

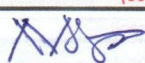
PERSONAL DATA SHEET

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 () ☐ 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	Arcayan		
FIRST NAME	Mark Anthony	NAME EXTENSION (JR., SR) N.A.	
MIDDLE NAME	Salazar		
3. DATE OF BIRTH (mm/dd/yyyy)	4/2/1997	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Ormoc City, Leyte	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	House/Block/Lot No. Street Kinayaban Can-unzo Subdivision/Village Barangay Merida Leyte City/Municipality Province
7. HEIGHT (m)	1.33	ZIP CODE	6540
8. WEIGHT (kg)	44		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Kinayaban Can-unzo Subdivision/Village Barangay Merida Leyte City/Municipality Province
10. GSIS ID NO.	None	ZIP CODE	6540
11. PAG-IBIG ID NO.	1212-7453-7643		
12. PHILHEALTH NO.	1325-0704-7886		
13. SSS NO.	None	19. TELEPHONE NO.	None
14. TIN NO.	None	20. MOBILE NO.	09294302774
15. AGENCY EMPLOYEE NO.	None	21. E-MAIL ADDRESS (if any)	markanthony.arcayan@vsu.edu.ph

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.	N.A.
MIDDLE NAME	N.A.		N.A.	N.A.
OCCUPATION	N.A.		N.A.	N.A.
EMPLOYER/BUSINESS NAME	N.A.		N.A.	N.A.
BUSINESS ADDRESS	N.A.		N.A.	N.A.
TELEPHONE NO.	N.A.		N.A.	N.A.
24. FATHER'S SURNAME	Arcayan		N.A.	N.A.
FIRST NAME	Rogelio Joseph	NAME EXTENSION (JR., SR) N.A.	N.A.	N.A.
MIDDLE NAME	Diamonon		N.A.	N.A.
25. MOTHER'S MAIDEN NAME			N.A.	N.A.
SURNAME	Salazar		N.A.	N.A.
FIRST NAME	Amelia		N.A.	N.A.
MIDDLE NAME	Alterado		(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	Libas Elementary School	N.A.	2004	2010	N.A.	2010	Valedictoria n	
SECONDARY	Merida Vocational School	N.A.	2010	2014	N.A.	2014	Valedictoria n	
VOCATIONAL / TRADE COURSE	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	
COLLEGE	Visayas State University	BS in Mechanical Engineering	2014	2020	N.A.	2020	Magna Cum Laude	
GRADUATE STUDIES	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	August 12, 2021

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	
Non-professional Driver's License		N.A.	6/1/2019	Ormoc City	H03-19-003106	4/2/2024	
N.A.		N.A.	N.A.	N.A.	N.A.	N.A.	
N.A.		N.A.	N.A.	N.A.	N.A.	N.A.	
N.A.		N.A.	N.A.	N.A.	N.A.	N.A.	
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N.A.		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						
10/5/2020	present	Instructor I	Visayas State University - Main	24000+	12	Temporary	Y
6/20/2018	7/27/2018	Trainee	Tsuneishi Heavy Industries Cebu Inc.	None	N.A.	OJT	N
N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
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N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
(Continue on separate sheet if necessary)							
SIGNATURE				DATE	August 12, 2021		

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		
	College of Engineering Supreme Student Council/ Visayas state University Brgy. Pangasugan, Baybay city, Leyte	6/12/2014	3/31/2015	8.0	First year representative
	Junior Philippine Society of Mechanical Engineers VSU Chapter/ Visayas state University Brgy. Pangasugan, Baybay city, Leyte	6/12/2016	3/31/2017	8	Vice President
	Junior Philippine Society of Mechanical Engineers VSU Chapter/ Visayas state University Brgy. Pangasugan, Baybay city, Leyte	8/12/2019	5/31/2020	8.0	Fifth Year Representative
	Visayas State University Department of Science and Technology- Science Education Institute (DOST-SEI) Scholars Society/ Brgy. Pangasugan, Baybay city,	6/12/2015	3/31/2016	8.0	President
	N.A.	N.A.	N.A.	N.A.	N.A.
	N.A.	N.A.	N.A.	N.A.	N.A.
	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			
	Online MOODLE Training	10/9/2020	10/9/2020	3.0	participant	Department of Mechanical Engineering VSU
	On-the-Job Training	6/20/2018	7/27/2018	240.0	apprenticeship	Tsuneishi Heavy Industries Cebu Inc.
	Short-Term Exchange Program at Tokyo University of Agriculture and Technology	10/2/2018	3/31/2019	15552000	exchange student	Tokyo University of Agriculture and Technology
	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
	N.A.	N.A.	N.A.	N.A.	N.A.	N.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)
	CAD Modeling and Simulation		None		Junior Philippine Society of Mechanical Engineers VSU chapter
	Handicraft and gardening		None		VSU College of Engineering Supreme Student Council
	Automation and Robotics		None		VSU Robotics Society
	Computer Programming		None		VSU DOST Scholars Society
	Basketball and Fishing		None		N.A.
	N.A.		N.A.		N.A.
	N.A.		N.A.		N.A.

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 12, 2021
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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: **Oct. 05, 2020 - Present**
- Position: **Instructor I**
- Name of Office/Unit: **Department of Mechanical Engineering**
- Immediate Supervisor: **Jundy R. Castil**
- Name of Agency/Organization and Location: **Visayas State University – Main/ Brgy. Pangasugan, Baybay City, Leyte**

- List of Accomplishments and Contributions (if any)

**One of the contributors for the recent AACCUP Level I accreditation for the Department of Mechanical Engineering.
Teaching fundamental subjects in Mechanical Engineering Course.**

- Summary of Actual Duties

Plan, prepare, and deliver relevant online instructional materials for the students and conduct virtual classes as scheduled. Additionally, monitor and guide the students on their weekly activities and entertain their concerns.


MARK ANTHONY S. ARCAYAN
(Signature over Printed Name
of Employee/Applicant)

Date: August 12, 2021