

# 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	Gallardo		
FIRST NAME	Robert Roy	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Yu		
3. DATE OF BIRTH (mm/dd/yyyy)	12/5/00	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	Cebu City, Cebu	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	C27 Punta House/Block/Lot No. Street Macabalan Subdivision/Village Barangay Cagayan de Oro Misamis Oriental City/Municipality Province
7. HEIGHT (m)	1.55	ZIP CODE	9000
8. WEIGHT (kg)	42		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	C27 Punta House/Block/Lot No. Street Macabalan Subdivision/Village Barangay Cagayan de Oro Misamis Oriental City/Municipality Province
10. GSIS ID NO.		ZIP CODE	9000
11. PAG-IBIG ID NO.			
12. PHILHEALTH NO.		19. TELEPHONE NO.	
13. SSS NO.		20. MOBILE NO.	0976-243-7432
14. TIN NO.		21. E-MAIL ADDRESS (if any)	<a href="mailto:rry.gallardo@gmail.com">rry.gallardo@gmail.com</a>
15. AGENCY EMPLOYEE NO.			

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME		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	Gallardo		
FIRST NAME	Andy	NAME EXTENSION (JR., SR)	
MIDDLE NAME	Dalman		
25. MOTHER'S MAIDEN NAME			
SURNAME	Yu		
FIRST NAME	Josephine		
MIDDLE NAME	Escario		

## 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	City Central School	Elementary Diploma	7/1/09	3/14/14		2014	With Honors
SECONDARY	Gusa Regional Science High School - X	High School Diploma	8/1/14	4/28/20		2020	With Honors
VOCATIONAL / TRADE COURSE							
COLLEGE	University of the Philippines Los Baños	Bachelor of Science in Agricultural Biotechnology major in Crop Protection Biotechnology	9/2/20	7/19/25		2025	Cum laude, DA-BPO Scholarship
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 3, 2025
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#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>	 <input type="checkbox"/>	<b>DATE</b>	July 3, 2025
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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		
	UP Genetic Researchers and Agricultural Innovators Society (UPLB, College, Laguna)	11/1/23	7/19/25		Education and Research Personnel
	Philippine Society of Youth Science Clubs (Diliman, Quezon City)	7/1/19	4/20/20		National Chairperson for Science Clubs

(Continue on separate sheet if necessary)

[illegible][illegible]

(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)
Molecular biology techniques	Service Award, UPLB Perspective	UP Genetic Researchers and Agricultural Innovators Society
Microbiological techniques		UPLB Kaiban
Research and technical writing		UP Alliance of Gamers
Graphic Design		UPLB Perspective
Science Communication		
Agricultural Extension		

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>	 <input type="checkbox"/>	<b>DATE</b>	July 3, 2025
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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>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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>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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> 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>NATHANIEL R. ALCANTARA</td> <td>LOS BANOS, LAGUNA</td> <td><a href="mailto:nralcantara1@up.edu.ph">nralcantara1@up.edu.ph</a></td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	NATHANIEL R. ALCANTARA	LOS BANOS, LAGUNA	<a href="mailto:nralcantara1@up.edu.ph">nralcantara1@up.edu.ph</a>						
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<p>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.</p>													
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<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 60%;"> <p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 250px; height: 60px; margin: 10px auto;"></div> <div style="border: 1px solid black; width: 250px; height: 20px; margin: 5px auto; text-align: center;">             Person Administering Oath           </div> </div> <div style="width: 35%; text-align: center;"> <p>PHOTO</p> <div style="border: 1px solid black; width: 150px; height: 80px; margin: 10px auto;"></div> <p>Right Thumbmark</p> </div> </div>													