

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	GALLEGO		
FIRST NAME	DAN EFRAIM	NAME EXTENSION (JR., SR)	
MIDDLE NAME	COLON		
3. DATE OF BIRTH (mm/dd/yyyy)	2/2/1991	16. CITIZENSHIP	FILIPINO
4. PLACE OF BIRTH	QUEZON CITY	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX	MALE		N/A
6. CIVIL STATUS	SINGLE	17. RESIDENTIAL ADDRESS	N/A
7. HEIGHT (m)	1.68 meters	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	70 KG		N/A BUENAVISTA
9. BLOOD TYPE	N/A		Subdivision/Village Barangay
10. GSIS ID NO.	N/A		CITY OF BAYBAY LEYTE
11. PAG-IBIG ID NO.	121005796154		City/Municipality Province
12. PHILHEALTH NO.	13-050118586-9	ZIP CODE	6521
13. SSS NO.	06-3082347-9	18. PERMANENT ADDRESS	N/A
14. TIN NO.	419-114-290	ZIP CODE	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	WS023077		N/A BUENAVISTA
			Subdivision/Village Barangay
			CITY OF BAYBAY LEYTE
			City/Municipality Province
		ZIP CODE	06521
19. TELEPHONE NO.	N/A		
20. MOBILE NO.	09502536868		
21. E-MAIL ADDRESS (if any)	gdanefraim@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)	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	GALLEGO			
FIRST NAME	CARLITO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	NAYRE			
25. MOTHER'S MAIDEN NAME				
SURNAME	COLON			
FIRST NAME	MARISSA			
MIDDLE NAME	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	Grade 1 - Grade 6	1997	2003	N/A	2003	3rd Honorable
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	1st Year - 4th Year	2003	2007	N/A	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	1st Year - 4th Year	2016	2020	N/A	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	November 17, 2023
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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
	N/A	N/A	N/A	N/A	N/A	

V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

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[illegible]

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

[illegible]

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED	
1. Name of the program	
2. Description of the program	
3. Date of attendance	
4. Location	
5. Duration	
6. Cost	
7. Sponsor	
8. Other information	

[illegible]

(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)
BASIC BOOKKEEPING	N/A	
COMPUTER LITERATE		
GOOGLE WORKPLACE		
MICROSOFT OFFICE		
MUSIC		

(Continue on separate sheet if necessary)

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<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>NO</p> <p>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>NO</p> <p>If YES, give details: _____</p> <p>NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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>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>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>NO</p> <p>If YES, give details: _____</p> <p>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>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>NO</p> <p>If YES, please specify: _____</p> <p>NO</p> <p>If YES, please specify ID No: _____</p> <p>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>AIZA B. BESAVILLA</td> <td>BRGY. SAN ISIDRO, BAYBAY CITY, LEYTE</td> <td>9556130793</td> </tr> <tr> <td>ARIANNE J. CAINTIC</td> <td>BRGY. GUADALUPE, BAYBAY CITY, LEYTE</td> <td>9125053011</td> </tr> <tr> <td>ENGR. QUINTIN LIM JR</td> <td>BAYBAY CITY, LEYTE</td> <td>9159905092</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	AIZA B. BESAVILLA	BRGY. SAN ISIDRO, BAYBAY CITY, LEYTE	9556130793	ARIANNE J. CAINTIC	BRGY. GUADALUPE, BAYBAY CITY, LEYTE	9125053011	ENGR. QUINTIN LIM JR	BAYBAY CITY, LEYTE	9159905092		
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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>															
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<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 300px; height: 60px; margin: 0 auto;"></div> <p style="text-align: center;">Person Administering Oath</p>															