Professional Development Program on Industry Practices in Hospitality Management* held at the Bilar Gymnasium on the 22nd day of October, 2018.

Given this 22nd day of October, 2018 at the Bilar Gymnasium, Poblacion, Bilar, Bohol.

JOSE T. TRAVERO, Mag. Dcv.
Campus Director



Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

NATIONAL CERTIFICATE II

in

FRONT OFFICE SERVICES

is awarded to

GIGI L. ANCOG

for having completed the competency requirements under the Philippine TVET Competency Assessment and Certification System in the following units of competency:

Unit Code	Unit Title	Unit Code	Unit Title
BASIC COMPETENCIES			
500311105	Participate in Workplace Communication	TRS5123105	Receive and process reservations
500311106	Work in Team Environment	TRS5123106	Operate computerized reservations system
500311107	Practice Career Professionalism	TRS5123107	Provide accommodation reception services
500311108	Practice Occupational Health and Safety Procedure	TRS5123108	Conduct night audit
COMMON COMPETENCIES			
TRS311201	Develop and update industry knowledge	TRS512305	Provide club reception services
TRS311202	Observe workplace hygiene procedures	TRS5123109	Provide concierge and bell services
TRS311203	Perform computer operations	TRS5123110	Provide cashiering services
TRS311204	Perform workplace and safety practices		
TRS311205	Provide effective customer service		

Signature of the certificate holder
Certificate No. **18071202009220**

ULI: AGL-98-672-07012-001

Issued on : **April 16, 2018**
Valid until: **April 15, 2023**



CLN-NQ- 3871427


SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Director General





CERTIFICATE OF COMPLETION

This is to certify that **MS. GIGI L. ANCOG** of Bohol Island State University – Bilar Campus has completed **(720)** Seven Hundred Twenty hours during her **On-the-Job Training** at **PANGLAO REGENTS PARK RESORT & HOTEL** from November 14, 2016 to February 28, 2017. She was assigned in Housekeeping Department, Front Office Department and Reservations Department.

This certification is issued to **Ms. Ancog** to attest the time of her training in this establishment.

Issued this 1st day March 2017 in Panglao Bohol, Philippines.

PANGLAO REGENTS PARK HOTEL & RESORT


ANNA KRISTINA L. BALAGOSA
General Manager

Ester A. Lim Drive, Brgy. Talavida, Panglao, Minalabac, Bohol, Philippines
Tel. No.: (038) 502-4080 / (038) 502-4081 • Mobile: No. +63 9265925080 / +63 9263178553
www.panglao-regentspark.com
panglao-regentspark@gmail.com