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	ARTIGAS
FIRST NAME	ARVIC
NAME EXTENSION (JR., SR)	
MIDDLE NAME	BUMAGAT
3. DATE OF BIRTH (mm/dd/yyyy)	4/10/1997
4. PLACE OF BIRTH	PALOMPON, LEYTE
5. SEX	☑ Male ☐ Female
6 CIVIL STATUS	☑ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:
7. HEIGHT (m)	1.7
8. WEIGHT (kg)	65
9. BLOOD TYPE	O+
10. GSIS ID NO.	N/A
11. PAG-IBIG ID NO.	121215441536
12. PHILHEALTH NO.	1302-5492-8810
13. SSS NO.	06-4063762-6
14. TIN NO.	N/A
15. AGENCY EMPLOYEE NO.	N/A
16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization
If holder of dual citizenship, please indicate the details.	Pls. indicate country:
17. RESIDENTIAL ADDRESS	House/Block/Lot No.: — Street: CANTUHAON — Subdivision/Village: — Barangay: PALOMPON — City/Municipality: LEYTE — Province:
ZIP CODE	6538
18. PERMANENT ADDRESS	House/Block/Lot No.: — Street: CANTUHAON — Subdivision/Village: — Barangay: PALOMPON — City/Municipality: LEYTE — Province:
ZIP CODE	6538
19. TELEPHONE NO.	N/A
20. MOBILE NO.	0916-945-8198 / 0970-997-1719
21. E-MAIL ADDRESS (if any)	arvicartigas@yahoo.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	NAME EXTENSION (JR., SR)	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	ARTIGAS			
FIRST NAME	JESSIE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BARRO			
25. MOTHER'S MAIDEN NAME				
SURNAME	BUMAGAT			
FIRST NAME	JOCELYN			
MIDDLE NAME	ALMOROTO		*(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	PERIOD OF ATTENDANCE To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	CANTUHAON ELEMENTARY SCHOOL	N/A	2003	2009		2009	WITH HONORS
SECONDARY	CANTUHAON NATIONAL HIGH SCHOOL	N/A	2009	2013		2013	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A		N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY - ISABEL	BACHELOR OF SCIENCE IN AGRIBUSINESS	2013	2017		2017	Dean's Lister (Summer)
GRADUATE STUDIES	N/A	N/A	N/A	N/A		N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 22, 2022

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
CIVIL SERVICE SUBPROFESSIONAL	80.03%	3/18/2018	ORMOC CITY	N/A	N/A

(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	GOV'T SERVICE (Y/ N)
From	To						
5/2/2019	PRESENT	REGISTRAR'S CLERK/ICT STAFF	ORMOC CITY INSTITUTE OF TECHNOLOGY	285.00/day	N/A	CONTRACTUAL	NO
10/10/2017	12/31/2017	ADMINISTRATIVE AIDE I	VISAYAS STATE UNIVERSITY - ISABEL	280.00/day	N/A	JOB ORDER	YES

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 22, 2022

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		
N/A	N/A	N/A	N/A	N/A

(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			
Food & Beverage Services Training	December 29, 2020	February 24, 2021	356 hours	Technical	Technical Education and Skills Development Authority (TESDA)

(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)
LISTENING TO MUSIC	N/A	N/A
INTERNET SURFING		
READING		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 22, 2022

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 apppointed, 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?	☐ YES ☑ NO If YES, give details:
b. Have you been criminally charged before any court?	☐ 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: FINISHED CONTRACT (PUBLIC SECTOR)
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?	☐ YES ☑ NO If YES, give details:
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:
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:

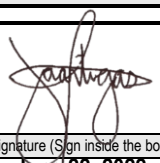
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
ECEL A. SILVANO	**SIMANGAN, ISABEL, LEYTE**	**0967-849-8028**
MICHELLE P. DE LOS REYES	**CANTUHAON, PALOMPON, LEYTE**	**0908-197-2339**
JOERYNE P. PEREZ	**BUENAVISTA, PALOMPON, LEYTE**	**0935-621-6817**

PHOTO

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:	**POSTAL ID**
ID/License/Passport No.:	**124190144577**
Date/Place of Issuance:	**March 25, 2019/ORMOC CITY**



Signature (Sign inside the box)

June 22, 2022

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this June 22, 2022, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath