

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	Gallego		
FIRST NAME	Marianne Joyce	NAME EXTENSION (JR., SR)	
MIDDLE NAME	De Caiman		
3. DATE OF BIRTH (mm/dd/yyyy)	09/08/1994	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	Inopacan, Leyte	If holder of dual citizenship, please indicate the details.	
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:		
7. HEIGHT (m)	1.55	17. RESIDENTIAL ADDRESS	Centro
8. WEIGHT (kg)	70		House/Block/Lot No. Street
9. BLOOD TYPE	O+		Guadalupe
10. GSIS ID NO.	N/A		Subdivision/Village Barangay
11. PAG-IBIG ID NO.	121165814434		Inopacan Leyte
12. PHILHEALTH NO.	13-050173186-3		City/Municipality Province
13. SSS NO.	06-3714857-1	18. PERMANENT ADDRESS	6522
14. TIN NO.	478-515-076		House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	V02174		Guadalupe
			Subdivision/Village Barangay
			Inopacan Leyte
			City/Municipality Province
		19. TELEPHONE NO.	6522
			N/A
		20. MOBILE NO.	+63 971 460 3086
		21. E-MAIL ADDRESS (if any)	ennairamjoyce08@gmail.com

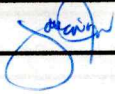
II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Gallego		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Jeffrey	NAME EXTENSION (JR., SR)	Xianne Jefurei De Caiman Gallego	08/27/2024
MIDDLE NAME	Diaz			
OCCUPATION	Computer Programmer III			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	Visca, Baybay City, Leyte			
TELEPHONE NO.	0565 0600			
24. FATHER'S SURNAME	De Caiman			
FIRST NAME	Nestor	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Ladrera			
25. MOTHER'S MAIDEN NAME				
SURNAME	Luzon			
FIRST NAME	Anecita			
MIDDLE NAME	Sapiro			
(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	INOPACAN CENTRAL SCHOOL	PRIMARY EDUCATION	2011	2007	N/A	2007	N/A
SECONDARY	INOPACAN HIGH SCHOOL	SECONDARY SCHOOL	2007	2011	N/A	2011	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VIASAYAS STATE UNIVERSITY	BACHERLOR OF SCIENCE IN COMPUTER SCIENCE	2011	2016	N/A	2016	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)


SIGNATURE		DATE	November 28, 2024
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[illegible]

## V. WORK EXPERIENCE

[illegible]

<b>SIGNATURE</b>		<b>DATE</b>	November 28, 2024
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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					

(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)

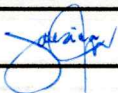
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Level II Cluster Review Presentation	10/24/2022	10/24/2022	8.0	Technical	VSU-Vicarp & RRDEN
	Re-Orientation on the Documentary Requirements for Financial Administrative Transaction	12/06/2022	12/06/2022	4.0	Supervisory	Visayas State University
	Mental Health Wellness Seminar	04/23/2023	04/23/2023	4.0	Foundation	VSU HRMO & Usher
	Data Privacy Act of 2022 Privacy Impact Assessment and RA 11032 Act of 2018 Awareness Seminar	08/11/2023	08/11/2023	8.0	Technical	LDHRAO - Visayas State University
	In-House Training on Republic Act 9184 and It's 2016 revised Implementing Rules and Regulation for the Visayas State University	08/22/2023	08/24/2023	24.0	Technical	OVPPRGAS - Visayas State University
	ISO 9001:2015 Awareness and Re-Awareness Seminar	09/29/2023	09/29/2023	4.0	Technical	VSU - Quality Assurance Center
	Continuition for Microsoft 365 A3 Subscription   End-User Training	09/12/2023	09/12/2023	2.0	Technical	VSU - Office of the Head of Instructional Materials Development
	Orientation of Guidelines and Proceedures on Process/Services of the Offices under Administrative Services Office (ASO)	2/23/2024	2/23/2024	8.0	Technical	LDHRAO - Visayas State University
	Financial Transaction Forum	3/20/2024	3/20/2024	8.0	Technical	LDHRAO - Visayas State University Budget & Accounting Office
	In-House Seminar-Workshop on Basic Records and Archives Management (BRAM)	7/30/2024	7/31/2024	16.0	Technical	Visayas State University

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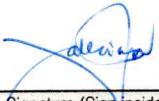
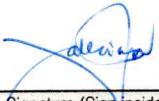
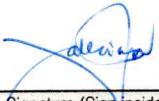
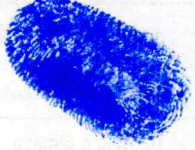
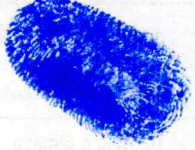
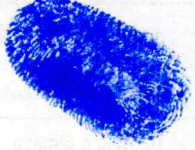
VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Reading Books/ eBooks		N/A		N/A
	Dancing & Singing				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	November 28, 2024
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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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: <u>Resignation and End of Contract</u>														
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>Joycee Lou Lopez</td><td>Danao City, Cebu City</td><td>9176714885</td></tr><tr><td>Loida Clamor</td><td>Abu Dhabi, UAE</td><td>971 56 53 1567</td></tr><tr><td>Luxin Wei</td><td>Abu Dhabi, UAE</td><td>971 56 641 1710</td></tr></table>			NAME	ADDRESS	TEL. NO.	Joycee Lou Lopez	Danao City, Cebu City	9176714885	Loida Clamor	Abu Dhabi, UAE	971 56 53 1567	Luxin Wei	Abu Dhabi, UAE	971 56 641 1710		
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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 colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td></tr><tr><td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID:</td><td>Passport</td></tr><tr><td>ID/License/Passport No.:</td><td>P7335884B</td></tr><tr><td>Date/Place of Issuance:</td><td>PE Abu Dhabi</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.:	P7335884B	Date/Place of Issuance:	PE Abu Dhabi	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>NOVEMBER 28, 2024</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	NOVEMBER 28, 2024	Date Accomplished
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SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.																
<table><tr><td>Person Administering Oath</td></tr></table>			Person Administering Oath													
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