

CS Form No. 212
Revised 2017

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 (☐) to use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

T. CSC ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	GALGO		
FIRST NAME	KAY ANNE	NAME EXTENSION (JR., SR.)	
MIDDLE NAME	VILLOCINO		
3. DATE OF BIRTH (mm/dd/yyyy)	11/25/1995	16. CITIZENSHIP If holder of dual citizenship, please indicate the details.	Pls. indicate country:
4. PLACE OF BIRTH	ANTIPOLO, RIZAL		
5. SEX			
6. CIVIL STATUS		17. RESIDENTIAL ADDRESS House/Block/Lot No. _____ Street _____ GUADALUPE Subdivision/Village _____ Barangay _____ BAYBAY LEYTE City/Municipality _____ Province _____ ZIP CODE _____	ZONE 1
7. HEIGHT (m)	165		Street
8. WEIGHT (kg)	55		GUADALUPE
9. BLOOD TYPE	O+		Barangay
10. GSS ID NO.	N/A		LEYTE
11. PAG-IBIG ID NO.	121171954667	18. PERMANENT ADDRESS House/Block/Lot No. _____ Street _____ GUADALUPE Subdivision/Village _____ Barangay _____ BAYBAY LEYTE City/Municipality _____ Province _____ ZIP CODE _____ 6521	Province
12. PHILHEALTH NO.	120255269076		6521
13. SSS NO.	0638257050		N/A
14. TIN NO.	328296663	19. TELEPHONE NO.	
15. AGENCY EMPLOYEE NO.	N/A	20. MOBILE NO.	09950478655 / 09483652105
		21. E-MAIL ADDRESS (if any)	khey25ann@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	GALGO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)		
	FIRST NAME	RYAN			NAME EXTENSION (JR., SR.)	KHYRA MELODY V. GALGO
	MIDDLE NAME	RATILLA			6/27/2018	
OCCUPATION	JUNIOR FARM SUPERVISOR					
EMPLOYER/BUSINESS NAME	MARCELA FARMS INC.					
BUSINESS ADDRESS	CORTES, BOHOL					
TELEPHONE NO.	9173023715					
24. FATHER'S SURNAME	VILLOCINO					
	FIRST NAME	OLIMPIO			NAME EXTENSION (JR., SR.) JR.	
	MIDDLE NAME	BALBUENA				
25. MOTHER'S MAIDEN NAME						
SURNAME	GOFREDO					
	FIRST NAME	MELODINA				
	MIDDLE NAME	ALAO	(Continue on separate sheet if necessary)			

III. EDUCATIONAL BACKGROUND

26. LEVEL	(Write in full)	LOCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (If not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	GABAS CENTRAL SCHOOL	ELEMENTARY GRADUATE	6/1/2003	4/1/2009		2009	VALEDICTORIAN
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	THIRD YEAR HIGH SCHOOL	6/1/2010	4/1/2012	THIRD YEAR		
VOCATIONAL / TRADE COURSE	ALTERNATIVE LEARNING SYSTEM	PASSER	10/1/2011	3/31/2012	PASSER	2012	
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF ELEMENTARY EDUCATION	6/1/2012	4/13/2016		2016	
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF EDUCATION	8/1/2019	12/31/2019	6 UNITS		
(Continue on separate sheet if necessary)							
SIGNATURE			DATE	July 21, 2022			

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IV. CIVIL SERVICE ELIGIBILITY									
27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE ELIGIBILITY / DRIVER'S LICENSE		RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)			
						NUMBER	Date of Validity		
	LICENSURE EXAMINATION FOR TEACHERS		80.6	3/27/2017	CEBU CITY	1557931	11/25/2023		
(Continue on separate sheet if necessary)									
V. WORK EXPERIENCE									
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.									
28.	INCLUSIVE DATES (mm/dd/yyyy)		E	AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T (Y/ N)	
	From	To							
	4/14/2021	5/14/2021		SUBSTITUTE TEACHER	DEPED BAYBAY CITY DIVISION	23877.00			Y
	1/5/2021	3/28/2021		SUBSTITUTE TEACHER	DEPED BAYBAY CITY DIVISION	23877.00			Y
	2/11/2019	12/30/2021		ADMINISTRATIVE AIDE	VISAYAS STATE UNIVERSITY	9600.00			Y
	8/1/2017	8/1/2018		CUSTOMER SERVICE REPRESENTATIVE	SYKES CEBU	15000.00			N
	6/1/2016	6/1/2017		CUSTOMER SERVICE REPRESENTATIVE	TELEPERFORMANCE CEBU	9000.00			N
(Continue on separate sheet if necessary)									
SIGNATURE					DATE	JULY 21, 2022			

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29.	NAME & ADDRESS OF ORGANIZATION (full)	(Write in (mm/dd/yyyy))	NUMBER OF HOURS	POSITION / NATURE OF WORK	
					From
	GABAS CHAPEL PASTORAL COUNCIL	1/1/2015	4/1/2016		ASSISTANT SECRETARY
	GABAS COMMISSION ON YOUTH	1/1/2015	4/1/2016		TREASURER

(Continue on separate sheet if necessary)

[illegible]

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. I-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. SOCIATION/ORGANIZATION (Write in full)
SEWING	N/A	N/A
DANCING		

(Continue on separate sheet if necessary)

<i>SIGNATURE</i>		<i>DATE</i>	<i>JULY 21, 2022</i>
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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)?

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?

If YES, give details: _____

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?

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?

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?

If YES, give details: _____

If YES, give details: _____

39.

Have you acquired the status of an immigrant or permanent resident of another country?

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?

If YES, please specify: _____

If YES, please specify ID No: _____

If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
SERGIO T. PANA	MAPGAP IS	9364147208
GILDA IMPAS PEREZ	MATAM-IS ES	
RENATO A. MAALA	VISAYAS STATE UNIVERSITY	563-7428

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

Computer generated or photocopied picture is not acceptable

PHOTO

Right Thumbmark

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID:	PRC ID
ID/License/Passport No.:	1557931
Date/Place of Issuance:	11/16/2017 CEBU CITY

Signature (Sign inside the box)

JULY 21, 2022

Date Accomplished

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

Person Administering Oath

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