

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	GALERA		
FIRST NAME	MAY	NAME EXTENSION (JR., SR)	
MIDDLE NAME	DUCALANG		
3. DATE OF BIRTH (mm/dd/yyyy)	5/12/2000	16. 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	ORMOC CITY, LEYTE	If holder of dual citizenship, please indicate the details.	
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:		
7. HEIGHT (cm)	147	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street SABANG BAO
8. WEIGHT (kg)	50	ZIP CODE	Subdivision/Village Barangay ORMOC LEYTE
9. BLOOD TYPE	O		City/Municipality Province City/Municipality Province
10. GSIS ID NO.			
11. PAG-IBIG ID NO.	121327652376		
12. PHILHEALTH NO.	13-252511493-0	18. PERMANENT ADDRESS	House/Block/Lot No. Street SABANG BAO
13. SSS NO.	06-4331155-4	ZIP CODE	Subdivision/Village Barangay ORMOC LEYTE
14. TIN NO.	724-773-539-000		City/Municipality Province City/Municipality Province
15. AGENCY EMPLOYEE NO.			6541
16. CITIZENSHIP		19. TELEPHONE NO.	None
17. RESIDENTIAL ADDRESS		20. MOBILE NO.	09706640166
18. PERMANENT ADDRESS		21. E-MAIL ADDRESS (if any)	maygalera78@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NAME EXTENSION (JR., SR)		
MIDDLE NAME			
OCCUPATION			
EMPLOYER/BUSINESS NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			
24. FATHER'S SURNAME	GALERA		
FIRST NAME	ROBERTO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	PALACIO		
25. MOTHER'S MAIDEN NAME			
SURNAME	DUCALANG		
FIRST NAME	LUCILA		
MIDDLE NAME	NOVELA	(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)	YEAR GRADUATED
			From	To		
ELEMENTARY	DR. H. SERAFICA ELEM.SCHOOL					2013
SECONDARY	VISAYAS STATE UNIVERSITY LABORATORY HIGHSCHOOL	Science Technology Engineering and Mathematics				2019
VOCATIONAL / TRADE COURSE						
COLLEGE	VISAYAS STATE UNIVERSITY	Bachelor of Science in Agriculture				2023
GRADUATE STUDIES						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 18, 2023
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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)?

☐ 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:

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

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.
ANNA MARTHA C. MONSANTO	VISAYAS STATE UNIVERSITY	9070800332
HERMENEGILDO RATCLIFF SERAFICA	ORMOC CITY	9173060421
THOMAS SERAFICA	ORMOC CITY	919077143

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: N/A

ID/License/Passport No.: N/A

Date/Place of Issuance: N/A

Salma

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

