

# 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	BALASANOS		
FIRST NAME	REYNALDO	JR	
MIDDLE NAME	ANONG		
3. DATE OF BIRTH (mm/dd/yyyy)	08/28/1999	18. 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	ALANGALANG LEYTE	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	17. RESIDENTIAL ADDRESS	N/A House/Block/Lot No. SITIO KAWAYAN Subdivision/Village ALANGALANG City/Municipality
7. HEIGHT (m)	1.6m	ZIP CODE	6517
8. WEIGHT (kg)	65kg	18. PERMANENT ADDRESS	N/A House/Block/Lot No. SITIO KAWAYAN ALANGALANG City/Municipality
9. BLOOD TYPE	B+	ZIP CODE	6517
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	121333438471	20. MOBILE NO.	09502798760
12. PHILHEALTH NO.	13-2502711784-0	21. E-MAIL ADDRESS (if any)	lukebalasanos0828@gmail.com
13. SSS NO.	N/A		
14. TIN NO.	N/A		
15. AGENCY EMPLOYEE NO.	N/A		

## 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.)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	BALASANOS			
FIRST NAME	REYNALDO	SR		
MIDDLE NAME	TACUYO			
25. MOTHER'S MAIDEN NAME	GERONIMA LAURENTE ANONG			
SURNAME	BALASANOS			
FIRST NAME	GERONIMA			
MIDDLE NAME	ANONG			

(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	TINAIAN ELEMENTARY SCHOOL	PRIMARY SCHOOL				2013	VALEDICTORIAN
SECONDARY	AGRO INDUSTRIAL SCHOOL	SENIOR HIGH SCHOOL				2019	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A				N/A	N/A
COLLEGE	LEYTE COLLEGES	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT.				2023	MAGNA CUM LAUDE
GRADUATE STUDIES	N/A	N/A				N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	MAY 31, 2025
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[illegible]

(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.*

[illegible]

(Continue on separate sheet if necessary)


Spalum

MAY 31, 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			
	SANGGUNIAN KABATAAN (SK TREASURER)	5/14/2018	10/30/2023	N/A	SK TREASURER	
	YOUTH MINISTRY MEMBER	N/A	N/A		CHAPEL READER	
(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			
	BROKE NO MORE: MASTERING, BUDGETING FOR COLLEGE AND ADULTING	11/24/2024	11/24/2024	4HRS	TECHNICAL	NATIONAL TEACHERS COLLEGE QUIAPO MANILA, PHILIPPINES
	WEBINAR "FINANCIAL MASTERY: UNLOCKING SUCCESS THROUGH SMART INVESTING, BUDGETING, AND INSURANCE"	10/11/2024	10/11/2024	8HRS	TECHNICAL	NATIONAL TEACHERS COLLEGE QUIAPO MANILA, PHILIPPINES
	LEADERSHIP TRAINING	2023	2023	4HRS	LEADERSHIP	LEYTE COLLEGES - TACLOBAN CITY
	JOURNALISM TRAINING - EDITORIAL WRITING	2019	2019	96HRS	WRITING	ALANGALANG AGRO INDUSTRIAL SCHOOL
	LEADERSHIP TRAINING	2017	2017	96HRS	LEADERSHIP	RAFI COOL ADVENTURE CAMP - CEBU CITY, PHILIPPINES
(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)	
	HOSTING		GUEST SPEAKER - ELEMENTARY (2023)		TINAISAN ELEM. SCHOOL (ALUMNA)	
	WRITING		GUEST SPEAKER - JUNIOR HIGH (2024)		TRINIDAD B. CAIDIC NATIONAL HIGH SCHOOL (ALUMNA)	
			INSPIRATIONAL SPEAKER (CAREER GUIDANCE) (2025)		ALANGALANG AGRO INDUSTRIAL SCHOOL (ALUMNA)	
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	May 31, 2025	



<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: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>KAREN E ESPIRITU</td> <td>IRONWOOD HOTEL - TACLOBAN CITY</td> <td>9171167392</td> </tr> <tr> <td>JAIME CATINDOY</td> <td>LEYTE COLLEGES - TACLOBAN CITY</td> <td>9984055356</td> </tr> <tr> <td>EMMERENCIANA L. TABON</td> <td>MATAG-OB LGU - MATAG-OB, LEYTE</td> <td>915 288 1871</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	KAREN E ESPIRITU	IRONWOOD HOTEL - TACLOBAN CITY	9171167392	JAIME CATINDOY	LEYTE COLLEGES - TACLOBAN CITY	9984055356	EMMERENCIANA L. TABON	MATAG-OB LGU - MATAG-OB, LEYTE	915 288 1871
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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: PHILHEALTH</p> <p>ID/License/Passport No.: 13-250271784-0</p> <p>Date/Place of Issuance: 09/05/2023 - TACLOBAN CITY</p>	<p style="text-align: center;">               Signature (Sign inside the box)              Date Accomplished: 1 MAY 2025           </p>												
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>SUBSCRIBED AND SWORN to before me this _____ day of _____, 2025.</p> <p>DOC. NO. <u>407</u></p> <p>PAGE NO. <u>82</u></p> <p>BOOK NO. <u>XXXX</u></p> <p>SERIES OF <u>NOV</u></p> </div> <div style="width: 50%; text-align: center;"> <p>Notary Public for Tacloban City, Leyte</p> <p>NC No. 2024-01-13 and December 31, 2025</p> <p>Roll of Notaries No. 67385</p> <p>JBP Lifetime No. 011-12-12-12, Leyte Chapter</p> <p>Person Administering Oath: 2025, Alangalang, Leyte</p> <p>Notary Public for Tacloban City, Leyte</p> <p>Cor. P. Burgos and Juan Luna Streets, Brgy. 30, Tacloban City</p> </div> </div>													



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