


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	ARTIGA		
FIRST NAME	EDILBERTO	NAME EXTENSION (JR., SR) JR. II	
MIDDLE NAME	ACASIO		
3 DATE OF BIRTH (mm/dd/yyyy)	10/27/1991	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 checked="" type="checkbox"/> Male <input type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	1352 ZONE 2 House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	18. PERMANENT ADDRESS	1352 ZONE 2 House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.72	19. TELEPHONE NO.	N/A
8. WEIGHT (kg)	69	20. MOBILE NO.	09383644332
9. BLOOD TYPE	"O"	21. E-MAIL ADDRESS (if any)	edilberto.artiga@vsu.edu.ph
10. GSIS ID NO.	021-1429-9143-2		
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	13-000109646-0		
13. SSS NO.	N/A		
14. TIN NO.	428-272-920		
15. AGENCY EMPLOYEE NO.	V00805		

II. FAMILY BACKGROUND			
22 SPOUSE'S SURNAME	GARCIA	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JESSA MARIE	N/A	N/A
MIDDLE NAME	BARCIAL	N/A	N/A
OCCUPATION	TEACHER	N/A	N/A
EMPLOYER/BUSINESS NAME	DEPED, BAYBAY NATIONAL HIGH SCHOOL	N/A	N/A
BUSINESS ADDRESS	BAYBAY CITY, LEYTE	N/A	N/A
TELEPHONE NO.	N/A	N/A	N/A
24. FATHER'S SURNAME	ARTIGA	N/A	N/A
FIRST NAME	EDILBERTO	N/A	N/A
MIDDLE NAME	ENDRIANO	N/A	N/A
25. MOTHER'S MAIDEN NAME	ACASIO	N/A	N/A
SURNAME	ARTIGA	N/A	N/A
FIRST NAME	LEONARDA	N/A	N/A
MIDDLE NAME	SIEGA	(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	VISCA FOUNDATION ELEMENTARY SCHOOL	PRIMARY EDUCATION	1998	2004	N/A	2004	N/A
SECONDARY	VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL	SECONDARY EDUCATION	2004	2008	N/A	2008	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OR SECONDARY EDUCATION MAJOR IN MAPEH	2008	2012	N/A	2012	ACADEMIC
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER IN PHYSICAL EDUCATION	2019	PRESENT	6 UNITS	ON-GOING	N/A

SIGNATURE		DATE	
		JULY 22, 2019	

[illegible]

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

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(Continue on separate sheet if necessary)

July 22, 2019

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

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			
RADIO FOR DEVELOPMENT WORKSHOP	7/30/2018	7/30/2018	4	TECHNICAL	VSU RADIO DYDC-FM 104.7
WRITESHOP ON OUTCOMES-BASED EDUCATION COURSE SYLLABI	7/26/2018	7/26/2018	8	TECHNICAL	VSU COLLEGE OF EDUCATION
ATHLETICS OFFICIATING TRAINING	10/5/2016	10/7/2016	24	MANAGERIAL	NAVAL STATE UNIVERSITY
SPORTS CLINIC IN FINSWIMMING	5/10/2016	5/12/2016	20	TECHNICAL	PHILIPPINE FINSWIMMING FEDERATION, INC.
SPORTS CLINIC: ORGANIZING, MANAGING AND OFFICIATING SWIMMING COMPETITION	5/25/2015	5/26/2015	16	TECHNICAL	INSTITUTE OF HUMAN KINETICS
COACHES ACROSS CONTINENTS: SOCCER FOR SOCIAL IMPACT	5/7/2015	5/9/2015	20	TECHNICAL	COACHES ACROSS CONTINENTS
SEMINAR-WORKSHOP ON THE IMPLEMENTATION OF OUTCOMES-BASED EDUCATION (OBE)	5/4/2015	5/5/2015	16	TECHNICAL	VISAYAS STATE UNIVERSITY
SEMINAR WORKSHOP ON NEWS LETTER WRITING	3/1/2015	3/1/2015	8	TECHNICAL	INSTITUTE OF HUMAN KINETICS
SINULOG FESTIVAL, MANAGEMENT SEMINAR AND WORKSHOP	1/10/2015	1/10/2015	4	TECHNICAL	SINULOG FOUNDATION INC.
KASIBULAN GRASSROOTS COACHING COURSE AND FESTIVAL	11/7/2014	11/9/2014	24	TECHNICAL	BAYBAY CITY DIVISION & PHILIPPINE FOOTBALL FEDERATION
SUMMER LEARN TO SWIM	4/21/2014	5/9/2014	24	MANAGERIAL	INSTITUTE OF HUMAN KINETICS
OUTCOMES - BASED EDUCATION FOR ASEAN 2015	3/8/2014	3/8/2014	8	TECHNICAL	LEYTE NORMAL UNIVERSITY
WORKSHOP IN INSTRUCTIONAL MATERIALS DEVELOPMENT FOR THE VISAYAS STATE UNIVERSITY	1/28/2014	1/29/2014	16	TECHNICAL	VISAYAS STATE UNIVERSITY
OPEN WATER SAFETY TRAINING FOR CHILDREN AND YOUTH	6/22/2013	6/22/2013	8	MANAGERIAL	HAYAG FAMILY DEVELOPMENT CENTER WITH PEACE CORPS
SWIM CAMP/ DISASTER PREPAREDNESS TRAINING FOR CHILDREN AND YOUTH	4/24/2013	4/26/2013	24	MANAGERIAL	HAYAG FAMILY DEVELOPMENT CENTER WITH CHILD FUND
SEMINAR CLINIC ON OFFICIATING ATHLETIC EVENTS	2/16/2013	2/16/2013	8	MANAGERIAL	INSTITUTE OF HUMAN KINETICS








(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)
BADMINTON COACH	CHAMPION COACH REGIONAL SCUAA (2014, 2015, 2016 & 2017), NATIONAL SCUAA OLYMPICS COACH (2015 - 4TH PLACER, 2016 - 3RD PLACER & 2018)	INSTITUTE OF HUMAN KINETICS VARSITY SPORTS PROGRAM
BADMINTON		HAPAKERS BADMINTON CLUB, BAYBAY CITY
DANCING		
PLAYING SPORTS (ANY FORM)		
OFFICIATING (SPORTS)		

(Continue on separate sheet if necessary)

SIGNATURE	DATE	JULY 22, 2019
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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> <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>														
<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: 33%;">NAME</th><th style="width: 33%;">ADDRESS</th><th style="width: 33%;">TEL. NO.</th></tr></thead><tbody><tr><td>DR. ALELI A. VILLOCINO</td><td>VISCA, BAYBAY CITY LEYTE</td><td>9173040879</td></tr><tr><td>PROF. VICENTE B. ANTIPASO</td><td>VISCA, BAYBAY CITY LEYTE</td><td>9287813701</td></tr><tr><td>MARY JEAN M. SAPAN</td><td>VISCA, BAYBAY CITY LEYTE</td><td>9423679323</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	DR. ALELI A. VILLOCINO	VISCA, BAYBAY CITY LEYTE	9173040879	PROF. VICENTE B. ANTIPASO	VISCA, BAYBAY CITY LEYTE	9287813701	MARY JEAN M. SAPAN	VISCA, BAYBAY CITY LEYTE	9423679323		
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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>															
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td></tr><tr><td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID:</td><td>PRC</td></tr><tr><td>ID/License/Passport No.:</td><td>1531483</td></tr><tr><td>Date/Place of Issuance:</td><td>TACLOBAN CITY</td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)		PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	PRC	ID/License/Passport No.:	1531483	Date/Place of Issuance:	TACLOBAN CITY	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="text-align: center; height: 100px;"></td></tr><tr><td style="text-align: center;">Signature (Sign inside the box)</td></tr><tr><td style="text-align: center;">July 23, 2019</td></tr><tr><td style="text-align: center;">Date Accomplished</td></tr></table>		Signature (Sign inside the box)	July 23, 2019	Date Accomplished
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<p>SUBSCRIBED AND SWORN to before me this <u>29 AUG 2019</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;"> ATTY. RYSAN C. GUINOCOR VSU LEGAL OFFICER</div>															



PHOTO



Right Thumbmark

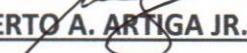
WORK EXPERIENCE SHEET

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.

SAMPLE ONLY

- Duration: June 2012 – 2013, June 2013 – present
- Position: Part- time Instructor , Instructor I; respectively
- Name of Office/Unit: Institute of Human Kinetics
- Immediate Supervisor: Dr. Aleli A. Villocino
- Name of Agency/Organization and Location: College of Education, Visayas State University
- List of Accomplishments and Contributions (if any)
 - VSU Badminton Women's Team Coach (2013 – present)
 - Institute of Human Kinetics Auditor 2015-2016
 - Varsity Sports Coordinator, VSU (2014 – 2016)
 - Race Director – VSU Anniversary Fun Run (2015)
 - MAPEH Club Adviser (2013 – 2015)
 - Official Track Starter – VSU Student And Faculty And Staff Intramural Games (2014-2015)
 - Tournament Manager – VSU Anniversary Goodwill Games (Badminton) 2014-2015
 - Swimming Instructor – Summer Recreation Program 2014 – 2015
 - Adviser – College of Education Supreme Student Council (CoEd SSC – 2018-2019)
 - Adviser – Frisbee Club (2018-2019)
 - Coordinator – Kinetika Radio Program (KRP – 2018 – 2019)
- Summary of Actual Duties
 - Had been able to teach Service Physical Education Subjects, MAPEH Major Subjects (Aquatics , Team Sports) and Professional Education subject (PREd 125), and provides in the assistance and management of programs and activities spearheaded by the Institute of Human Kinetics and performs other related functions.


EDILBERTO A. ARTIGA JR. II
 (Signature over Printed Name
 of Employee/Applicant)

Date: July 23, 2019