

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

EDITHA T

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

31/01/1964

4. PLACE OF BIRTH

ALICIA, BOHOL

5. SEX

☐ Male

☒ Female

6 CIVIL STATUS

☐ Single

☒ Married

☐ Widowed

☐ Separated

☐ Other/s:

7. HEIGHT (m)

152.25 cm

8. WEIGHT (kg)

70 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.

NA

14. TIN NO.

104-768-337

15. AGENCY EMPLOYEE NO.

V000128

16. CITIZENSHIP

☒ Filipino

☐ Dual Citizenship

☐ by birth

☐ by naturalization

Pls. indicate country:

17. RESIDENTIAL ADDRESS

APT.21

KILBOURNE ST.

House/Block/Lot No.

Street

KILBOURNE ST.

VISCA

Subdivision/Village

Barangay

BAYBAY CITY

LEYTE

City/Municipality

Province

18. PERMANENT ADDRESS

VISAYAS STATE UNIVESITY

VISCA

Subdivision/Village

Barangay

BAYBAY CITY

LEYTE

City/Municipality

Province

19. TELEPHONE NO.

(053) 563 1362

20. MOBILE NO.

0915 591 3358; 0918 270 0721

21. E-MAIL ADDRESS (if any)

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

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.

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

Christian Ulysses G. Cagasan

DATE OF BIRTH (mm/dd/yyyy)

28/06/1997

24. FATHER'S SURNAME

GUNDAYA

FIRST NAME

CATALINO

MIDDLE NAME

PLATINO

25. MOTHER'S MAIDEN NAME

AYUBAN

FIRST NAME

MONICA

MIDDLE NAME

MENDEZ

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

Elementary Graduate

1970

1976

Elementary Graduate

1976

Salutatorian

SECONDARY

Bohol National High School

High School Graduate

1976

1980

High School Graduate

1980

First Hon. Mention

VOCATIONAL /  
TRADE COURSE

COLLEGE

Visayas State College of Agriculture

BS in Agricultural Engineering

1980

1985

BS Agric'l Engineering

1985

Cumlaude

GRADUATE STUDIES

UP Los Baños

MS in Development Communcation

1988

1991

MS DevCom

1991

VFAP

GRADUATE STUDIES

UP Los Baños

PhD in Development Communication

Nov 2003

Apr 2008

PhD DevCom

2008

PCARRD, Acad Excellence

SIGNATURE

DATE

11/15/19

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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	NA	NA	NA	NA	NA

(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						
06/03/1985	06/30/1986	Research Assistant	Visayas State College of Agriculture	992.00	11	Contractual	Yes
07/01/1986	12/31/1986	Research Assistant	Visayas State College of Agriculture	1,091.40	11	Contractual	Yes
01/01/1987	02/28/1987	Sci. Res. Specialist	Visayas State College of Agriculture	1,715.00	12	Temporary	Yes
03/01/1987	12/31/1987	Sci. Res. Specialist	Visayas State College of Agriculture	1,972.25	12	Temporary	Yes
01/01/1988	12/21/1988	Sci. Res. Specialist	Visayas State College of Agriculture	2,169.50	12	Temporary	Yes
01/01/1989	06/30/1989	Instructor I (R&E)	Visayas State College of Agriculture	2,396.00	12	Temporary	Yes
07/01/1989	12/31/1993	Instructor I (R&E)	Visayas State College of Agriculture	3,540.00	12	Temporary	Yes
01/01/1994	08/18/1994	Instructor I (R&E)	Visayas State College of Agriculture	4,240.00	12	Temporary	Yes
08/19/1994	12/31/1994	Assistant Professor 1	Visayas State College of Agriculture	5,118.00	15	Temporary	Yes
01/01/1995	12/31/1995	Assistant Professor 1	Visayas State College of Agriculture	5,240.00	15	Temporary	Yes
01/01/1996	12/31/1996	Assistant Professor 1	Visayas State College of Agriculture	7,737.00	15	Temporary	Yes
01/01/1997	10/31/1997	Assistant Professor 1	Visayas State College of Agriculture	9,626.00	15	Temporary	Yes
11/01/1997	11/30/1997	Assistant Professor 1	Visayas State College of Agriculture	11,515.00	15	Temporary	Yes
12/01/1997	09/30/1998	Assistant Professor II	Visayas State College of Agriculture	12,206.00	16	Temporary	Yes
10/01/1998	12/31/1999	Assistant Professor II	Visayas State College of Agriculture	12,206.00	16	Permanent	Yes
01/01/2000	11/30/2000	Assistant Professor II	Visayas State College of Agriculture	13,427.00	16	Permanent	Yes
12/01/2000	06/30/2001	Assistant Professor II	Visayas State College of Agriculture	13,762.00	16	Permanent	Yes
07/01/2001	11/30/2001	Assistant Professor II	Visayas State College of Agriculture	14,450.00	16	Permanent	Yes
12/01/2001	11/30/2004	Assistant Professor III	Leyte State University	14,944.00	17	Permanent	Yes
12/01/2004	11/30/2005	Assistant Professor III	Leyte State University	15,317.00	17	Permanent	Yes
12/01/2005	06/30/2007	Associate Professor I	Leyte State University	16,792.00	19	Permanent	Yes
07/01/2007	06/30/2008	Associate Professor I	Visayas State University	18,471.00	19	Permanent	Yes
07/01/2008	11/30/2008	Associate Professor I	Visayas State University	20,318.00	19	Permanent	Yes
12/01/2008	06/30/2009	Associate Professor I	Visayas State University	20,825.00	19	Permanent	Yes
07/01/2009	09/30/2009	Associate Professor I	Visayas State University	24,177.00	19	Permanent	Yes
10/01/2009	06/23/2010	Associate Professor III	Visayas State University	26,671.00	21	Permanent	Yes
06/24/2010	05/31/2011	Associate Professor III	Visayas State University	30,945.00	21	Permanent	Yes
06/01/2011	10/27/2011	Associate Professor III	Visayas State University	35,219.00	21	Permanent	Yes
10/28/2011	05/31/2012	Associate Professor V	Visayas State University	40,604.00	23	Permanent	Yes
06/01/2012	10/27/2014	Associate Professor V	Visayas State University	46,064.00	23	Permanent	Yes
10/28/2014	03/15/2015	Associate Professor V	Visayas State University	46,571.00	23	Permanent	Yes
03/16/2015	12/31/2015	Professor IV	Visayas State University	62,670.00	27	Permanent	Yes
01/01/2016	12/31/2016	Professor IV	Visayas State University	73,937.00	27	Permanent	Yes
01/01/2017	12/31/2017	Professor V	Visayas State University	96,363.00	28	Permanent	Yes
01/01/2018	12/31/2018	Professor V	Visayas State University	114,981.00	28	Permanent	Yes
01/01/2019	present	Professor V	Visayas State University	137,195.00	28	Permanent	Yes

(Continue on separate sheet if necessary)

SIGNATURE	DATE	11/15/19
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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		
	Couples for Christ, South A Sector, Baybay City, Leyte	06/10/2004	present		Sector Couple Coordinator, Youth for Christ
	Holy Spirit Parish	07/01/1998	present		Member, Commision on Worship, then Chair, Commission on Youth
	Holy Spirit Parish	06/01/2009	05/01/2013		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			
	1st International Conference and 8th Annual Meeting of the Association of Development Communication Educators and AAACU 22nd Biennial Conference	11/30/2018	12/2/2018	24	Technical	Association of Dev't. Communication Educators of the Philippines (ADCEP)
	AACCUP 31st Annual National Conference	10/15/2018	10/19/2018	40	Technical	AACCU
	Training-workshop on Strengthening Competencies of Faculty Members of Higher Education Institutions Offering Development	3/7/2018	3/9/2018	24	Supervisory	AACCUP
	7th National Conference of the Association of Development Communication Educators and Practitioners (ADCEP)	7/3/2018	7/5/2018	24	Technical	UPLB-CDC and CHED
	5th National Conference on Open Distance Learning	12/1/2017	12/3/2017	24	Technical	ADCEP
	National Conference on Poverty and Sustainable Development	11/22/2017	11/23/2017	16	Supervisory	NCODEL
	Training – workshop on Internal Quality Assurance	9/13/2017	9/15/2017	24	Technical	Samar State University
	AACCUP 30th Annual National Conference	7/27/2017	7/29/2017	24	Technical	AACCUP
	Full Awareness Training Course on ISO 9001: 2015	2/15/2017	2/17/2017	24	Supervisory	AACCUP
	Training on ISO 9001:2015 Internal Quality Audit (VSU)	1/26/2017	1/27/2017	16	Technical	AJA Registrars Incorporated
	30th Annual Conference of The Association of Asian Open Universities (Manila)	01/23/2017	01/25/2017	24	Technical	AJA Registrars Incorporated
	2016 ADCEP Philippines National Conference (paper presenter and session moderator) (La Trinidad, Benguet)	11/26/2016	11/29/2016	32	Supervisory	Association of Asian Open Univeersities (AAOU)
	Training –workshop of accreditors on outcomes- based quality assurance (Iloilo)	12/01/2016	12/04/2016	32	Technical	ADCEP Philippines
	AACCUP Midyear Conference (Iloilo)	11/09/2016	11/11/2016	24	Technical	AACCUP
	Assembly/Orientation for DHEIs of K to 12 Scholarship Program	07/27/2016	07/29/2016	24	Supervisory	AACCUP
	Development Communication Praxis Conference	06/01/2016		8	Supervisory	CHED
	PACE National Conference 2015 (paper presenter)	11/25/2016	11/26/2016	16	Technical	VSU-DDC, NWSSU, UEP
	National Conference on Experiences and Lessons Learned in Rehabilitating Typhoon-Damaged Agriculture and PSAI 6th Biennial Convention	04/16/2015	04/18/2015	24	Technical	PAGE and DLSU Dasmariñas
	26th Joint VICARP-RRDEN Regional Research, Development and Extension Symposium (poster paper presenter)	07/30/2015	07/31/2015	16	Technical	PSAI, PCARRD and VSU
	4th CDCEPP National Conference (paper presenter)	03/17/2015	03/18/2015	16	Technical	VICARP and RRDEN
		10/27/2014	10/29/2014	24	Technical	CDCEPP

(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)
	Editing technical papers/reports/publications		2016. Certificate of Recognition and Cash Award. As one of the authors of the paper which qualified for the National AFMA R&D Paper Award (Paper Qualifier), given by the Department of Agriculture - Bureau of Agricultural Research (DA-BAR) on October 26, 2016.		Member, Phi Delta, The Honor Society of Science in VSU
	Desktop publishing/layouting		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, Association of Development Communication Educators and Practitioners in the Philippines (ADCEP)
	Singing		2013 Exemplary Academician Award, given by VSU on August 11, 2013 during the VSU Anniversary		Member, Philippine Association of Communication Educators (PACE)
			2010 Best Paper (Basic Research Category) - award was given on August 22, 2011 by VICARP and RRDEN during the Regional RDE Symposium, VSU, Visca, Baybay City, Leyte.		Member, Gamma Sigma Delta - The Honor Society of Agriculture
			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, VSU Faculty Association
			2002 Exemplary Teacher Award given by Leyte State University (LSU) on August 11, 2002		
			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	11/15/19	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><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Dr. Edgardo E. Tulin</td><td>VSU, Visca, Baybay City, Leyte</td><td>9173108081</td></tr><tr><td>Dr. Jose L. Bacusmo</td><td>VSU, Visca, Baybay City, Leyte</td><td>9173108076</td></tr><tr><td>Dr. Christina A. Gabrillo</td><td>VSU, Visca, Baybay City, Leyte</td><td>9060519067</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Dr. Edgardo E. Tulin	VSU, Visca, Baybay City, Leyte	9173108081	Dr. Jose L. Bacusmo	VSU, Visca, Baybay City, Leyte	9173108076	Dr. Christina A. Gabrillo	VSU, Visca, Baybay City, Leyte	9060519067
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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></tr><tr><td>Government Issued ID: <b>V000128</b></td></tr><tr><td>ID/License/Passport No.: <b>P9581578A</b></td></tr><tr><td>Date/Place of Issuance: <b>11/15/2018; DFA Tacloban</b></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: <b>V000128</b>	ID/License/Passport No.: <b>P9581578A</b>	Date/Place of Issuance: <b>11/15/2018; DFA Tacloban</b>	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td><b>11/15/2019</b></td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	<b>11/15/2019</b>	Date Accomplished				
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<b>11/15/2019</b>													
Date Accomplished													
<table><tr><td></td></tr><tr><td>Right Thumbmark</td></tr></table>			Right Thumbmark										
													
Right Thumbmark													
SUBSCRIBED AND SWORN to before me this <u>21 NOV 2019</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td>ATTY. RYSA C. GUINOGOR</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYSA C. GUINOGOR	Person Administering Oath									
													
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