

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 () ☐ Id 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 | <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 | If holder of dual citizenship, please indicate the details. | | |
| 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 | House/Block/Lot No. Street KINAYABAN CAN-UNZO Subdivision/Village Barangay MERIDA LEYTE City/Municipality Province | |
| 7. HEIGHT (m) | 1.53 | ZIP CODE | 6540 | |
| 8. WEIGHT (kg) | 49 | | | |
| 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. | N/A | 19. TELEPHONE NO. | NONE | |
| 14. TIN NO. | 382-244-255 | 20. MOBILE NO. | 09608857065 | |
| 15. AGENCY EMPLOYEE NO. | 053-565-0600 | 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 |
| 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 |
| 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 | 6/6/2004 | 3/30/2010 | N/A | 2010 | VALEDICTORIAN |
| SECONDARY | MERIDA VOCATIONAL SCHOOL | N/A | 6/6/2010 | 3/29/2014 | N/A | 2014 | VALEDICTORIAN |
| 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 | 6/12/2014 | 5/30/2020 | 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 01, 2024 |
|-----------|---|------|-----------------|

| 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 | 92.5 | 7/3/2019 | ORMOC CITY | H03-19-003106 | 4/2/2024 |
| | LICENSURE EXAMINATION FOR MECHANICAL ENGINEERS | 96.6 | 2/27/2022 | CEBU CITY | NONE | NONE |
| | 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 |

V. WORK EXPERIENCE

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

[illegible]

| | | | |
|-----------|---|------|-----------------|
| SIGNATURE |  | DATE | August 01, 2024 |
|-----------|---|------|-----------------|

| 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 | N/A | 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 | N/A | VICE PRESIDENT |
| | Junior Philippine Society of Mechanical Engineers VSU Chapter/Visayas state University Brgy. Pangasugan, Baybay City, Leyte | 8/12/2019 | 5/31/2020 | N/A | FIFTH YEAR REPRESENTATIVE |
| | Visayas State University Department of Science and Technology - Science Education Institute Scholars Society/Brgy. Pangasugan, Baybay City, Leyte | 6/12/2015 | 3/31/2016 | N/A | PRESIDENT |
| | Visayas State University Robotics Society | 8/14/2023 | 6/7/2024 | N/A | ACADEMIC ADVISER |
| | 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 | | | |
| | CommTECH Camp Insight 2024 Internet of Things (IoT) for Society | 1/25/2024 | 2/5/2024 | 88 | participant | ITS Global Engagement - Surabaya, Indonesia |
| | Electropneumatics and PLC Programming | 8/12/2023 | 8/12/2023 | 4.0 | participant | Mechatronics and Robotics Society of the Philippines - Manila |
| | Robotics system Design and Programming | 8/11/2023 | 8/11/2023 | 4.0 | participant | Mechatronics and Robotics Society of the Philippines - Manila |
| | College of Engineering and Technology Curriculum Review 2023 | 8/7/2023 | 8/8/2023 | 16.0 | participant | College of Engineering and Technology - VSU |
| | DME Curriculum Review | 8/1/2023 | 8/2/2023 | 16.0 | participant | Department of Mechanical Engineering - VSU |
| | DME Research and Extension Proposal Writeshop 2023 | 2/22/2023 | 2/22/2023 | 4.0 | participant | Department of Mechanical Engineering - VSU |
| | Webiserye of Machine Shop Operations: Milling Operations | 5/31/2022 | 5/31/2022 | 3 | participant | DOST-MRDC |
| | Principles of Occupational Safety | 5/26/2022 | 5/26/2022 | 3.0 | participant | DOST-MRDC |
| | CET Strategic Planning and RDE Agenda Setting Workshop 2022 | 3/16/2022 | 3/17/2022 | 16.0 | participant | College of Engineering and Technology - VSU |
| | Short-Term Exchange Program at Tokyo University of Agriculture and Technology | 10/2/2018 | 3/31/2019 | 15552000.0 | exchanged student | Tokyo University of Agriculture and Technology |
| | On-the-Job Training | 6/20/2018 | 7/27/2018 | 240.0 | apprenticeship | Tsuneishi Heavy Industries Cebu Inc. |
| | 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 Modelling 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 01, 2024 |

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? ☐ YES ☒ NO

b. within the fourth degree (for Local Government Unit - Career Employees)? ☐ YES ☒ NO

If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense? ☐ YES ☒ NO

If YES, give details: _____

b. Have you been criminally charged before any court? ☐ 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)? ☐ YES ☒ NO

If YES, give details: _____

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: _____

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? ☐ YES ☒ NO

If YES, please specify: _____

b. Are you a person with disability? ☐ YES ☒ NO

If YES, please specify ID No: _____

c. Are you a solo parent? ☐ YES ☒ NO

If YES, please specify ID No: _____

| 41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) | | |
|--|-------------------------|------------|
| NAME | ADDRESS | TEL. NO. |
| Zosima I. Lapaz | Can-unzo, Merida, Leyte | 9362768547 |
| Juanito R. Abangan Jr. | Can-unzo, Merida, Leyte | 9204373731 |
| Rev. Gregorio B. Buñales Jr. | Matag-ob, Leyte | 9173061120 |

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.



Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **PASSPORT**

ID/License/Passport No.: **P7233087A**

Date/Place of Issuance: **05/19/2019 TACLOBAN CITY**

Signature (Sign inside the box)

MASS

08/01/2024

Date Accomplished



SUBSCRIBED AND SWORN to before me this **14 AUG 2024**, affiant exhibiting his/her validly issued government ID as indicated above.


Person Administering Oath

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: Vic Angelo L. Impas
- 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 from AY. 2020-2021 up to the present AY. 2023-2024.
 2. Conducted the first ever Mechanical Engineering Review for graduating students.
 3. Contributed the AACCUP Level I and Level II 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.
 8. Performs the duties of co-study leader and project staff to two VSU research-funded projects from 2023 up to present.


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

Date: 08/01/24