

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	ARTIGA		
FIRST NAME	EDILBERTO	NAME EXTENSION (JR., SR) JR. II	
MIDDLE NAME	ACASIO		
3. DATE OF BIRTH (mm/dd/yyyy)	27/10/1991	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	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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	1352 ZONE 2 House/Block/Lot No. Street BRGY. GUADALUPE Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.72	ZIP CODE	6521
8. WEIGHT (kg)	69	18. PERMANENT ADDRESS	1352 ZONE 2 House/Block/Lot No. Street BRGY. GUADALUPE Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
9. BLOOD TYPE	"O"	ZIP CODE	6521
10. GSIS ID NO.	021-1429-9143-2	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	N/A	20. MOBILE NO.	09383644332
12. PHILHEALTH NO.	13-000109646-0	21. E-MAIL ADDRESS (if any)	edilberto.artiga@vsu.edu.ph
13. SSS NO.	N/A		
14. TIN NO.	428-272-920		
15. AGENCY EMPLOYEE NO.	V00805		

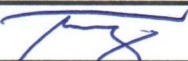
II. FAMILY BACKGROUND

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)	N/A	N/A
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	NAME EXTENSION: JR.	N/A	N/A
MIDDLE NAME	ENDRIANO		N/A	N/A
25. MOTHER'S MAIDEN NAME	ACASIO		N/A	N/A
SURNAME	ARTIGA		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	6 UNITS	ON-GOING	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 26, 2021
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[illegible]

**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	July 26, 2021
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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			
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			
	WRITESHOP ON PREPARATION OF LEPT REVIEW MATERIAL	07/04/2021	27/04/2021	32	TECHNICAL	UNIVERSITY REVIEW SERVICES
	VISAYAS COACHING CERTIFICATION 2020	05/11/2020	07/11/2020	24	TECHNICAL	PHILLIPPINE SPORTS COMMISSION
	VSU E - Learning Environment Training - Workshop Series	09/12/2020	09/12/2020	8	TECHNICAL	VSU COMPUTER SCIENCE AND TECHNOLOGY
	RADIO FOR DEVELOPMENT WORKSHOP	30/07/2018	30/07/2018	4	TECHNICAL	VSU RADIO DYDC-FM 104.7
	WRITESHOP ON OUTCOMES-BASED EDUCATION COURSE SYLLABI	26/07/2018	26/07/2018	8	TECHNICAL	VSU COLLEGE OF EDUCATION
	ATHLETICS OFFICIATING TRAINING	05/10/2016	07/10/2016	24	MANAGERIAL	NAVAL STATE UNIVERSITY
	SPORTS CLINIC IN FINSWIMMING	10/05/2016	12/05/2016	20	TECHNICAL	PHILIPPINE FINSWIMMING FEDERATION, INC.
	SPORTS CLINIC: ORGANIZING, MANAGING AND OFFICIATING SWIMMING COMPETITION	25/05/2015	26/05/2015	16	TECHNICAL	INSTITUTE OF HUMAN KINETICS
	COACHES ACROSS CONTINENTS: SOCCER FOR SOCIAL IMPACT	07/05/2015	09/05/2015	20	TECHNICAL	COACHES ACROSS CONTINENTS
	SEMINAR-WORKSHOP ON THE IMPLEMENTATION OF OUTCOMES-BASED EDUCATION (OBE)	04/05/2015	05/05/2015	16	TECHNICAL	VISAYAS STATE UNIVERSITY
	SEMINAR WORKSHOP ON NEWS LETTER WRITING	01/03/2015	01/03/2015	8	TECHNICAL	INSTITUTE OF HUMAN KINETICS
	SINULOG FESTIVAL, MANAGEMENT SEMINAR AND WORKSHOP	10/01/2015	10/01/2015	4	TECHNICAL	SINULOG FOUNDATION INC.
	KASIBULAN GRASSROOTS COACHING COURSE AND FESTIVAL	07/11/2014	09/11/2014	24	TECHNICAL	BAYBAY CITY DIVISION & PHILIPPINE FOOTBALL FEDERATION
	SUMMER LEARN TO SWIM	21/04/2014	09/05/2014	24	MANAGERIAL	INSTITUTE OF HUMAN KINETICS
	OUTCOMES - BASED EDUCATION FOR ASEAN 2015	08/03/2014	08/03/2014	8	TECHNICAL	LEYTE NORMAL UNIVERSITY
	WORKSHOP IN INSTRUCTIONAL MATERIALS DEVELOPMENT FOR THE VISAYAS STATE UNIVERSITY	28/01/2014	29/01/2014	16	TECHNICAL	VISAYAS STATE UNIVERSITY
	OPEN WATER SAFETY TRAINING FOR CHILDREN AND YOUTH	22/06/2013	22/06/2013	8	MANAGERIAL	HAYAG FAMILY DEVELOPMENT CENTER WITH PEACE CORPS
	SWIM CAMP/ DISASTER PREPAREDNESS TRAINING FOR CHILDREN AND YOUTH	24/04/2013	26/04/2013	24	MANAGERIAL	HAYAG FAMILY DEVELOPMENT CENTER WITH CHILD FUND
	SEMINAR CLINIC ON OFFICIATING ATHLETIC EVENTS	16/02/2013	16/02/2013	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 COACH		CHAMPION COACH REGIONAL SCUAA (2014, 2015, 2016 & 2017), NATIONAL SCUAA OLYMPICS COACH (2015 - 4TH PLACER, 2016 - 3RD PLACER & 2018)		INSTITUTE OF HUMAN KINETICS VARSITY SPORTS PROGRAM	
	BADMINTON				HAPAKERS BADMINTON CLUB, BAYBAY CITY	
	DANCING					
	PLAYING SPORTS (ANY FORM)					
	OFFICIATING (SPORTS)					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	JULY 26, 2021	



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)		
NAME	ADDRESS	TEL. NO.
DR. ALELI A. VILLOCINO	VISCA, BAYBAY CITY LEYTE	9173040879
PROF. VICENTE B. ANTIPASO	VISCA, BAYBAY CITY LEYTE	9287813701
MARY JEAN M. SAPAN	VISCA, BAYBAY CITY LEYTE	9423679323
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	 Signature (Sign inside the box) July 26, 2021 Date Accomplished	
Government Issued ID: PRC		
ID/License/Passport No.: 1531483		
Date/Place of Issuance: TACLOBAN CITY		

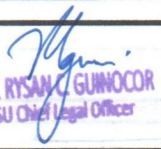
ID picture taken within the last 6 months  
3.5 cm. X 4.5 cm  
(passport size)

With full and handwritten name tag and signature over printed name

Computer generated or photocopied picture is not acceptable

PHOTO



SUBSCRIBED AND SWORN to before me this <u>31 AUG 2021</u> , affiant exhibiting his/her validly issued government ID as indicated above.	 ATTY. RYSAN C. GUINOCOR YSU Chief Legal Officer  Person Administering Oath

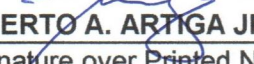


## WORK EXPERIENCE SHEET

**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: 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)
  - VSU Badminton Women's Team Coach (2013 – present)
  - Institute of Human Kinetics Auditor 2015-2016 and 2019 - 2020
  - Varsity Sports Coordinator, VSU (2014 – 2016)
  - 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
  - Sports Facilities Coordinator since 2019 – 2021
  - Tertiary Physical Education Coordinator
- 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: July 26, 2021