

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 FIRST NAME MIDDLE NAME	GALLEGO		
	DAN EFRAIM		NAME EXTENSION (JR., SR) N/A
	COLON		
3. DATE OF BIRTH (mm/dd/yyyy)	2/2/1991	16. CITIZENSHIP If holder of dual citizenship, please indicate the details.	☒ Filipino ☐ Dual Citizenship ☒ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	QUEZON CITY		Philippines
5. SEX	☒ Male ☐ Female		
6 CIVIL STATUS ☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS ZIP CODE		
		House/Block/Lot No. Street	
		BUENAVISTA	
7. HEIGHT (m)	1.68 m	Subdivision/Village Barangay	
		CITY OF BAYBAY LEYTE	
		City/Municipality Province	
8. WEIGHT (kg)	70 kg	6521	
9. BLOOD TYPE	N/A	18. PERMANENT ADDRESS ZIP CODE	
10. GSIS ID NO.	N/A		House/Block/Lot No. Street
11. PAG-IBIG ID NO.	121005796154		BUENAVISTA
12. PHILHEALTH NO.	13-050118586-9	Subdivision/Village Barangay	
		CITY OF BAYBAY LEYTE	
		City/Municipality Province	
13. SSS NO.	06-3082347-9	19. TELEPHONE NO.	N/A
14. TIN NO.	419-114-290	20. MOBILE NO.	09502536868
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	gdanefracim@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME FIRST NAME MIDDLE NAME	GALLEGO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
	WILMA	NAME EXTENSION (JR., SR) N/A		
	BONGOT			
OCCUPATION	VSU - COSJOW			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME FIRST NAME MIDDLE NAME	GALLEGO			
	CARLITO	NAME EXTENSION (JR., SR) N/A		
	NAYRE			
25. MOTHER'S MAIDEN NAME SURNAME FIRST NAME MIDDLE NAME	COLON			
	MARISSA			
	DELGADO			
				(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	BUENAVISTA ELEMENTARY SCHOOL	PRIMARY	1997	2003	GRADUATED	2003	3rd Honorable
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	SECONDARY	2003	2007	GRADUATED	2007	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT	2016	2020	GRADUATED	2001	LGU SCHOLAR
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 22, 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		
	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

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			
	FOSTERING PSYCHOLOGICAL SAFETY IN THE WORKPLACE	4/30/2025	4/30/2025	4 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY
	COMPOSTING: TRANSFORMING TRASH TO TREASURE	4/22/2025	4/22/2025	4 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY
	YUNG SUMAKSES KA!: TOOLKITS FOR FLOURISHING	4/3/2025	4/3/2025	8 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY
	"ENHANCING DIGITAL COMMUNICATION: VOIP PHONE MASTERY AND OUTPUT MESSENGER TRANSITION"	11/20/2024	11/20/2024	4 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY
	" ISO 9001:2015 AWARENESS AND RE-AWARENESS SEMINAR"	9/9/2024	9/9/2024	4 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY
	"SHAPING CULTURE: EMBRACING VALUES FOR PRODUCTIVE WORKPLACE PERFORMANCE"	5/15/2024	5/15/2024	4 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY
	" THE ROLE OF BUSINESS IN GLOBAL INTEGRATION"	1/27/2020	1/30/2020	32 HOURS	TECHNICAL	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION
	" CONTINUING INNOVATION THROUGH TECHNOLOGICAL ADVANCEMENT"	2/21/2020	2/21/2020	8 HOURS	TECHNICAL	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION
	"ORIENTATION ON YOUTH ENTREPRENUERSHIP"	11/9/2019	11/9/2019	8 HOURS	TECHNICAL	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION
	"SYMPOSIUM ON ILLEGAL DRUGS"	2/22/2019	2/22/2019	4 HOURS	TECHNICAL	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION
	" EXCEEDING THE VISION: INNOVATE, INTEGRATE AND CONSOLIDATE:"	2/21/2018	2/21/2018	8 HOURS	TECHNICAL	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION

(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)
	COMPUTER LITERATE		Search for Best Applicant 2017 - Best Applicant 2017		
	GOOGLE WORKPLACE				
	MICROSOFT OFFICE				
	MUSIC				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 22, 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? b. Have you been criminally charged before any court?	☐ YES☒ NO If YES, give details: _____												
	☐ 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: resignation _____												
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?	☐ YES☒ NO If YES, give details: _____												
	☐ 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)													
<table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>MIRIAM M. DELA TORRE</td><td>BAYBAY CITY, LEYTE</td><td>miriam.delatorre@v su.edu.ph</td></tr><tr><td>HOMER LOIS NAPOLES</td><td>BRGY. GABAS BAYBAY CITY, LEYTE</td><td>9159601859</td></tr><tr><td>AIZA B. BANDALAN</td><td>SAN ISIDRO BAYBAY CITY, LEYTE</td><td>9556130793</td></tr></table>		NAME	ADDRESS	TEL. NO.	MIRIAM M. DELA TORRE	BAYBAY CITY, LEYTE	miriam.delatorre@v su.edu.ph	HOMER LOIS NAPOLES	BRGY. GABAS BAYBAY CITY, LEYTE	9159601859	AIZA B. BANDALAN	SAN ISIDRO BAYBAY CITY, LEYTE	9556130793
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AIZA B. BANDALAN	SAN ISIDRO BAYBAY CITY, LEYTE	9556130793											
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.													
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: DRIVER'S LICENSED ID/License/Passport No.: H12-17-000847 Date/Place of Issuance: Baybay City, Leyte	Signature (Sign inside the box) August 22, 2025 Date Accomplished												
Right Thumbmark													
SUBSCRIBED AND SWORN to before me <u>this</u> _____, affiant exhibiting his/her validly issued government ID as indicated above.													
Person Administering Oath													