

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	GALENZOGA		
FIRST NAME	ANDIE LEE		NAME EXTENSION (JR., SR)
MIDDLE NAME	VILLACORTE		
3. DATE OF BIRTH (mm/dd/yyyy)	12/02/2001	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	BAYBAY LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" 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	House/Block/Lot No. _____ Street _____ BRGY. STO. ROSARIO Subdivision/Village _____ Barangay _____ BAYBAY CITY LEYTE City/Municipality _____ Province _____
7. HEIGHT (m)	1.51	ZIP CODE	
8. WEIGHT (kg)	60		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	House/Block/Lot No. _____ Street _____ BRGY. STO. ROSARIO Subdivision/Village _____ Barangay _____ BAYBAY CITY LEYTE City/Municipality _____ Province _____
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	121352142375		
12. PHILHEALTH NO.	132528369484		
13. SSS NO.	06-4985250-9	19. TELEPHONE NO.	N/A
14. TIN NO.	656-580-853-00000	20. MOBILE NO.	09773878432
15. AGENCY EMPLOYEE NO.	15889	21. E-MAIL ADDRESS (if any)	andiegalezoga@gmail.com

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	N/A	NAME EXTENSION (JR., SR)	SEANNA ROSELLE G. CAPRICHIO	09/14/2020
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	GALENZOGA			
FIRST NAME	DELFIN	NAME EXTENSION (JR., SR)	JR.	
MIDDLE NAME	ORTEGA			
25. MOTHER'S MAIDEN NAME				
SURNAME	VILLACORTE			
FIRST NAME	CLEO			
MIDDLE NAME	BACUSMO			

(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	BAYBAY I CENTRAL SCHOOL	ELEMENTARY	2008	2014	GRADUATED	2014	N/A
SECONDARY	VISAYAS STATE UNIVERSITY INTEGRATED HIGH SCHOOL	ACCOUNTANCY AND BUSINESS MANAGEMENT	2014	2020	GRADUATED	2020	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	2020	2024	GRADUATED	2024	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	JUNE 20, 2025
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	JUNE 20, 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> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>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: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>JOSE L. BACUSMO</td> <td>BRGY. STA. CRUZ, BAYBAY CITY, LEYTE</td> <td>9686906880</td> </tr> <tr> <td>NILDA T. AMESTOSO</td> <td>VISCA, BAYBAY CITY, LEYTE</td> <td>9618860111</td> </tr> <tr> <td>CATHERINE ARRADAZA</td> <td>BRGY. STO. ROSARIO, BAYBAY CITY, LEYTE</td> <td>9176330054</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	JOSE L. BACUSMO	BRGY. STA. CRUZ, BAYBAY CITY, LEYTE	9686906880	NILDA T. AMESTOSO	VISCA, BAYBAY CITY, LEYTE	9618860111	CATHERINE ARRADAZA	BRGY. STO. ROSARIO, BAYBAY CITY, LEYTE	9176330054
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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>													
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</p> <p>PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: PASSPORT</p> <p>ID/License/Passport No.: P6986547C</p> <p>Date/Place of Issuance: APRIL 25, 2024</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Signature (Sign inside the box)</p> <p>JUNE 20, 2025</p> <p>Date Accomplished</p> </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Right Thumbmark</p> </div>												
<p>SUBSCRIBED AND SWORN to before me this <u>20 JUN 2025</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="width: 30%;"> <p>Doc. No. <u>342</u></p> <p>Page No. <u>73</u></p> <p>Book No. <u>XXXIII</u></p> <p>Expiry Date <u>2025</u></p> </div> <div style="width: 60%; text-align: center;"> <p>ATTY. VIVIAN C. ENAYADALLON</p> <p>Notary Public</p> <p>Roll No. 52930</p> <p>NC No. B-24-12-05 until December 31, 2025</p> <p>PTR No. B-0-0-0633-1/2/25 Baybay City, Leyte</p> <p>IBR No. 480274-4/2/25</p> <p>CS FORM 212 (Revised 2017), Page 4 of 4</p> <p>MCLE Compliance No. VIB-0714-32</p> </div> </div>													