

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

CAGASAN

FIRST NAME

EDITHA

MIDDLE NAME

GUNDAYA

3. DATE OF BIRTH
(mm/dd/yyyy)

1/31/1964

4. PLACE OF BIRTH

ALICIA, BOHOL

5. SEX

☐ Male

☒ Female

6 CIVIL STATUS

☒ Single

☒ Married

☐ Widowed

☐ Separated

☐ Other/s:

7. HEIGHT (m)

152.5 CM

8. WEIGHT (kg)

68 KG

9. BLOOD TYPE

B

10. GSIS ID NO.

64013102145

11. PAG-IBIG ID NO.

1700-0024-4280

12. PHILHEALTH NO.

13-0000152588

13. SSS NO.

N/A

14. TIN NO.

104-768-337

15. AGENCY EMPLOYEE NO.

V000128

16. CITIZENSHIP

☒ Filipino

☐ Dual Citizenship

☐ by birth

☐ by naturalization

Pls. indicate country:

If holder of dual citizenship, please indicate the details.

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

ZIP CODE

6521-A

18. PERMANENT ADDRESS

House/Block/Lot No.

Street

Subdivision/Village

Barangay

ABUYOG

LEYTE

City/Municipality

Province

ZIP CODE

6510

19. TELEPHONE NO.

(053) 563 1362

20. MOBILE NO.

0915 591 3358; 0918 270 0721

21. E-MAIL ADDRESS (if any)

edithcagasan@yahoo.com; edithcagasan@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME

CAGASAN

FIRST NAME

ULYSSES

MIDDLE NAME

ALAS

OCCUPATION

Government employee (College Professor)

EMPLOYER/BUSINESS NAME

Visayas State University

BUSINESS ADDRESS

Visca, Baybay City, Leyte

TELEPHONE NO.

0905 501 3357; 0918 270 0702

23. NAME of CHILDREN (Write full name and list all)

DATE OF BIRTH (mm/dd/yyyy)

CHRISTIAN ULYSSES G. CAGASAN

6/28/1997

LENDELLE EDITHA G. CAGASAN

7/25/1998

VAN MARIE EDITHA G. CAGASAN

1/16/2002

24. FATHER'S SURNAME

GUNDAYA

FIRST NAME

CATALINO

MIDDLE NAME

PLATINO

25. MOTHER'S MAIDEN NAME

SURNAME

AYUBAN

FIRST NAME

MONICA

MIDDLE NAME

MENDEZ

(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

Alicia Central Elementary School

Primary Education

1970

1976

Graduated

1976

Salutatorian

SECONDARY

Bohol National High School

High School

1976

1980

Graduated

1980

First Honorable Mention

VOCATIONAL /
TRADE COURSE

None

N/A

N/A

N/A

N/A

N/A

COLLEGE

Visayas State College of Agriculture (now Visayas State University)

Bachelor of Science in Agricultural Engineering

1980

1985

Graduated

1985

VISCA Scholarship/
Cum laude

GRADUATE STUDIES

University of the Philippines at Los Baños

Master of Science in Development Communication

1988

1991

Graduated

1991

VISCA Financial Assistance Program

University of the Philippines at Los Baños

PhD in Development Communication

2003

2008

Graduated

2008

PCARRD Scholarship/
Academic Excellence Award

(Continue on separate sheet if necessary)

SIGNATURE

DATE

4/25/2017


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

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 25, 2017	CS FORM 212 (Revised 2017), Page 2 of 4
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VI. VOLUNTARY WORK OR INVOLVEMENT IN / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS (approx)	POSITION / NATURE OF WORK
	From	To		
Couples for Christ, South A Sector, Baybay City, Leyte	06/10/1994	present	20 hrs/mo	Sector Couple Coordinator, Youth for Christ
Holy Spirit Parish	07/01/1998	present	10 hrs/mo	Member, Commission on Worship, then Chair, Commission on Youth
Holy Spirit Parish	06/01/2009	05/01/2013	80.0	PIO and in-charge in the production of the Kinunsaran Newsletter, the official newsletter of the Holy Spirit Parish

(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			
Training on ISO 9001:2015 Internal Quality Audit (VSU)	01/23/2017	01/25/2017	24	Supervisory	AJA Registrars Incorporated
30th Annual Conference of The Association of Asian Open Universities	11/26/2016	11/29/2016	32	Technical	Association of Asian Open Universities (AAOU)
2016 ADCEP Philippines National Conference (paper presenter and session moderator) (La Trinidad, Benguet)	12/01/2016	12/04/2016	32	Technical	Association of Development Communication Educators and Practitioners (ADCEP) - Philippines
Training -workshop of accreditors on outcomes- based quality assurance (Iloilo)	11/09/2016	11/11/2016	24	Technical	Accredited Agency of Chartered Colleges and Universities in the Philippines (AACUP)
AACUP Midyear Conference (Iloilo)	07/27/2016	07/29/2016	24	Technical	Accredited Agency of Chartered Colleges and Universities in the Philippines (AACUP)
Assembly/Orientation for DHEIs of K to 12 Scholarship Program	06/01/2016		8	Supervisory	Commission on Higher Education (CHED)
Development Communication Praxis Conference	11/25/2016	11/26/2016	16	Technical	Visayas State University's Department of Development Communication (VSU-DDC), Northwest Samar State University (NWSSU), University of Eastern Philippines (UEP)
PACE National Conference 2015 (paper presenter)	04/16/2015	04/18/2015	24	Technical	Philippine Association of Communication Educators (PACE) and De LaSalle University (DLSU) Dasmariñas
National Conference on Experiences and Lessons Learned in Rehabilitating Typhoon-Damaged Agriculture and PSAI 6th Biennial Convention	07/30/2015	07/31/2015	16	Technical	PCAARRD Scholars Association, Inc (PSAI), Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD) and Visayas State University (VSU)
26th Joint VICARP-RRDEN Regional Research, Development and Extension Symposium (poster paper presenter)	03/17/2015	03/18/2015	16	Technical	Visayas Consortium for Agriculture and Resources Program (VICARP) and Regional Research and Development/Extension Network (RRDEN)
4th CDCEPP National Conference (paper presenter)	10/27/2014	10/29/2014	24	Technical	Consortium of Development Communication Educators and Practitioners of the Philippines (CDCEPP)
3rd CDCEPP National Conference (paper presenter)	12/02/2013	12/05/2013	24	Technical	Consortium of Development Communication Educators and Practitioners of the Philippines (CDCEPP) and UPLB-College of Development Communication
9th General Membership Assembly of the NRCP Visayas Cluster	6/21/2012	6/22/2012	16	Technical	National Research Council of the Philippines (NRCP), Department of Science and Technology (DOST)
Training cum writeshop on R&d Project Formulation and Packaging	06/20/2011	06/24/2011	40	Technical	Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD),
Training-workshop on Research Proposal Making, Writing for Publication and Research Mentoring	12/05/2011	12/09/2011	40	Technical	Department of Health and Visayas State University
Seminar-workshop on the Filipino Educator: Building Minds and Touching Hearts	6/17/2010	06/18/2010	16	Technical	Visayas State University




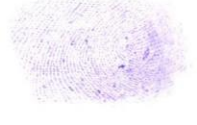
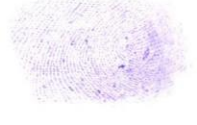
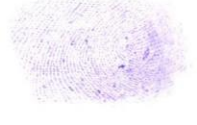
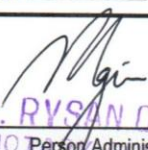
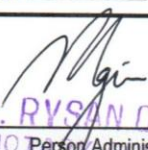
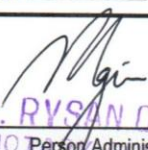
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VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Editing technical papers/reports/publications	2014 Certificate of Recognition for her services extended as adviser for the thesis, "Outcomes of health information seeking and scanning by residents in a medically underserved community: A case in Anda, Bohol" which was chosen as the 2014 Best Undergraduate Paper in Development Communication.	Member, Phi Delta, The Honor Society of Science in VSU
Desktop publishing/layouting	2013 Exemplary Academician Award, given by VSU on August 11, 2013 during the VSU Anniversary	Member, Consortium of Development Communication Educators and Practitioners in the Philippines
Singing	2010 Best Paper (Basic Research Category) - award was given on August 22, 2011 by VICARP and RRDEN during the Regional RDE Symposium int VSU, Visca, Baybay City, Leyte.	Member, Philippine Association of Communication Educators (PACE)
	2009 Certificate of Recognition for Outstanding Teaching Performance (in recognition of her outstanding ratings in the teaching performance evaluation during the 1st and 2nd semester, SY 2008-2009); given by USSO-VSU on September 25, 2009	Member, Gamma Sigma Delta - The Honor Society of Agriculture
	2002 Exemplary Teacher Award given by Leyte State University (LSU) on August 11, 2002	Member, VSU Faculty Association
	1999 Exemplary Performance Award for Extension given by the Visayas State College of Agriculture (VISCA), now Leyte State University (LSU) on July 31, 1999	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 25, 2017	CS FORM 212 (Revised 2017), Page 3 of 4
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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table border="1"><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Dr. Wolfreda T. Alesna</td><td>DDC, VSU, Baybay City, Leyte</td><td>9155087543</td></tr><tr><td>Dr. Jose L. Bacusmo</td><td>Office of the Director for Research, OVPRE, VSU, Baybay City, Leyte</td><td>9173108076</td></tr><tr><td>Dr. Edgardo E. Tulin</td><td>Office of the President, VSU, Baybay City, Leyte</td><td>9173108081</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Dr. Wolfreda T. Alesna	DDC, VSU, Baybay City, Leyte	9155087543	Dr. Jose L. Bacusmo	Office of the Director for Research, OVPRE, VSU, Baybay City, Leyte	9173108076	Dr. Edgardo E. Tulin	Office of the President, VSU, Baybay City, Leyte	9173108081
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Dr. Edgardo E. Tulin	Office of the President, VSU, Baybay City, Leyte	9173108081											
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 border="1"><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.: CTC No. 01116694</td></tr><tr><td>Date/Place of Issuance: 1/27/2017, Baybay City, Leyte</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.: CTC No. 01116694	Date/Place of Issuance: 1/27/2017, Baybay City, Leyte	<table border="1"><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>April 25, 2017</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	April 25, 2017	Date Accomplished				
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance													
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April 25, 2017													
Date Accomplished													
<table border="1"><tr><td></td></tr><tr><td>Right Thumbmark</td></tr></table>			Right Thumbmark										
													
Right Thumbmark													
SUBSCRIBED AND SWORN to before me this APR 25 2017 , affiant exhibiting his/her validly issued government ID as indicated above.													
<table border="1"><tr><td> ATTY. RYSAN C. GUINOCOR Person Administering Oath</td></tr></table>		 ATTY. RYSAN C. GUINOCOR Person Administering Oath											
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