

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	ARTIGA		
FIRST NAME	EDILBERTO	JR. II	
MIDDLE NAME	ACASIO		
3. DATE OF BIRTH (mm/dd/yyyy)	10/27/1991	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	1352 ZONE 2 House/Block/Lot No. Street BRGY. GUADALUPE Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	18. PERMANENT ADDRESS	1352 ZONE 2 House/Block/Lot No. Street BRGY. GUADALUPE Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.73	19. TELEPHONE NO.	N/A
8. WEIGHT (kg)	79	20. MOBILE NO.	09383644332
9. BLOOD TYPE	"O"	21. E-MAIL ADDRESS (if any)	edilberto.artiga@vsu.edu.ph
10. GSIS ID NO.	021-1429-9143-2		
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	13-000109646-0		
13. SSS NO.	N/A		
14. TIN NO.	428-272-920		
15. AGENCY EMPLOYEE NO.	V00805		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	GARCIA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JESSA MARIE	NAME EXTENSION (JR., SR)	LUKE RLANDIL G. ARTIGA	5/11/2020
MIDDLE NAME	BARCIAL		N/A	N/A
OCCUPATION	TEACHER		N/A	N/A
EMPLOYER/BUSINESS NAME	DEPED, BAYBAY NATIONAL HIGH SCHOOL		N/A	N/A
BUSINESS ADDRESS	BAYBAY CITY, LEYTE		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	ARTIGA		N/A	N/A
FIRST NAME	EDILBERTO	JR.	N/A	N/A
MIDDLE NAME	ENDRIANO		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	ACASIO		N/A	N/A
FIRST NAME	LEONARDA		N/A	N/A
MIDDLE NAME	SIEGA		(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	VISCA FOUNDATION ELEMENTARY SCHOOL	PRIMARY EDUCATION	1998	2004	N/A	2004	N/A
SECONDARY	VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL	SECONDARY EDUCATION	2004	2008	N/A	2008	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OR SECONDARY EDUCATION MAJOR IN MAPEH	2008	2012	N/A	2012	ACADEMIC
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER IN PHYSICAL EDUCATION	2019	PRESENT	33 UNITS	ON-GOING	N/A

SIGNATURE		DATE	8/16/2023
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#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

*(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.*

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	8/16/2023
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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		

(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			
	Hands-Only Cardiopulmonary Resuscitation	07/21/22	07/22/22	16	TECHNICAL	DEPARTMENT OF HEALTH
	WRITESHOP ON PREPARATION OF LEPT REVIEW MATERIAL	4/7/2021	4/7/2021	32	TECHNICAL	UNIVERSITY REVIEW SERVICES
	Trainers Training Course in Swimming and Life Saving(Water Rescue)	05/24/2021	05/28/2021	40	TECHNICAL	UNIVERSITY REVIEW SERVICES
	VISAYAS COACHING CERTIFICATION 2020	11/5/2020	11/7/2020	24	TECHNICAL	PHILIPPINE SPORTS COMMISSION
	VSU E - Learning Environment Training - Workshop Series	12/9/2020	12/9/2020	8	TECHNICAL	PHILIPPINE LIFE SAVING
	RADIO FOR DEVELOPMENT WORKSHOP	7/30/2018	7/30/2018	4	TECHNICAL	VSU RADIO DYDC-FM 104.7
	WRITESHOP ON OUTCOMES-BASED EDUCATION COURSE SYLLABI	7/26/2018	7/26/2018	8	TECHNICAL	VSU COLLEGE OF EDUCATION
	ATHLETICS OFFICIATING TRAINING	10/5/2016	10/7/2016	24	MANAGERIAL	NAVAL STATE UNIVERSITY
	SPORTS CLINIC IN FINSWIMMING	5/10/2016	5/12/2016	20	TECHNICAL	PHILIPPINE FINSWIMMING FEDERATION, INC.
	SPORTS CLINIC: ORGANIZING, MANAGING AND OFFICIATING SWIMMING COMPETITION	5/25/2015	5/26/2015	16	TECHNICAL	INSTITUTE OF HUMAN KINETICS
	COACHES ACROSS CONTINENTS: SOCCER FOR SOCIAL IMPACT	5/7/2015	5/9/2015	20	TECHNICAL	COACHES ACROSS CONTINENTS
	SEMINAR-WORKSHOP ON THE IMPLEMENTATION OF OUTCOMES-BASED EDUCATION (OBE)	5/4/2015	5/5/2015	16	TECHNICAL	VISAYAS STATE UNIVERSITY
	SEMINAR WORKSHOP ON NEWS LETTER WRITING	3/1/2015	3/1/2015	8	TECHNICAL	INSTITUTE OF HUMAN KINETICS
	SINULOG FESTIVAL, MANAGEMENT SEMINAR AND WORKSHOP	1/10/2015	1/10/2015	4	TECHNICAL	SINULOG FOUNDATION INC.
	KASIBULAN GRASSROOTS COACHING COURSE AND FESTIVAL	11/7/2014	11/9/2014	24	TECHNICAL	BAYBAY CITY DIVISION & PHILIPPINE FOOTBALL FEDERATION
	SUMMER LEARN TO SWIM	4/21/2014	5/9/2014	24	MANAGERIAL	INSTITUTE OF HUMAN KINETICS
	OUTCOMES - BASED EDUCATION FOR ASEAN 2015	3/8/2014	3/8/2014	8	TECHNICAL	LEYTE NORMAL UNIVERSITY
	WORKSHOP IN INSTRUCTIONAL MATERIALS DEVELOPMENT FOR THE VISAYAS STATE UNIVERSITY	1/28/2014	1/29/2014	16	TECHNICAL	VISAYAS STATE UNIVERSITY
	OPEN WATER SAFETY TRAINING FOR CHILDREN AND YOUTH	6/22/2013	6/22/2013	8	MANAGERIAL	HAYAG FAMILY DEVELOPMENT CENTER WITH PEACE CORPS
	SWIM CAMP/ DISASTER PREPAREDNESS TRAINING FOR CHILDREN AND YOUTH	4/24/2013	4/26/2013	24	MANAGERIAL	HAYAG FAMILY DEVELOPMENT CENTER WITH CHILD FUND
	SEMINAR CLINIC ON OFFICIATING ATHLETIC EVENTS	2/16/2013	2/16/2013	8	MANAGERIAL	INSTITUTE OF HUMAN KINETICS

(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)
	BADMINTON COACHING		CHAMPION COACH REGIONAL SCUAA (2014, 2015, 2016 & 2017,2019, 2022), NATIONAL SCUAA OLYMPICS COACH (2015 - 4TH PLACER, 2016 - 3RD PLACER & 2018)		INSTITUTE OF HUMAN KINETICS VARSITY SPORTS PROGRAM
	BADMINTON				
	DANCING				
	PLAYING SPORTS (ANY FORM)				
	OFFICIATING (SPORTS)				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	8/16/2023
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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: June 2012 – 2013, June 2013 – present
- Position: Part- time Instructor , Instructor I; respectively
- Name of Office/Unit: Institute of Human Kinetics
- Immediate Supervisor: Dr. Charis B. Limbo
- Name of Agency/Organization and Location: College of Education, Visayas State University
- List of Accomplishments and Contributions (if any)
  - Member of the IHK Personnel Committee (2021-present)
  - BPED Academic Adviser (2019-present)
  - DRRM Officer (2022-present)
  - Tennis Court Manager (2019-present)
  - Sports Facilities Coordinator (2019 – present)
  - VSU Badminton Women's Team Coach (2013 – present)
  - Badminton Women's Champion Coach (Regional SUCAA 2014-2017, 2019 & 2022)
  - BPEDSS Club Adviser (2022-2023)
  - National Badminton Women's Coach (2015, 2017 & 2018)
  - Institute of Human Kinetics Auditor 2015-2016, 2019 – 2021)
  - Varsity Sports Coordinator, VSU (2014 – 2016 & 2020- present)
  - Race Director – VSU Anniversary Fun Run (2015)
  - MAPEH Club Adviser (2013 – 2015)
  - Official Track Starter – VSU Student And Faculty And Staff Intramural Games (2014-2015)
  - Tournament Manager – VSU Anniversary Goodwill Games (Badminton) 2014-2015
  - Swimming Instructor – Summer Recreation Program 2014 – 2015
  - Adviser – College of Education Supreme Student Council (CoEd SSC – 2018-2019)
  - Adviser – Frisbee Club (2018-2019)
  - Coordinator – Kinetika Radio Program (KRP – 2018 – 2019)
  - Academic Adviser – BPED Academic Adviser for first, second and third year students
  - Tertiary Physical Education Coordinator
  - CoEd Adviser (2018-2019)
- Summary of Actual Duties
  - Had been able to teach Service Physical Education Subjects, MAPEH Major Subjects (Aquatics , Team Sports), Professional Education subject (PREd 125) and BPED major subjects (PHED 126, PHED 132, PHED 123 and PHED 135) and provides in the assistance and management of programs and activities spearheaded by the Institute of Human Kinetics and performs other related functions.

**EDILBERTO A. ARTIGA JR. II**

(Signature over Printed Name  
of Employee/Applicant)

Date: August 17, 2023