

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	Arcayan						
FIRST NAME	Mark Anthony					NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Salazar						
3. DATE OF BIRTH (mm/dd/yyyy)	02/04/1997		16. CITIZENSHIP		<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:		
4. PLACE OF BIRTH	Ormoc City, Leyte		If holder of dual citizenship, please indicate the details.		Philippines		
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female						
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		17. RESIDENTIAL ADDRESS				
7. HEIGHT (m)	1.53		ZIP CODE		House/Block/Lot No. Street		
8. WEIGHT (kg)	49.00				Kinayaban Can-unzo		
9. BLOOD TYPE	O+				Subdivision/Village Barangay		
10. GSIS ID NO.	N/A				MERIDA LEYTE		
11. PAG-IBIG ID NO.	121274537643				City/Municipality Province		
12. PHILHEALTH NO.	132507047886		18. PERMANENT ADDRESS				
13. SSS NO.	N/A		ZIP CODE		House/Block/Lot No. Street		
14. TIN NO.	382244255				Kinayaban Can-unzo		
15. AGENCY EMPLOYEE NO.	V01213				Subdivision/Village Barangay		
					MERIDA LEYTE		
					City/Municipality Province		
			19. TELEPHONE NO.		N/A		
			20. MOBILE NO.		929-430-2774		
			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			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Arcayan			
FIRST NAME	Rogelio Joseph	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Diamonon			
25. MOTHER'S MAIDEN NAME	Salazar			
SURNAME	Arcayan			
FIRST NAME	Amelia			
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	Elementary	2004	2010		2010	N/A
SECONDARY	Merida Vocational School	High School	2010	2014		2014	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Mechanical Engineering	2014	2020		2020	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/14/2023
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

[illegible]

SIGNATURE		DATE	07/14/2023
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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		
	Junior Philippine Society of Mechanical Engineers VSU Chapter Brgy. Pangasugan, Baybay City, Leyte	08/12/2019	05/31/2020	255	Fifth Year Representative
	Junior Philippine Society of Mechanical Engineers VSU Chapter Brgy. Pangasugan, Baybay City, Leyte	06/12/2016	03/31/2017	255	Vice President
	Visayas State University Department of Science and Technology - Science Education Institute Scholars Society Brgy. Pangasugan, Baybay City, Leyte	06/12/2015	03/31/2016	255	President
	College of Engineering Supreme Student Council Brgy. Pangasugan, Baybay City, Leyte	06/06/2014	03/31/2015	255	First Year Representative


(Continue on separate sheet if necessary)



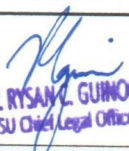
[illegible]

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Computer Programming	Guest Speaker	VSU Robotics Society
CAD Modeling and Simulation	Guest Speaker	VSU DOST Scholars Society
Automation and Robotics	Board Topnotcher	VSU College of Engineering Supreme Student Council
Handicraft and Gardening		Junior Philippine Society of Mechanical Engineers VSU Chapter

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/14/2023
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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><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>Juanito Abangan</td><td>Brgy. Can-unzo, Merida, Leyte</td><td>09204373731</td></tr><tr><td>Rev. Gregorio Buñales</td><td>Matag-ob, Leyte</td><td>09173061120</td></tr><tr><td>Zosima Lapaz</td><td>Brgy. Can-unzo, Merida, Leyte</td><td>09362768547</td></tr></table>	NAME	ADDRESS	TEL. NO.	Juanito Abangan	Brgy. Can-unzo, Merida, Leyte	09204373731	Rev. Gregorio Buñales	Matag-ob, Leyte	09173061120	Zosima Lapaz	Brgy. Can-unzo, Merida, Leyte	09362768547	
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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><td rowspan="4"><div>ASSC</div><table><tr><td>Signature (Sign inside the box)</td></tr><tr><td>07/14/2023</td></tr><tr><td>Date Accomplished</td></tr></table></td></tr><tr><td>Government Issued ID: PASSPORT</td></tr><tr><td>ID/License/Passport No.: P7233087A</td></tr><tr><td>Date/Place of Issuance: 05/19/2018 / DFA Tacloban</td><td></td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	<div>ASSC</div> <table><tr><td>Signature (Sign inside the box)</td></tr><tr><td>07/14/2023</td></tr><tr><td>Date Accomplished</td></tr></table>	Signature (Sign inside the box)	07/14/2023	Date Accomplished	Government Issued ID: PASSPORT	ID/License/Passport No.: P7233087A	Date/Place of Issuance: 05/19/2018 / DFA Tacloban		<div><p>ARCAYAN, MARK ANTHONY S.</p><p>PHOTO</p><div><p>Right Thumbmark</p></div></div>			
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Date/Place of Issuance: 05/19/2018 / DFA Tacloban													
SUBSCRIBED AND SWORN to before me this 18 SEP 2023 , affiant exhibiting his/her validly issued government ID as indicated above.													
<div><p>ATTY. RYSAN L. GUINOCOR VSU Chief Legal Officer</p><p>Person Administering Oath</p></div>													

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. 2020 - present
- Position: Instructor I
- Name of Office/Unit: Department of Mechanical Engineering (DME)
- Immediate Supervisor: Ronard G. Paña
- Name of Agency/Organization and Location: Visayas State University – VisCA, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 1. **Produced Learning Guides and PPT's for all subjects during the first sem and second semester of SY 2022-2023, first semester and second semester of SY 2021-2022, first semester and second semester of SY 2020-2021.**
 2. **Conducted the first ever Mechanical Engineering Review for graduating students.**
 3. **Contributed the AACUP Level I accreditation of the Department.**
 4. **Contributed the preparation of COPC documents of the department for validation.**
- Summary of Actual Duties
 1. **Prepares Learning Guides, PPTs, quizzes, and major examinations for all subjects undertaken.**
 2. **Prepares Course Syllabi and TOS for all subjects undertaken.**
 3. **Conducts blended learning class (online and face-to-face) for all subjects undertaken.**
 4. **Conducts class consultations for students who have concerns and clarifications regarding the subject.**
 5. **Acts as an adviser for Mechanical Engineering students (batch 2021).**
 6. **Acts as SRC and thesis adviser for engineering students on the conduct and assessment of their respective undergraduate research (AY's 2020-2021, 2021-2022, and 2022-2023).**
 7. **Acts as an adviser for the VSU Robotics Organization for AY 2022-2023.**


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

Date: 07/14/23