

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	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	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.	09294302774
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	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	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	06/06/2004	30/03/2010	N/A	2010	VALEDICTORIAN
SECONDARY	MERIDA VOCATIONAL SCHOOL	N/A	06/06/2010	29/03/2014	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	12/06/2014	30/05/2020	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 09, 2022
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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		
	College of Engineering Supreme Student Council/ Visayas state University Brgy. Pangasugan, Baybay City, Leyte	12/06/2014	31/03/2015	N/A	FIRST YEAR REPRESENTATIVE
	Junior Philippine Society of Mechanical Engineers VSU Chapter/Visayas state University Brgy. Pangasugan, Baybay City, Leyte	12/06/2016	31/03/2017	N/A	VICE PRESIDENT
	Junior Philippine Society of Mechanical Engineers VSU Chapter/Visayas state University Brgy. Pangasugan, Baybay City, Leyte	12/08/2019	31/05/2020	N/A	FIFTH YEAR REPRESENTATIVE
	Visayas State University Department of Science and Technology - Science Education Institute Scholars Society/Brgy. Pangasugan, Baybay City , Leyte	12/06/2015	31/03/2016	N/A	PRESIDENT
	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)







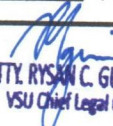
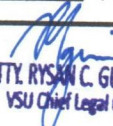
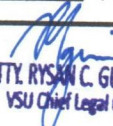
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)						
30.	TITLE OF LEARNING AND DEVELOPMENT 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			
	Webiserye of Machine Shop Operations: Milling Operations	31/05/2022	31/05/2022	3	participant	DOST-MRIDC
	Principles of Occupational Safety	26/05/2022	26/05/2022	3.0	participant	DOST-MIRDC
	CET Strategic Planning and RDE Agenda Setting Workshop 2022	16/03/2022	17/03/2022	16.0	participant	College of Engineering and Technology - VSU
	Short-Term Exchange Program at Tokyo University of Agriculture and Technology	02/10/2018	31/03/2019	15552000.0	exchanged student	Tokyo University of Agriculture and Technology
	On-the-Job Training	20/06/2018	27/07/2018	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
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	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
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	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
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	N/A	N/A	N/A	N/A	N/A	N/A
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	N/A	N/A	N/A	N/A	N/A	N/A
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	N/A	N/A	N/A	N/A	N/A	N/A
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	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
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	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
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	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
	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.	32.	33.
SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	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 09, 2022
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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><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>Zosima I. Lapaz</td><td>Can-unzo, Merida, Leyte</td><td>9362768547</td></tr><tr><td>Juanito R. Abangan Jr.</td><td>Can-unzo, Merida, Leyte</td><td>9204373731</td></tr><tr><td>Rev. Gregorio B. Buñales Jr.</td><td>Matag-ob, Leyte</td><td>9173061120</td></tr></table>		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
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.													
<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: PASSPORT</td></tr><tr><td>ID/License/Passport No.: P7233087A</td></tr><tr><td>Date/Place of Issuance: 05/19/2019 TACLOBAN CITY</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: PASSPORT	ID/License/Passport No.: P7233087A	Date/Place of Issuance: 05/19/2019 TACLOBAN CITY	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>08/09/2022</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	08/09/2022	Date Accomplished				
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													
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Signature (Sign inside the box)													
08/09/2022													
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>14 SEP 2022</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td> ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>		 ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer	Person Administering Oath										
 ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer													
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: Jundy R. Castil
- 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 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 AACCUP Level I accreditation of the Department.**
- 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).**


MARK ANTHONY S. ARCAYAN

(Signature over Printed Name
of Employee/Applicant)

Date: 08/10/22