

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	Jeffrey	NAME EXTENSION (JR., SR) N/A
	MIDDLE NAME	Diaz	
3. DATE OF BIRTH (mm/dd/yyyy)	6/26/1992	16. CITIZENSHIP  If holder of dual citizenship, please indicate the details.	Pls. indicate country:
4. PLACE OF BIRTH	Inopacan, Leyte		
5. SEX			
6 CIVIL STATUS		17. RESIDENTIAL ADDRESS  ZIP CODE	Purok 2
7. HEIGHT (m)	1.63		House/Block/Lot No. Street
8. WEIGHT (kg)	69		Capili-an
9. BLOOD TYPE	N/A		Subdivision/Village Barangay
10. GSIS ID NO.	N/A		Abuyog Leyte
11. PAG-IBIG ID NO.	121256457862	City/Municipality Province	
12. PHILHEALTH NO.	13-025300537-9	ZIP CODE	6510
13. SSS NO.	06-4008772-6	18. PERMANENT ADDRESS  ZIP CODE	Purok 2
14. TIN NO.	473-887-501-000		House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	20160254		Capili-an
			Subdivision/Village Barangay
			Abuyog Leyte
		City/Municipality Province	
			6510
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	+63 917 6328028
		21. E-MAIL ADDRESS (if any)	jeffrey.gallego@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	NAME EXTENSION (JR., SR)		
	MIDDLE NAME			
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Gallego			
	FIRST NAME	NAME EXTENSION (JR., SR)		
	MIDDLE NAME	Palacat		
25. MOTHER'S MAIDEN NAME				
	SURNAME	Diaz		
	FIRST NAME	Cristeta		
	MIDDLE NAME	De paz	(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	Brgy. Capili-an Elementary School		1999	2004		2003-2004	1st Deserving
SECONDARY	Abuyog National High School		2004	2009		2009-2010	
VOCATIONAL /	N/A	N/A					
COLLEGE	Visayas State University	Bachelor of Science in Computer Science	2011	2015		2014-2015	
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 31, 2024
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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
	Career Service Sub-Professional	82.78	October 26,2018	CSC RO VIII, Palo, Leyte		
	Career Service Professional	80.4	8/20/2023	SAINT JOSEPH COLLEGE, MAASIN CITY, SOUTHERN LEYTE		

(Continue on separate sheet if necessary)

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/31/2024
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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	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			
Basic Network Installation & Configuration, Networking Management and Monitoring, Recovery and Troubleshooting of EnGenius Wireless Management Elastix Unified Communication Management - Open Source IPPBX Mikrotik Firewall - Networking, Firewall and Management Planet Technology - Networking and Switching	Sep. 26, 2016	Sep. 26, 2016	8.0	Technical	Hypernet - Internet & Business Solution Inc.
Assenbly, Start-up, Configuaration, Operation, Maintenance and repair of varius IT Equipment under Bidding No. 2016-002-C	Aug. 22, 2016	Aug. 22, 2016	8.0	Technical	JOEBZ Computer sales and services
LARAVEL ADVANCE TRAINING for HRMIS	Sep. 22, 2019	Sep. 22, 2019	8.0	Technical	VSU - Department of Computer Science & Technology
Cyber Security	3/1/2020		8.0	Technical	VSU - MIS
Digital Transformation ICT Project Management	Oct. 17 - 21, 2022		20.0	Technical	Communications Technology (DICT)
Web Development for web developers	9/18/2023	9/22/2023	40.0	Technical	Communications Technology (DICT)
Web Accessibility Audit	9/25/2023	9/29/2023	20.0	Technical	Communications Technology (DICT)
Cyber Security Framework	9/25/2023	9/29/2023	20.0	Technical	Communications Technology (DICT)


(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)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/31/2024
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<p>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,</p> <p style="margin-left: 20px;">a. within the third degree?</p> <p style="margin-left: 20px;">b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p style="margin-left: 20px;">b. Have you been criminally charged before any court?</p>	<p>If YES, give details: _____</p> <p>If YES, give details: _____</p> <p style="margin-left: 40px;">Date Filed: _____</p> <p style="margin-left: 40px;">Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p>If YES, give details: _____</p>												
<p>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?</p>	<p>If YES, give details: _____</p> <p style="margin-left: 40px;">End of Contract</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p style="margin-left: 20px;">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?</p>	<p>If YES, give details: _____</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p>If YES, please specify: _____</p> <p>If YES, please specify ID No: _____</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">DANIEL JARYDO S. CINCO</td> <td style="text-align: center;">TACLOBAN CITY</td> <td style="text-align: center;">9175252025</td> </tr> <tr> <td style="text-align: center;">ANDREW D. SOLEDAD</td> <td style="text-align: center;">TACLOBAN CITY</td> <td style="text-align: center;">9359127352</td> </tr> <tr> <td style="text-align: center;">DANIEL GERARD P. DIAZ</td> <td style="text-align: center;">TACLOBAN CITY</td> <td style="text-align: center;">9156268162</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	DANIEL JARYDO S. CINCO	TACLOBAN CITY	9175252025	ANDREW D. SOLEDAD	TACLOBAN CITY	9359127352	DANIEL GERARD P. DIAZ	TACLOBAN CITY	9156268162
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<p>42.</p>	<div style="text-align: center;">  <p>PHOTO</p> </div> <div style="border: 1px solid black; height: 100px; margin-top: 20px;"></div> <div style="text-align: center; margin-top: 5px;"> <p>Right Thumbmark</p> </div>												

<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</p> <p style="text-align: center;"><i>PLEASE INDICATE ID Number and Date of Issuance</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Government Issued ID:</td> <td>Passport ID</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>P6923354A</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>April 25, 2018/ Tacloban City</td> </tr> </table>	Government Issued ID:	Passport ID	ID/License/Passport No.:	P6923354A	Date/Place of Issuance:	April 25, 2018/ Tacloban City	<div style="border: 1px solid black; height: 100px; margin-bottom: 5px;">  </div> <p>Signature (Sign inside the box)</p> <p>01/31/2024</p> <p>Date Accomplished</p>	<div style="border: 1px solid black; height: 100px; margin-bottom: 5px;"></div> <p>Right Thumbmark</p>
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SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath