

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	CAGASAN		
FIRST NAME	EDITHA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	GUNDAYA		
3. DATE OF BIRTH (mm/dd/yyyy)	1/31/1964	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	ALICIA, BOHOL	If holder of dual citizenship, please indicate the details.	
5. SEX	☐ Male ☐ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	APT. 21 KILBOURNE ST. House/Block/Lot No. Street VISAYAS STATE UNIVERSITY VISCA Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	152.5 CM	ZIP CODE	6521-A
8. WEIGHT (kg)	70 KG	18. PERMANENT ADDRESS	Dept. of Dev't. Communication Street VISAYAS STATE UNIVESITY VISCA Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
9. BLOOD TYPE	B	ZIP CODE	6521-A
10. GSIS ID NO.	64013102145	19. TELEPHONE NO.	(053) 563 1362
11. PAG-IBIG ID NO.	1700-0024-4280	20. MOBILE NO.	0915 591 3358; 0918 270 0721
12. PHILHEALTH NO.	13-0000152588	21. E-MAIL ADDRESS (if any)	edithcagasan@vsu.edu.ph; edithcagasan@yahoo.com
13. SSS NO.	NA		
14. TIN NO.	104-768-337		
15. AGENCY EMPLOYEE NO.	V000128		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CAGASAN	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)	
FIRST NAME	ULYSSES	NAME EXTENSION (JR., SR)	Christian Ulysses G. Cagasan	6/28/1997
MIDDLE NAME	ALAS		Lendelle Editha G. Cagasan	7/25/1998
OCCUPATION	Government employee (College Professor)		Van Marie Editha G. Cagasan	1/16/2002
EMPLOYER/BUSINESS NAME	Visayas State University			
BUSINESS ADDRESS	Visca, Baybay City, Leyte			
TELEPHONE NO.				
24. FATHER'S SURNAME	GUNDAYA			
FIRST NAME	CATALINO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	PLATINO			
25. MOTHER'S MAIDEN NAME				
SURNAME	AYUBAN			
FIRST NAME	MONICA			
MIDDLE NAME	MELENDEZ			

(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 GRADU ATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	Alicia Central Elementary School	Elementary Graduate	1970	1976	Elementary Graduate	1976	Salutatorian
SECONDARY	Bohol National High School	High School Graduate	1976	1980	High School Graduate	1980	First Hon. Mention
VOCATIONAL / TRADE COURSE							
COLLEGE	Visayas State College of Agriculture	BS in Agricultural Engineering	1980	1985	BS Agric'l Engineering	1985	Cumlaude
GRADUATE STUDIES	UP Los Baños	MS in Development Communication	1988	1991	MS DevCom	1991	VFAP
GRADUATE STUDIES	UP Los Baños	PhD in Development Communication	Nov 2003	Apr 2008	PhD DevCom	2008	PCARRD, Acad Excellence

(Continue on separate sheet if necessary)

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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
Civil service eligibility granted under PD 907	NA	NA	NA	NA	NA

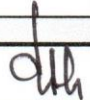
(Continue on separate sheet if necessary)

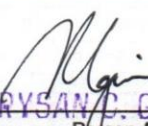
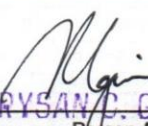
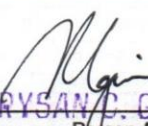
V. WORK EXPERIENCE

(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	GOVT SERVICE (Y/ N)
From	To						
06/03/1985	06/30/1986	Research Assistant	Visayas State College of Agriculture	992.00	11	Contractual	Yes
07/01/1986	12/31/1986	Research Assistant	Visayas State College of Agriculture	1,091.40	11	Contractual	Yes
01/01/1987	02/28/1987	Sci. Res. Specialist	Visayas State College of Agriculture	1,715.00	12	Temporary	Yes
03/01/1987	12/31/1987	Sci. Res. Specialist	Visayas State College of Agriculture	1,972.25	12	Temporary	Yes
01/01/1988	12/21/1988	Sci. Res. Specialist	Visayas State College of Agriculture	2,169.50	12	Temporary	Yes
01/01/1989	06/30/1989	Instructor I (R&E)	Visayas State College of Agriculture	2,396.00	12	Temporary	Yes
07/01/1989	12/31/1993	Instructor I (R&E)	Visayas State College of Agriculture	3,540.00	12	Temporary	Yes
01/01/1994	08/18/1994	Instructor I (R&E)	Visayas State College of Agriculture	4,240.00	12	Temporary	Yes
08/19/1994	12/31/1994	Assistant Professor 1	Visayas State College of Agriculture	5,118.00	15	Temporary	Yes
01/01/1995	12/31/1995	Assistant Professor 1	Visayas State College of Agriculture	5,240.00	15	Temporary	Yes
01/01/1996	12/31/1996	Assistant Professor 1	Visayas State College of Agriculture	7,737.00	15	Temporary	Yes
01/01/1997	10/31/1997	Assistant Professor 1	Visayas State College of Agriculture	9,626.00	15	Temporary	Yes
11/01/1997	11/30/1997	Assistant Professor 1	Visayas State College of Agriculture	11,515.00	15	Temporary	Yes
12/01/1997	09/30/1998	Assistant Professor II	Visayas State College of Agriculture	12,206.00	16	Temporary	Yes
10/01/1998	12/31/1999	Assistant Professor II	Visayas State College of Agriculture	12,206.00	16	Permanent	Yes
01/01/2000	11/30/2000	Assistant Professor II	Visayas State College of Agriculture	13,427.00	16	Permanent	Yes
12/01/2000	06/30/2001	Assistant Professor II	Visayas State College of Agriculture	13,762.00	16	Permanent	Yes
07/01/2001	11/30/2001	Assistant Professor II	Visayas State College of Agriculture	14,450.00	16	Permanent	Yes
12/01/2001	11/30/2004	Assistant Professor III	Leyte State University	14,944.00	17	Permanent	Yes
12/01/2004	11/30/2005	Assistant Professor III	Leyte State University	15,317.00	17	Permanent	Yes
12/01/2005	06/30/2007	Associate Professor I	Leyte State University	16,792.00	19	Permanent	Yes
07/01/2007	06/30/2008	Associate Professor I	Visayas State University	18,471.00	19	Permanent	Yes
07/01/2008	11/30/2008	Associate Professor I	Visayas State University	20,318.00	19	Permanent	Yes
12/01/2008	06/30/2009	Associate Professor I	Visayas State University	20,825.00	19	Permanent	Yes
07/01/2009	09/30/2009	Associate Professor I	Visayas State University	24,177.00	19	Permanent	Yes
10/01/2009	06/23/2010	Associate Professor III	Visayas State University	26,671.00	21	Permanent	Yes
06/24/2010	05/31/2011	Associate Professor III	Visayas State University	30,945.00	21	Permanent	Yes
06/01/2011	10/27/2011	Associate Professor III	Visayas State University	35,219.00	21	Permanent	Yes
10/28/2011	05/31/2012	Associate Professor V	Visayas State University	40,604.00	23	Permanent	Yes
06/01/2012	10/27/2014	Associate Professor V	Visayas State University	46,064.00	23	Permanent	Yes
10/28/2014	03/15/2015	Associate Professor V	Visayas State University	46,571.00	23	Permanent	Yes
03/16/2015	12/31/2015	Professor IV	Visayas State University	62,670.00	27	Permanent	Yes
01/01/2016	12/31/2016	Professor IV	Visayas State University	73,937.00	27	Permanent	Yes
01/01/2017	12/31/2017	Professor V	Visayas State University	96,363.00	28	Permanent	Yes
01/01/2018	12/31/2018	Professor V	Visayas State University	114,981.00	28	Permanent	Yes
1/1/2019	present	Professor V	Visayas State University	137,195.00	28	Permanent	Yes

(Continue on separate sheet if necessary)

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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><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Dr. Edgardo E. Tulin</td><td>VSU, Visca, Baybay City, Leyte</td><td>9173108081</td></tr><tr><td>Dr. Jose L. Bacusmo</td><td>VSU, Visca, Baybay City, Leyte</td><td>9173108076</td></tr><tr><td>Dr. Christina A. Gabrillo</td><td>VSU, Visca, Baybay City, Leyte</td><td>9060519067</td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	Dr. Edgardo E. Tulin	VSU, Visca, Baybay City, Leyte	9173108081	Dr. Jose L. Bacusmo	VSU, Visca, Baybay City, Leyte	9173108076	Dr. Christina A. Gabrillo	VSU, Visca, Baybay City, Leyte	9060519067
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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.														
<table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: V000128</td></tr><tr><td>ID/License/Passport No.: P9581578A</td></tr><tr><td>Date/Place of Issuance: 11/15/2018; DFA Tacloban</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: V000128	ID/License/Passport No.: P9581578A	Date/Place of Issuance: 11/15/2018; DFA Tacloban	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>7/4/2019</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	7/4/2019	Date Accomplished				
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SUBSCRIBED AND SWORN to before me this <u>17 JUL 2019</u> , affiant exhibiting his/her validly issued government ID as indicated above.														
<table><tr><td> ATTY. RYSAN C. GUINOCOR Person Administering Oath</td></tr></table>			 ATTY. RYSAN C. GUINOCOR Person Administering Oath											
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