

[illegible]

**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)

DATE \_\_\_\_\_



VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	Sogod National High School-School Governance Council, Sogod, Southern Leyte	2023	Present	N/A	Secretary
	Eucharistic Ministry Association-ICP Sogod, Sogod, Southern Leyte	2022	Present	N/A	President
	Knight of Columbus-Sogod Chapter, Sogod, Southern Leyte	2022	Present	N/A	Member
	Southern Leyte Technical-Vocational Education Quality Movers, Inc.-TESDA, Maasin City, Southern Leyte	2020	2024	N/A	Board of Director
	ICP PARISH SOCIAL ACTION CENTER, ICP SOGOD, SOUTHERN LEYTE	2020	Present	N/A	ICP-PSAC AUDITOR
	Sta. Cruz Elementary School Alumni Association, Sta Cruz, Bontoc, Southern Leyte	2018	Present	N/A	Alumni President
	Catholic Education Association of the Philippines (CEAP 8) Region VIII, Tacloban City	2014	2018	N/A	Executive Secretary of Regional Trustee/President

(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			
	National TVET Trainers Certificate			280 Hours	Supervisory	TESDA, Provincial Office, Maasin Southern Leyte
	Trainers Methodology Level I	July 04, 2024	July 3, 2029	264 Hours	Supervisory	TESDA, Provincial Office, Maasin Southern Leyte
	Computer System Servicing NCII	July 04, 2024	July 3, 2029	280 Hours	Supervisory	TESDA, Provincial Office, Maasin Southern Leyte
	Driving NC II	Feb. 09, 2024	Feb. 08, 2029	118 Hours	Supervisory	TESDA, Provincial Office, Maasin Southern Leyte
	Animal Production (Ruminants) NC II	March 31, 2023	March 30, 2028	306 Hours	Supervisory	TESDA, Provincial Office, Maasin Southern Leyte
	Computer Hardware Servicing NC II	Sept. 16, 2009	Sept. 16, 2014	392 Hours	Supervisory	TESDA, Provincial Office, Maasin Southern Leyte
	Orientation Workshop on the Installation & Operationalization of the National Manpower Registry System (NMRS)	August 7, 2008	August 7, 2008	8 Hours	Supervisory	TESDA, Provincial Office, Maasin Southern Leyte
	Training on Culinary Arts	Feb. 16, 2005	May 16, 2005	32 Hours	Supervisory	Bureau of Alternative Learning System, DepEd, Bontoc District, Bontoc Southern Leyte
	2024 CEAP Youth Leadership Summit for Visayas and Mindanao Schools	March 21, 2024	March 23, 2024	24 Hours	Supervisory	CEAP, Ateneo de Davao University, Davao City
	District Nomination & Selection of Best Language, Literacy & Numeracy School and Classroom Innovation (Judge)	Jan. 20, 2024	Jan. 20, 2024	8 Hours	Supervisory	DepEd-Sogod Central School, Sogod, Southern Leyte
	Coach Taekwondo (Elementary Category) District Meet 2024	Jan. 11, 2024	Jan. 11, 2024	8 Hours	Supervisory	DepEd-Sogod Central School, Sogod, Southern Leyte
	Sogod National High School, School Governance Council	Nov. 21, 2023	Nov. 21, 2023	8 Hours	Supervisory	Sogod National High School, Sogod, Southern Leyte
	Collaborative Program for the Indigenous People (Mamanwa) in Southern Leyte	Oct. 10, 2023	Oct. 11, 2023	16 Hours	Supervisory	TESDA, Southern Leyte Provincial Office, Maasin City, Southern Leyte
	Municipal Roll-out Training on Participatory Brgy. Development Planning for the Municipality of Bontoc, Southern Leyte	Setp. 14, 2023	Setp. 16, 2023	24 Hours	Supervisory	DSWD Field Office VIII & DILG Regional Office VIII
	Sustaining Financial Viability: Standards and Technicalities of School Finance & Budget	April 12, 2023	April 12, 2023	8 Hours	Supervisory	Phoenix Publishing House & SIBS Publishing House, Inc.
	The Renaissance Person's Guide to Success via Zoom Platform	March 25, 2023	March 25, 2023	8 Hours	Supervisory	Learning Opportun-IT Webinar Series, Serial Disruption
	The Art of Public Speaking and Presentation via Zoom Platform	Feb 18, 2023	Feb 18, 2023	8 Hours	Supervisory	Learning Opportun-IT Webinar Series, Serial Disruption
	7th Society for Technology in Education Philippines (STEP) Conference 2022	July 21, 2022	July 23, 2022	24 Hours	Supervisory	Ateneo De Manila University, Basic Education
	Tamang Ako para sa Tamang Kandidato (TAPAKA) Voter Empowerment Module	March 18, 2022	March 18, 2022	8 Hours	Supervisory	Catholic Education Association of the Philippines (CEAP) Bawat Isa Mahalaga Movement
	Tamang Kandidato Voter Empowerment Module	Feb. 23, 2022	Feb. 23, 2022	8 Hours	Supervisory	Catholic Education Association of the Philippines (CEAP) Bawat Isa Mahalaga Movement
	Learning ICT and Robotics through Problem-based Framework	Oct. 16, 2021	Oct. 24, 2021	28 Hours	Supervisory	Tech Factor Inc
	Regional Assembly of CEAP Region VIII	Setp. 24, 2021	Setp. 24, 2021	8 Hours	Supervisory	Catholic Education Association of the Philippines (CEAP-8) Region 8, Tacloban City

(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)
	Driving		N/A		Sogod National High School-School Governance Council, Sogod, Southern Leyte
	Reading		N/A		Eucharistic Ministry Association-ICP Sogod, Sogod, Southern Leyte
	Emceing		N/A		Knight of Columbus-Sogod Chapter, Sogod, Southern Leyte
	Singing		N/A		Southern Leyte Technical-Vocational Education Quality Movers, Inc.-TESDA,
	Dancing		N/A		ICP-PARISH SOCIAL ACTION CENTER, ICP SOGOD, SOUTHERN LEYTE
	Cooking		N/A		Sta. Cruz Elementary School Alumni Association
	N/A		N/A		Catholic Education Association of the Philippines (CEAP-8)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	7/12/2024
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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	GANDA		
FIRST NAME	ANDRELITO	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	TUMABANG		
3. DATE OF BIRTH (mm/dd/yyyy)	11/30/1977	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Pangi, Bontoc, Southern leyte	If holder of dual citizenship, please indicate the details.	Philippines
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 checked="" type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	CONG. MATE AVENUE
7. HEIGHT (m)	5'5"	House/Block/Lot No.	Street
8. WEIGHT (kg)	85 kgs	Subdivision/Village	BRGY 42
9. BLOOD TYPE	O	TACLOBAN CITY	Barangay
10. GSIS ID NO.	N/A	City/Municipality	LEYTE
11. PAG-IBIG ID NO.	121092414155	ZIP CODE	6500
12. PHILHEALTH NO.	130250437839	18. PERMANENT ADDRESS	PUROK 1
13. SSS NO.	3322029481	House/Block/Lot No.	Street
14. TIN NO.	946-702-563	Subdivision/Village	PANGI
15. AGENCY EMPLOYEE NO.		BONTOC	Barangay
		City/Municipality	SOUTHERN LEYTE
		ZIP CODE	Province
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09502766739
		21. E-MAIL ADDRESS (if any)	litoganda77@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)	JAZZ ANDRIE GANDA	6/12/2013
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	GANDA		N/A	N/A
FIRST NAME	AURELIO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	AUGIZ		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	GANDA		N/A	N/A
FIRST NAME	ROSALITA		N/A	N/A
MIDDLE NAME	TUMABANG		(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	STA CRUZ ELEMENTARY SCHOOL	ELEMENTARY	1985	1990	Graduated	1990	N/A
SECONDARY	SOUTHERN LEYTE STATE COLLEGE OF SCIENCE & TECHNOLOGY	SECONDARY	1991	1995	Graduated	1995	N/A
VOCATIONAL / TRADE COURSE	SOUTHERN LEYTE STATE COLLEGE OF SCIENCE & TECHNOLOGY	TWO YEARS-COMPUTER SCIENCE	1998	2000	Graduated	2000	N/A
COLLEGE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

SIGNATURE	DATE
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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

☐ 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:  
Resigned

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

☐ 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

☐ YES☒ NO

☐ YES☒ NO

If YES, please specify:  
\_\_\_\_\_

If YES, please specify ID No:  
\_\_\_\_\_

If YES, please specify ID No:  
\_\_\_\_\_

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

NAME	ADDRESS	TEL. NO.
REV. FR. MERWIN L. KANGLEON - School Director	STAC- Sogod, Southern Leyte	09176257225
MRS. RESSA A. PIGTE - Principal	STAC- Sogod, Southern Leyte	09152354556
RODIRECK MALANGSA- DEAN, IT DEPT.	SLSU, Sogod, Southern Leyte	09051160924

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.

PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: 4032-5837-8104-3150-Nat'l ID-PSA

ID/License/Passport No.: P6703155A

Date/Place of Issuance: APRIL 6, 2018 - DFA TACLOBAN

Signature (Sign inside the box)

\_\_\_\_\_

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

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