

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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 FIRST NAME MIDDLE NAME	GALVEZ		
	NANETTE		NAME EXTENSION (JR., SR) N/A
	YAMIT		
3. DATE OF BIRTH (mm/dd/yyyy)	07/03/1998	16. CITIZENSHIP If holder of dual citizenship, please indicate the details.	<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 CITY, LEYTE		Philippines
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 ZIP CODE		
			House/Block/Lot No. Street
			IGANG
7. HEIGHT (m)	1.53	18. PERMANENT ADDRESS ZIP CODE	Subdivision/Village Barangay
			BAYBAY CITY LEYTE
			City/Municipality Province
8. WEIGHT (kg)	49		6521-A
9. BLOOD TYPE	AB		House/Block/Lot No. Street
10. GSIS ID NO.	N/A		IGANG
			Subdivision/Village Barangay
			BAYBAY CITY LEYTE
11. PAG-IBIG ID NO.	N/A		City/Municipality Province
12. PHILHEALTH NO.	N/A		6521-A
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	N/A	20. MOBILE NO.	+639069093108 / +639311523848
15. AGENCY EMPLOYEE NO.	VIJ283	21. E-MAIL ADDRESS (if any)	nanettegalvez00@gmail.com/nanette.galvez@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME FIRST NAME MIDDLE NAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
	N/A	NAME EXTENSION (JR., SR)		
	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME FIRST NAME MIDDLE NAME	GALVEZ			
	ELMER	NAME EXTENSION (JR., SR)		
	LEOP			
25. MOTHER'S MAIDEN NAME SURNAME FIRST NAME MIDDLE NAME				
	YAMIT			
	EUGENIA			
	GUZMAN			
(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	IGANG ELEMENTARY SCHOOL	PRIMARY EDUCATION	2004	2010	GRADUATED	2010	VALEDICTORIAN
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	2010	2014	GRADUATED	2014	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION	2014	2018	GRADUATED	2018	CUM LAUDE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF EDUCATION	2019	PRESENT	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 8, 2021
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IV. CIVIL SERVICE ELIGIBILITY

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	PD 907- HONOR GRADUATE	N/A	01/10/2018	PALO, LEYTE	100108180609	15/06/2018
	BOARD LICENSURE EXAM FOR TEACHER	85.4	09/30/2018	TACLOBAN CITY	1689422	07/03/2021

(Continue on separate sheet if necessary)

(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)

SIGNATURE		DATE	July 8, 2021
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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		
	N/A	N/A	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			
	Second Quarter Nationwide Simultaneous Earthquake Drill 2021: Online Ceremonial Pressing of the Button	10/06/2021	10/06/2021	2 hrs	Webinar	SUSANA G. JUANGCO, RN, MPH
	Virtual Seminar/Lecture on Intellectual Property Awareness and Commercialization of Technologies	30/04/2021	30/04/2021	8 hrs	Webinar	VSU Integrated Media Center
	#WeatherWiser: A New Normal	22/03/2021	22/03/2021	8 hrs	Webinar	Department of Meteorology of the Visayas State University
	Materials to Support the University's Flexible Learning	18/03/2021	18/03/2021	2 hrs 30 mins	Webinar	VSU Integrated Media Center
	Echo-Webinar on the TIEC-CHED Flexible Learning Foundation Virtual Conference	15/03/2021	16/03/2021	16 HRS	Webinar	VSU Integrated Media Center
	VSU E-Learning Environment Training-Workshop Series	07/12/2020	09/12/2020	24 HRS	Training- Workshop	VSU Integrated Media Center
	BASIC OPEARTIONS OF MICROSOFT OFFICE 2010	03/12/2018	21/12/2018	120 HRS	Training	ENGR. JOSE A. MORA, JR.


(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	COOKING HOME DISHES	N/A		N/A
	READING BOOKS	N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 8, 2021
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to chief of bureau or office or to the person who has immediate supervision over you in the Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
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 a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>CATHERINE L. CHAN</td><td>ISABEL, LEYTE</td><td>09278659588</td></tr><tr><td>MARK GIL A. VEGA</td><td>ABUYOG, LEYTE</td><td>09166206490</td></tr><tr><td>MELINDA L. LAVEGA</td><td>DAVAO CITY</td><td>09287678432</td></tr></table>		NAME	ADDRESS	TEL. NO.	CATHERINE L. CHAN	ISABEL, LEYTE	09278659588	MARK GIL A. VEGA	ABUYOG, LEYTE	09166206490	MELINDA L. LAVEGA	DAVAO CITY	09287678432
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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.													
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: PRC</div> <div>ID/License/Passport No.: 1689422</div> <div>Date/Place of Issuance: 12/27/2018 / ORMOC CITY</div>	<div></div> <div>Signature (Sign inside the box) July 8, 2021 Date Accomplished</div>												
<div> NANETTE Y. GALVEZ PHOTO</div> <div></div> <div>Right Thumbmark</div>													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.													
<div></div> <div>Person Administering Oath</div>													