

## 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: October 05, 2020 – February 26, 2021
- Position: PART-TIME INSTRUCTOR
- Name of Office/Unit: Department of Agricultural Sciences
- Immediate Supervisor: Dr. Judith P. Jomadio
- Name of Agency/Organization and Location: Visayas State University-Alangalang Campus, Brgy. Binongtoan Alangalang, Leyte
- List of Accomplishments and Contributions (if any)
  - Prepared learning materials for the subjects handled
  - Conducted online class to the students for each subject handled.
  - Prepared syllabus and Modules (Mgt 3: Agricultural Marketing, Mgt 2; Agricultural Business Finance, and Entr 11: The Entrepreneurial Mindset)
- Summary of Actual Duties
  - Responsible for assessing the students in modular activities, conduct online classes and giving assessment after the session. Preparation of modules and other learning materials for the subject handled. Computed midterm and final grades of the students using excel 2010.

  
LYKA T. ARTUGUE

(Signature over Printed Name  
of Employee/Applicant)

Date: 04/08/2021

## PERSONAL DATA SHEET

WARNING: Any misinterpretation 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	Artugue		NAME EXTENSION (JR., SR)	N/A
FIRST NAME	Lyka			
MIDDLE NAME	Trenchera			
3. DATE OF BIRTH (mm/dd/yyyy)	04-30-1999	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	Dulag, Leyte	If holder of dual citizenship, please indicate the details.		
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	17. RESIDENTIAL ADDRESS	Real Extension	
7. HEIGHT (m)	149m	House/Block/Lot No.	Street	
8. WEIGHT (kg)	49	Subdivision/Village	Cabacungan	
9. BLOOD TYPE	O	Dulag	Barangay	
10. GSIS ID NO.	N/A	City/Municipality	Leyte	
11. PAG-IBIG ID NO.	N/A	ZIP CODE	6505	
12. PHILHEALTH NO.	N/A	18. PERMANENT ADDRESS	Real Extension	
13. SSS NO.	N/A	House/Block/Lot No.	Street	
14. TIN NO.	771-077-153	Subdivision/Village	Cabacungan	
15. AGENCY EMPLOYEE NO.	N/A	Dulag	Barangay	
		City/Municipality	Leyte	
		ZIP CODE	6505	
		19. TELEPHONE NO.	N/A	
		20. MOBILE NO.	09309043855	
		21. E-MAIL ADDRESS (if any)	itsmelyka3@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	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	Artugue			
FIRST NAME	Eugelio	NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME	Gabriola			
25. MOTHER'S MAIDEN NAME	Lerma J. Trenchera			
SURNAME	Artugue			
FIRST NAME	Lerma			
MIDDLE NAME	Trenchera			

(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	Cabacungan Elementary School	Primary Education	2005	2011		2011	With Honor
SECONDARY	Cabacungan National High School	High School	2011	2015		2015	Proficiency Award
VOCATIONAL / TRADE COURSE	N/A		N/A	N/A		N/A	N/A
COLLEGE	Visayas State University-Main Campus	BS in Agribusiness	2015	2020	172	2020	N/A
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE

DATE

6/17/21

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[illegible]

**V. WORK EXPERIENCE** (Continue on separate sheet if necessary)

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

[illegible]

SIGNATURE	<i>[Signature]</i>	DATE	6/19/21	CS FORM 212 (Revised 2017), Page 2 of 4
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[illegible]

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




[illegible]

## VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Frisbee	N/A	Mariberry Association
Dancing		Society of Agribusiness
Badminton		

SIGNATURE	<i>[Signature]</i>	DATE	6/19/21
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<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>												
<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 style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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>												
<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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<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>												
<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> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Ms. Perlyn G. Fernandes</td> <td>Abuyog, Leyte</td> <td>9070432662</td> </tr> <tr> <td>Ms. Christine Joy Piangco</td> <td>Jaro, Leyte</td> <td>9501484872</td> </tr> <tr> <td>Ms. Floralyn Domingo</td> <td>Mahaplag, Leyte</td> <td>9058149126</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Ms. Perlyn G. Fernandes	Abuyog, Leyte	9070432662	Ms. Christine Joy Piangco	Jaro, Leyte	9501484872	Ms. Floralyn Domingo	Mahaplag, Leyte	9058149126
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<p>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.</p>													
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<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 300px; height: 60px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p>													



LYRA P. ARVIGUE

