

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	GALZOTE	
FIRST NAME	ERWIN	
MIDDLE NAME	YONGCO	
3. DATE OF BIRTH (mm/dd/yyyy)	08/31/1977	
4. PLACE OF BIRTH	BANI, PANGASINAN	
5. SEX	☒ Male ☐ Female	
6. CIVIL STATUS	☐ Single ☐ Married ☒ Widowed ☐ Separated ☐ Other/s:	
7. HEIGHT (m)	1.68	
8. WEIGHT (kg)	80	
9. BLOOD TYPE	"O"	
10. GSIS ID NO.	77080400406	
11. PAG-IBIG ID NO.	0801-056861-09	
12. PHILHEALTH NO.	13-000036601-4	
13. SSS NO.	N/A	
14. TIN NO.	910-971-211	
15. AGENCY EMPLOYEE NO.	194721	

16. CITIZENSHIP	If holder of dual citizenship, please indicate the details.	
☒ Filipino ☐ Dual Citizenship	☐ by birth ☐ by naturalization Pls. indicate country:	
17. RESIDENTIAL ADDRESS	N/A	
House/Block/Lot No.	N/A	
Subdivision/Village	STO. NINO	
City/Municipality	BAYBAY	
Province	LEYTE	
ZIP CODE	6501	
18. PERMANENT ADDRESS	N/A	
House/Block/Lot No.	N/A	
Subdivision/Village	STO. NINO	
City/Municipality	BAYBAY	
Province	LEYTE	
ZIP CODE	6510	
19. TELEPHONE NO.	N/A	
20. MOBILE NO.	09672517919/09398154662	
21. E-MAIL ADDRESS (if any)	evgalz@yahoo.com	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	GALZOTE	
FIRST NAME	TITA GRACE	
MIDDLE NAME	QUIZA	
OCCUPATION	N/A	
EMPLOYER/BUSINESS NAME	N/A	
BUSINESS ADDRESS	N/A	
TELEPHONE NO.	N/A	
24. FATHER'S SURNAME	GALZOTE	
FIRST NAME	FELIMON	
MIDDLE NAME	DOLLAGA	
25. MOTHER'S MAIDEN NAME	YONGCO	
SURNAME	CLARA	
FIRST NAME	REAS	
MIDDLE NAME		

23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)	
JOEL INTREPID Q. GALZOTE	05 / 15 / 1997	
ERWIN MATTHEW Q. GALZOTE	09 / 16 / 2001	
HONNAH YOBHEL Q. GALZOTE	10 / 28 / 2002	
JAIRA MILCAH VICTORIA Q. GALZOTE	11 / 02 / 2008	

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
ELEMENTARY	GABALDON CENTRAL SCHOOL		ELEMENTART EDUCATION		From 1984 To 1990		GRADUATED	1990	N/A
SECONDARY	NOTRE DAME OF ABUYOG		HIGH SCHOOL		1990 1994		GRADUATED	1994	N/A
VOCATIONAL / TRADE COURSE	N/A		N/A		N/A N/A		N/A	N/A	N/A
COLLEGE	ABUYOG COMMUNITY COLLEGE		BACHELOR OF ARTS IN POLITICAL SCIENCE		1994 1997		GRADUATED	1997	N/A
GRADUATE STUDIES	ABUYOG COMMUNITY COLLEGE		UNITS IN PROFESSIONAL EDUCATION		10/2016 04/2017		21 UNITS	N/A	N/A
	None		N/A		N/A N/A		N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE	DATE		July 28, 2025
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IV. CIVIL SERVICE ELIGIBILITY

27	CAREER SERVICE RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVERS LICENSE	RATING (if applicable)	DATE OF EXAMINATION / CONFIRMENT	PLACE OF EXAMINATION / CONFIRMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	CAREER SERVICE SUB-PROFESSIONAL	82.25%	05/16/1998	CSC RO 8 (Computer Assisted Test)	N/A	N/A
	CAREER SERVICE PROFESSIONAL	81.89%	08/16/1998	Leyte Normal University-Tacloban City	N/A	N/A
	PNP Entrance Examination (NAPOLCOM)	76.64%	06/27/1999	EVSU-Tacloban City	N/A	N/A
	RA (1080) Board Licensure Examination for Professional Teachers (BLEPT)	80.00%	09/24/2017	LNHS-Tacloban City	1623361	8/31/2021

V. WORK EXPERIENCE

Include private employment. Start from your recent work. Description of duties should be indicated in the attached Work Experience sheet.

(Continue on separate sheet if necessary)

28.	INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY / JOB PAY GRADE (if applicable) STEP (From 100 to 999) INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y / N)
	From	To						
05/02/2023	to date		Senior Supply Officer	National Irrigation Administration-Regional Office 8 Tacloban City	39,401.00	JG 10-01	Permanent	YES
01/06/2023	05/01/2023		Collection Representative A/ Senior Supply Officer-Designate	National Irrigation Administration-Regional Office 8 Tacloban City	23,325.00	JG 07-2	Permanent	YES
07/01/2022	01/05/2023		Collection Representative A/ Senior Supply Officer-Designate	National Irrigation Administration-Regional Office 8 Tacloban City	23,094.00	JG 07-1	Permanent	YES
10/05/2021	06/30/2022		Collection Representative A/ Acting Property Custodian	National Irrigation Administration-Satellite Office MacArthur, Leyte	23,094.00	JG 07-1	Permanent	YES
01/06/2020	10/04/2021		Collection Representative A/ Acting Property Custodian	National Irrigation Administration-Satellite Office MacArthur, Leyte	19,233.00	10-1	Permanent	YES
01/01/2019	01/05/2020		Accounting Processor A (Acting Property Custodian Effective 01/16/2018)	National Irrigation Administration-Satellite Office MacArthur, Leyte	17,063.00	08-2	Permanent	YES
01/01/2018	12/31/2019		Accounting Processor A (Acting Property Custodian Effective 01/16/2018)	National Irrigation Administration-Satellite Office MacArthur, Leyte	16,433.00	08-2	Permanent	YES
01/01/2017	12/31/2017		Accounting Processor A	National Irrigation Administration-MacArthur, Leyte	15,969.00	08-2	Permanent	YES
02/01/2016	12/31/2016		Accounting Processor A	National Irrigation Administration-MacArthur, Leyte	15,081.00	08-2	Permanent	YES
02/01/2013	01/31/2016		Accounting Processor A	National Irrigation Administration-MacArthur, Leyte	14,931.00	08-1	Permanent	YES
06/01/2012	01/31/2013		Senior Accounting Processor B	National Irrigation Administration-MacArthur, Leyte	784,31/day	10-1	Casual	YES
06/01/2011	05/31/2012		Senior Accounting Processor B	National Irrigation Administration-MacArthur, Leyte	724,90/day	10-1	Casual	YES
06/24/2010	05/31/2011		Senior Accounting Processor B/Designated Team-Leader IMT Group #2 -Effective 10/08/2010 /Acting Irrigator's Development Officer Effective 01/24/2011	National Irrigation Administration-MacArthur, Leyte	665,50/day	10-1	Casual	YES
07/01/2009	06/23/2010		Senior Accounting Processor B	National Irrigation Administration-MacArthur, Leyte	606,04/day	10-1	Casual	YES
07/22/2008	06/30/2009		Senior Accounting Processor B	National Irrigation Administration-MacArthur, Leyte	546,63/day	10-1	Casual	YES
07/01/2008	07/21/2008		Senior Accounting Processor B	National Irrigation Administration-Regional Office 8 Tacloban City	546,63/day	10-1	Casual	YES
07/01/2007	06/30/2008		Senior Accounting Processor B	National Irrigation Administration-Regional Office 8 Tacloban City	496,95/day	10-1	Casual	YES
01/01/2006	06/30/2007		Senior Accounting Processor B	National Irrigation Administration-Regional Office 8 Tacloban City	451,77/day	10-1	Casual	YES
01/01/2005	12/31/2005		Accounting Processor A	National Irrigation Administration-Regional Office 8 Tacloban City	395,86/day	08-1	Casual	YES
07/01/2004	12/31/2004		Accounting Processor A	National Irrigation Administration-Dagupan-Guinarona River Irrigation System Jutila, Leyte	395,86/day	08-1	Casual	YES
07/01/2001	06/30/2004		Clerk Processor B	National Irrigation Administration-Dagupan-Guinarona River Irrigation System Jutila, Leyte	345,72/day	06-1	Casual	YES
01/01/2000	06/30/2001		Clerk Processor B	National Irrigation Administration-Dagupan-Guinarona River Irrigation System Jutila, Leyte	329,27/day	06-1	Casual	YES
01/01/1998	12/31/1999		Store Aide	National Irrigation Administration-Dagupan-Guinarona River Irrigation System Jutila, Leyte	299,31/day	06-1	Casual	YES
08/01/1997	12/31/1997		Utility Worker B	National Irrigation Administration-Dagupan-Guinarona River Irrigation System Jutila, Leyte	200,00/day	01-1	Job Order	NO

(Continue on separate sheet if necessary)

SIGNATURE	DATE	DATE
		July 28, 2025

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					

(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			
	Seminar on Internal Quality Audit and Root Cause Analysis	07/07/2025	07/11/2025	40	Supervisory	National Irrigation Administration-Regional Office Tacloban City
	Orientation on the Omnibus Rules on Appointments and other Human Resource Action (ORA-OHRA)	05/28/2025	05/29/2025	16	Technical	Civil Service Commission-Regional Office 8 -NIA Training Center, Marasbaras Tacloban City
	PS DBM Client Learning Engagement Regional Training Roll-out in Visayas	03/18/2025	03/19/2025	16	Technical	Procurement Service Department of Budget and Management-Montebello Villa Hotel, Cebu City
	Seminar on Property Derecognition and Disposal with Rules and Regulations on Settlement of Accounts	02/15/2025	02/16/2025	16	Technical	Philippine Institute of Certified Public Accountants, Hotel Elizabeth, Baguio City
	Training on Property Supplies Inventory and Distribution Sub-System (PSIDSS)	12/3/2024	12/5/2024	24	Technical	National Irrigation Administration-Central Office Diliham Quezon City
	2024 Service Excellence Summit for Leaders (SESL)	11/13/2024	11/14/2024	16	Supervisory	Civil Service Commission-Regional Office 8 conducted in Waterfront Cebu City Hotel
	Seminar on ISO-9001:2015-Understanding and Implementing the Requirements	05/15/2024	05/17/2024	24	Technical	National Irrigation Administration-Regional Office 8 Tacloban City
	Seminar-Workshop on Project Inventory and Project Completion Report of NIA Irrigation Projects	05/06/2024	05/10/2024	40	Technical	National Irrigation Administration-Regional Office 8 Tacloban City
	Off-Grid Solar Remote Sensed Automated Smart Water Irrigation System Training Course	03/18/2024	03/19/2024	16	Technical	MLJC AUSTRALIA PTY LTD/ CAANA CONSTRUCTIONS CORPORATION and National Irrigation Administration-
	Training - Workshop on Expeditious Titling of Government Acquired Real Properties	02/19/2024	02/23/2024	40	Technical	National Irrigation Administration-Central Office, Conducted at Parkbanyan Lake Resort Hotel,
	Training on Republic Act (R.A.) No. 9184 and its 2016 Revised Implementing Rules and Regulations	02/06/2024	02/08/2024	24	Technical	Government Procurement Policy Board and National Irrigation Administration-Regional Office 8 Tacloban
	One-Time Property, Plant and Equipment Cleansing Seminar and Workshop	07/26/2023	7/28/2023	24	Technical	National Irrigation Administration-Central Office Diliham Quezon City
	Training-Workshop on Asset Management Information System (AMIS)	04/27/2023	04/28/2023	16	Technical	National Irrigation Administration-Central Office Diliham Quezon City
	Leadership cum Team Enhancement Training for Key Players	12/5/2022	12/6/2022	16	Supervisory	National Irrigation Administration-Regional Office 8 Tacloban City
	Introduction to the National Asset Registry System	10/22/2022	10/22/2022	2	Technical	Bureau of Treasury (Zoom Online Video Conference)
	Technical Writing Training and Workshop	07/29/2021	07/30/2021	8	Technical	National Irrigation Administration-Regional Office 8 Tacloban City
	Workshop on Online Project Procurement Information System (OPPIS)	01/21/2021	01/21/2021	8	Technical	National Irrigation Administration-Regional Office 8 Tacloban City
	Re-Orientatation of Personnel on Finance Matters	03/03/2017	03/03/2017	8	Clerical	National Irrigation Administration-Regional Office 8 Tacloban City
	Orientation on 2016 Revised Implementing Rules and Regulations of Republic Act 9184	05/12/2016	05/12/2016	8	Technical	National Irrigation Administration-Regional Office 8 Tacloban City
	Seminar-Workshop on Supply and Property Management	07/05/2016	07/08/2016	32	Technical	National Irrigation Administration-Regional Office 8 Tacloban City
	Database Management System for Irrigators' Association	01/25/2016	01/28/2016	32	Technical	National Irrigation Administration-Regional Office 8 at Visayas State University, Baybay City
	Seminar on Appraisal of Real Properties and Other Tangible Properties	09/03/2015	09/04/2015	16	Technical	National Irrigation Administration-Central Office Diliham Quezon City
	Joint Institutional Development Program and Technical Review and Planning Session	01/19/2015	01/22/2015	32	Supervisory	National Irrigation Administration-Regional Office 8 at Ormoc Villa Hotel, Ormoc City
	Computer Dexterity Workshop and Re-Orientatation on the Irrigation Service Fee Billing System Part 2	06/09/2014	06/11/2014	24	Technical	National Irrigation Administration-Regional Office 8 at Pilar Bohol
	Re-Orientatation on the ISF Billing System	04/11/2015	04/15/2015	40	Technical	National Irrigation Administration-Regional Office 8 Tacloban City
	Seminar and Planning Workshop on Integrated Water Resources Management in Local Development	03/22/2011	03/22/2011	8	Technical	Institute for Strategic Research & Development Studies- Visayas State University Baybay City
	Workshop on Computer Dexterity Enhancement	01/13/2011	01/14/2011	16	Technical	National Irrigation Administration-Regional Office 8 Tacloban City
	Basic Leadership Development Course Cum Financial Management System Facilitators Training	12/04/2010	12/07/2010	32	Supervisory	National Irrigation Administration-Regional Office 8 Tacloban City
	Workshop on Reducing Gap Between Irrigated and Crop Area	08/16/2010	08/16/2010	8	Supervisory	National Irrigation Administration-Regional Office 8 Tacloban City
	Re-Orientatation on Irrigation Service Fee Billing System and Computer Dexterity Workshop	02/23/2010	02/25/2010	24	Technical	National Irrigation Administration-Regional Office 8 Tacloban City
	Seminar Workshop: Updates on Government Service Insurance System Billing & Remittance	03/26/2010	03/26/2010	8	Clerical	Government Service Insurance System Regional Office 8-Tacloban City
	Echo Seminar-Workshop on the Revised National Government Accounting System	04/19/2004	04/22/2004	32	Clerical	National Irrigation Administration-Regional Office 8 at South Seas Resort Hotel, Dumaguete City

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Computer Literate		N/A	National Irrigation Administration Employees Association of the Philippines (NIAEASP)
	Playing Basketball, Volleyball, Badminton			National Irrigation Administration Employees Multi- Purpose Cooperative

(Continue on separate sheet if necessary)

SIGNATURE

DATE

July 28, 2025

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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)?

☐ YES ☒ NO
☐ YES ☒ NO
If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense?

☐ YES ☒ NO
If YES, give details: _____

b. Have you been criminally charged before any court?

☐ YES ☒ 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?

☐ YES ☒ 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?

☐ YES ☒ NO
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)?

☐ YES ☒ NO
If YES, give details: _____

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?

☐ YES ☒ NO
If YES, give details: _____

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

☐ YES ☒ 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?

☐ YES ☒ NO
If YES, please specify: _____
☐ YES ☒ NO
If YES, please specify ID No: _____
☐ YES ☒ NO
If YES, please specify ID No: _____

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

NAME	ADDRESS	TEL. NO.
ANACLETA C. VELASCO	Tactoban City	09177242682
EDMUNDO ARLENE A. VIRTUDAZO	Hindang, Leyte	09196408160
NECESIO A. TUBIGAN	ABUYOG, LEYTE	09758311249

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 cases against me.



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/License/Passport No.: 1623361

Date/Place of Issuance: 2/2/18 Tacloban City

Signature (Sign inside the box)
July 28, 2025

Date Accomplished



Right Thumbmark

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

Person Administering Oath