

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 Jr.	NAME EXTENSION (JR., SR) II	
MIDDLE NAME	Acasio		
3. DATE OF BIRTH (mm/dd/yyyy)	10/27/1991	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	☒ Male ☐ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	1352 Zone 2 House/Block/Lot No. Street Guadalupe (Utod) Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.72	ZIP CODE	6521
8. WEIGHT (kg)	89.00		
9. BLOOD TYPE	O		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	N/A	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
12. PHILHEALTH NO.	130001096460	ZIP CODE	
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	428272920	20. MOBILE NO.	912-038-8261
15. AGENCY EMPLOYEE NO.	V00805	21. E-MAIL ADDRESS (if any)	edilberto.artiga@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Artiga		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Jessa Marie	NAME EXTENSION (JR., SR)	Luke Rlandil G. Artiga	05/11/2020
MIDDLE NAME	Garcia			
OCCUPATION	Teacher			
EMPLOYER/BUSINESS NAME	DEPED			
BUSINESS ADDRESS	Baybay City			
TELEPHONE NO.				
24. FATHER'S SURNAME	Artiga			
FIRST NAME	Edilberto	NAME EXTENSION (JR., SR) Jr.		
MIDDLE NAME	Endriano			
25. MOTHER'S MAIDEN NAME	Leonarda S. Acasio			
SURNAME	Artiga			
FIRST NAME	Leonarda			
MIDDLE NAME	Acasio		(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	Elementary	1998	2004		2004	N/A
SECONDARY	Visayas State University Laboratory High School	High School	2004	2008		2008	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Secondary Education	2008	2012		2012	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	Master in Education	2019	2024		2024	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/12/2024
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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 Exam for Teachers		09/30/2012	Tacloban City	1531483	10/27/2020

(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						
01/01/2024	PRESENT	Instructor I	Visayas State University	30,323.00	12-5	Temporary	Y
01/01/2023		Instructor I	Visayas State University	30,323.00	12-5	Temporary	Y
01/01/2022		Instructor I	Visayas State University	28,766.00	12-5	Temporary	Y
08/14/2021		Instructor I	Visayas State University	27,210.00	12-5	Temporary	Y
08/01/2021	07/31/2022	Instructor I	Visayas State University	26,336.00	12-2	Temporary	Y
01/01/2021		Instructor I	Visayas State University	26,915.00	12-4	Temporary	Y
01/01/2021		Instructor I	Visayas State University	26,336.00	12-2	Temporary	Y
07/30/2020	07/31/2021	Instructor I	Visayas State University	24,779.00	12-2	Temporary	Y
01/01/2020		Instructor I	Visayas State University	24,495.00	12-1	Temporary	Y
08/01/2019	12/31/2019	Instructor I	Visayas State University	23,222.00	12-2	Temporary	Y
01/01/2019	07/31/2019	Instructor I	Visayas State University	23,222.00	12-2	Temporary	Y
08/14/2018	12/31/2018	Instructor I	Visayas State University	22,410.00	12-2	Temporary	Y
08/01/2018	08/13/2018	Instructor I	Visayas State University	22,149.00	12-1	Temporary	Y
01/01/2018	07/31/2018	Instructor I	Visayas State University	22,149.00	12-1	Temporary	Y
08/01/2017	12/31/2017	Instructor I	Visayas State University	21,387.00	12-1	Temporary	Y
01/01/2017	07/31/2017	Instructor I	Visayas State University	21,387.00	12-1	Temporary	Y
11/01/2016	12/31/2016	Instructor I	Visayas State University	20,651.00	12-1	Temporary	Y
01/01/2016	10/31/2016	Instructor I	Visayas State University	20,651.00	12-1	Temporary	Y
11/01/2015	12/31/2015	Instructor I	Visayas State University	19,940.00	-	Temporary	Y
11/01/2013	10/31/2015	Instructor I	Visayas State University	19,940.00	-	Temporary	Y
06/20/2013	10/30/2013	Instructor I	Visayas State University	19,940.00	-	Contractual	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/12/2024
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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			
	Langoy sa Kaluwasan "Learn to Swim"	01/29/2022	02/19/2022	20	Managerial	Institute of Human Kinetics
	Langoy sa Kaluwasan "Learn to Swim"	10/23/2021	12/11/2021	20	Managerial	Institute of Human Kinetics
	Trainers Training Course in Swimming and Life-Saving and Water Rescue	05/24/2021	05/28/2021	20	Technical	Visayas State University, Institute of Human Kinetics
	Writeshop on Preparation of Licensure Examination for Profesional Teachers (LEPT) Review Materials	04/07/2021	04/27/2021	20	Technical	Visayas State University, University Review Services
	Sikad, Abante VSU! Fun Ride	03/28/2021	03/28/2021	4	Managerial	Visayas State University
	Visayas State University E-Learning Environment Training - Workshop Series	12/09/2020	12/18/2020	8	Technical	Visayas State University
	RADIO FOR DEVELOPMENT WORKSHOP	07/30/2018	07/30/2018	4	Technical	VSU RADIO DYDC-FM 104.7
	WRITESHOP ON OUTCOMES-BASED EDUCATION COURSE SYLLABI	07/26/2018	07/26/2018	8	Technical	VSU COLLEGE OF EDUCATION
	SPORTS CLINIC IN FINSWIMMING	05/10/2016	05/12/2016	20	Technical	PHILIPPINE FINSWIMMING FEDERATION, INC.
	SPORTS CLINIC: ORGANIZING, MANAGING AND OFFICIATING SWIMMING COMPETITION	05/25/2015	05/26/2015	16	Technical	INSTITUTE OF HUMAN KINETICS
	COACHES ACROSS CONTINENTS: SOCCER FOR SOCIAL IMPACT	05/07/2015	05/09/2015	20	Technical	COACHES ACROSS CONTINENTS
	SEMINAR-WORKSHOP ON THE IMPLEMENTATION OF OUTCOMES-BASED EDUCATION (OBE)	05/04/2015	05/05/2015	16	Technical	VISAYAS STATE UNIVERSITY
	SEMINAR WORKSHOP ON NEWS LETTER WRITING	03/01/2015	03/01/2015	8	Technical	INSTITUTE OF HUMAN KINETICS
	SINULOG FESTIVAL, MANAGEMENT SEMINAR AND WORKSHOP	01/10/2015	01/10/2015	4	Technical	SINULOG FOUNDATION INC.
	KASIBULAN GRASSROOTS COACHING COURSE AND FESTIVAL	11/07/2014	11/09/2014	24	Technical	BAYBAY CITY DIVISION & PHILIPPINE FOOTBALL FEDERATION
	OUTCOMES - BASED EDUCATION FOR ASEAN 2015	05/08/2014	05/08/2014	8	Technical	LEYTE NORMAL UNIVERSITY GRADUATE SCHOOL DEPARTMENT IN COOPERATION WITH STUDENT ASSOCIATION FOR GRADUATE EDUCATION
	WORKSHOP IN INSTRUCTIONAL MATERIALS DEVELOPMENT FOR THE VISAYAS STATE UNIVERSITY	01/28/2014	01/29/2014	16	Technical	VISAYAS STATE UNIVERSITY

PLEASE SEE ATTACHMENT A

(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)
	N/A		N/A		Hapakers Badminton Club

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/12/2024
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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, 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 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) <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>Mary Jean M. Sapan</td><td>Purok 1, Brgy. Licuma, Ormoc City, Leyte</td><td>09423679323</td></tr><tr><td>Aleli A. Villocino</td><td>ViSCA, Baybay City, Leyte</td><td>09173040879</td></tr><tr><td></td><td></td><td></td></tr></table>			NAME	ADDRESS	TEL. NO.	Mary Jean M. Sapan	Purok 1, Brgy. Licuma, Ormoc City, Leyte	09423679323	Aleli A. Villocino	ViSCA, Baybay City, Leyte	09173040879			
NAME	ADDRESS	TEL. NO.												
Mary Jean M. Sapan	Purok 1, Brgy. Licuma, Ormoc City, Leyte	09423679323												
Aleli A. Villocino	ViSCA, Baybay City, Leyte	09173040879												
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.		ID picture taken within the last 6 months 3.5 cm x 4.5 cm (passport size) With full and handwritten name tag and signature over printed name Computer generated or photocopied picture is not acceptable PHOTO Right Thumbmark												
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i> Government Issued ID: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A	Signature (Sign inside the box) 04/12/2024 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														