

PERSONAL DATA SHEET

WARNING: Any misinterpretation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filling 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. CSID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	BASTASA		
FIRST NAME	ARTURO		NAME EXTENSION (JR., SR)
MIDDLE NAME	SUMARIA		N/A
3. DATE OF BIRTH (mm/dd/yyyy)	07-04-1960	16. CITIZENSHIP	☐ Filipino ☐ Dual Citizenship
4. PLACE OF BIRTH	PATAG, BAYBAY CITY	If holder of dual citizenship, please indicate the details.	☐ by birth ☐ by naturalization
5. SEX	☒ Male ☐ Female		Pls. indicate country:
6. CIVIL STATUS	☒ Single ☐ Married ☐ Widowed ☐ Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	154.0 CM.	House/Block/Lot No.	Street
8. WEIGHT (kg)	54.8 KG.	Subdivision/Village	PATAG
9. BLOOD TYPE	"B"	City/Municipality	BAYBAY
10. GSIS ID NO.	60070403041	ZIP CODE	6521
11. PAG-IBIG ID NO.	1700-0027-1123	18. PERMANENT ADDRESS	
12. PHILHEALTH NO.	13-000073475-7	House/Block/Lot No.	Street
13. SSS NO.	N/A	Subdivision/Village	PATAG
14. TIN NO.	116-623-209	City/Municipality	BAYBAY
15. AGENCY EMPLOYEE NO.	V-00572	ZIP CODE	6521
		19. TELEPHONE NO.	563-7497
		20. MOBILE NO.	NONE
		21. E-MAIL ADDRESS (if any)	NONE

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				
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	BASTASA			
FIRST NAME	ROMAN		NAME EXTENSION (JR., SR)	
MIDDLE NAME	GUMBA			
25. MOTHER'S MAIDEN NAME				
SURNAME	SUMARIA			
FIRST NAME	PILAR			
MIDDLE NAME	BALLEBAS			

(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	GABAS COMMUNITY SCHOOL	PRIMARY EDUCATION	1968	1974		1974	
SECONDARY	VISAYAS STATE COLLEGE OF AGRICULTURE (VISCA)	HIGH SCHOOL	1974	1978		1978	
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	N/A						
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE

DATE

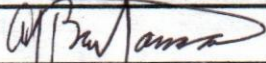
04-24-2017

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
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 "00-00" INCREMENT)	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
01/01/2017	PRESENT	ADMINISTRATIVE AIDE 1	VISAYAS STATE UNIVERSITY	10,072.7	01-1	PERMANENT	Y
07/01/2016	12/31/2016	ADMINISTRATIVE AIDE 1	VISAYAS STATE UNIVERSITY	9,568	01-1	PERMANENT	Y
01/01/2016	06/30/2016	ADMINISTRATIVE AIDE 1	VISAYAS STATE UNIVERSITY	9,478	01-0	PERMANENT	Y
07/01/2013	12/31/2015	ADMINISTRATIVE AIDE 1	VISAYAS STATE UNIVERSITY	9,000	01-0	PERMANENT	Y
01/01/2011	06/30/2013	ADMINISTRATIVE AIDE 1	VISAYAS STATE UNIVERSITY	7,575	01-005	CASUAL	Y
01/01/2010	12/31/2010	ADMINISTRATIVE AIDE 1	VISAYAS STATE UNIVERSITY	6,862		CASUAL	Y
07/01/2008	12/31/2009	ADMINISTRATIVE AIDE 1	VISAYAS STATE UNIVERSITY	6,149		CASUAL	Y
07/01/2007	06/30/2008	ADMINISTRATIVE AIDE 1	VISAYAS STATE UNIVERSITY	5,589.9		CASUAL	Y
03/01/2004	06/30/2007	ADMINISTRATIVE AIDE 1	LEYTE STATE UNIVERSITY	5,082		CASUAL	Y
01/01/2004	02/29/2004	UTILITY WORKER 1	LEYTE STATE UNIVERSITY	5,082		CASUAL	Y
01/01/2003	12/31/2003	UTILITY WORKER 1	LEYTE STATE UNIVERSITY	5,082		CASUAL	Y
01/01/2002	12/31/2002	UTILITY WORKER 1	LEYTE STATE UNIVERSITY	5,082		CASUAL	Y
07/01/2001	12/31/2001	UTILITY WORKER 1	VISAYAS STATE COLLEGE OF AGRICULTURE	5,082		CASUAL	Y
01/01/2001	06/30/2001	UTILITY WORKER 1	VISAYAS STATE COLLEGE OF AGRICULTURE	4,840		CASUAL	Y
03/01/2000	12/31/2000	UTILITY WORKER 1	VISAYAS STATE COLLEGE OF AGRICULTURE	4,840		CASUAL	Y
01/01/2000	02/29/2000	UTILITY WORKER 1	VISAYAS STATE COLLEGE OF AGRICULTURE	4,840		CONTRACTUAL	Y
02/02/1999	12/31/1999	UTILITY WORKER 1	VISAYAS STATE COLLEGE OF AGRICULTURE	5,280		CONTRACTUAL	Y
01/01/1994	12/31/1994	LABORER 1	VISAYAS STATE COLLEGE OF AGRICULTURE	2,799.7		CASUAL	Y
01/01/1993	12/31/1993	LABORER 1	VISAYAS STATE COLLEGE OF AGRICULTURE	1,999.8		CASUAL	Y
01/01/1992	12/31/1992	LABORER 1	VISAYAS STATE COLLEGE OF AGRICULTURE	1,999.8		CASUAL	Y
01/01/1991	12/31/1991	LABORER 1	VISAYAS STATE COLLEGE OF AGRICULTURE	1,999.8		CASUAL	Y
07/01/1989	12/31/1990	LABORER 1	VISAYAS STATE COLLEGE OF AGRICULTURE	1,999.8		CASUAL	Y
12/14/1987	06/30/1989	LABORER	VISAYAS STATE COLLEGE OF AGRICULTURE	722.7		CASUAL	Y
03/01/1987	12/13/1987	LABORER	VISAYAS STATE COLLEGE OF AGRICULTURE	503.8		CASUAL	Y
07/01/1986	02/28/1987	LABORER	VISAYAS STATE COLLEGE OF AGRICULTURE	437.8		CASUAL	Y
02/01/1985	06/30/1986	LABORER	VISAYAS STATE COLLEGE OF AGRICULTURE	398.2		CASUAL	Y

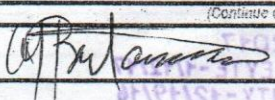
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SIGNATURE		DATE	04-24-2017
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29. NAME & ADDRESS OF ORGANIZATION (Write in full)					INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
From		To						
PATAG RAINFOREST ASSOCIATION (PRA)				1998	PRESENT		Vice PRESIDENT / ACTIVITIES:	
Registered: (DOLE-WLFO-2011-RWA-09-103)						8 to 16 PER WEEK	• SEEDLING PRODUCTION OF FOREST TREES AND FRUIT TREES • ASSISTING / PARTICIPATING in the Reforestation Site (Project)	
(TIN: 415-818-768-000 N.V.)							Awarded to the Association by the Department of Environment and Natural Resources (DENR)	

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			
• ORIENTATION OF ADMINISTRATIVE STAFF		07-29-2017		8	• TECHNICAL	DIRECTOR OF THE OFFICE OF THE ADMINISTRATION
• SEMINAR ON TOTAL QUALITY MANAGEMENT AMONG ADMINISTRATIVE PERSONNEL		03-18-2010	03-19-2010	16	• TECHNICAL	OFFICE OF THE DIRECTOR OF ADMINISTRATION & HUMAN RESOURCE DEVELOPMENT
• TRAINING ON SAFETY DRIVING AND TRAFFIC RULES AND REGULATION		12-13-2010		4	• TECHNICAL	LAND TRANSPORTATION OFFICE
• LEYTE STATE UNIVERSITY CREDIT AND DEVELOPMENT COOPERATIVE MEMBERSHIP SEMINAR		03-01-2008		4	TECHNICAL	LEYTE STATE UNIVERSITY CREDIT COOPERATIVE

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
"SCUBA COMPRESSOR MACHINE OPERATOR"	"LOYALTY AWARD" 10 (TEN) YEARS OF SERVICE 15 (FIFTEEN) YEARS OF SERVICE	"Administrative (ADPA) Personnel Association"
		"PATAG RAINFOREST ASSOCIATION" (PRA)

SIGNATURE	DATE
	04-24-2017

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:

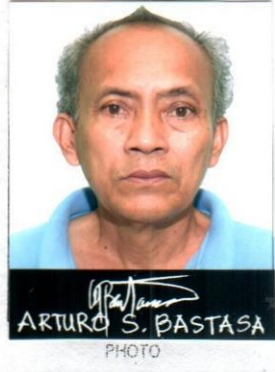
☐ YES☒ NO

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Dr. HUMBERTO R MONTES JR.	VISAYAS STATE UNIVERSITY	563-7497
Dr. VICTOR B. ASID	VISAYAS STATE UNIVERSITY	NONE

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.



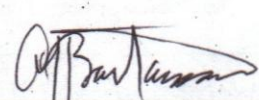
ARTURO S. BASTASA
PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: Y-00572

ID/License/Passport No.:

Date/Place of Issuance: 2007 VISAYAS STATE UNIVERSITY



Signature (Sign inside the box)

04-24-2017

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this APR 24 2017, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. RYSAN C. GUINOCOR

NOTARY PUBLIC

Person Administering Oath

UNTH DECEMBER 31, 2017

BDN 039-1862 - BAYBAY/LEYTE - 1/12/17

IBP 103,824 - TACLOBAN CITY - 12/19/16

MCLE COMP. NO. V-0000580-07/20/15

ROLL OF ATTORNEYS NO. 57467

CS FORM 212 (Revised 2017), Page 4 of 4