

# 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.**

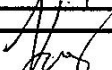
Print legibly. Tick appropriate boxes ☐ and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.** CS ID No. (Do not fill up. For CSC use only)

2. SURNAME		GALLARON	
FIRST NAME	MIKEE	NAME EXTENSION (JR., SR.)	
MIDDLE NAME	SABALLE		
3. DATE OF BIRTH (mm/dd/yyyy)	8/4/1999	16. CITIZENSHIP	Pls. indicate country: PHILIPPINES
4. PLACE OF BIRTH	TACLOBAN CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	FEMALE		
6. CIVIL STATUS	SINGLE	17. RESIDENTIAL ADDRESS	M. VIVERO ST.
7. HEIGHT (m)	1.52 m	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	60		Subdivision/Village DOÑA BRIGIDA
9. BLOOD TYPE	O		Barangay TOLOSA LEYTE
10. GSIS ID NO.	N/A		City/Municipality Province
11. PAG-IBIG ID NO.	N/A	18. PERMANENT ADDRESS	M. VIVERO ST.
12. PHILHEALTH NO.	N/A	ZIP CODE	House/Block/Lot No. Street
13. SSS NO.	N/A		Subdivision/Village DOÑA BRIGIDA
14. TIN NO.	511-406-020-000		Barangay TOLOSA LEYTE
15. AGENCY EMPLOYEE NO.	08-0006527		City/Municipality Province
19. TELEPHONE NO.	N/A		
20. MOBILE NO.	09806635701		
21. E-MAIL ADDRESS (if any)	mikeegallaron08@gmail.com		

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	N/A	N/A
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		
24. FATHER'S SURNAME	GALLARON		
FIRST NAME	VOLTAIRE	NAME EXTENSION (JR., SR.)	
MIDDLE NAME	ADVINCULA		
25. MOTHER'S MAIDEN NAME	SABALLE		
SURNAME			
FIRST NAME	MELINDA		
MIDDLE NAME	CAMILON		

(Continue on separate sheet if necessary)

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	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	DANIEL Z. ROMUALDEZ MEMORIAL ELEMENTARY SCHOOL	ELMENTARY	1/6/2005	04/30/2011	NA	2011	ACHIEVER
SECONDARY	TOLOSA NATIONAL HIGH SCHOOL	HIGH SCHOOL	7/6/2011	3/4/2015	NA	2015	ASSOCIATE EDITOR OF SCHOOL PAPER
VOCATIONAL / TRADE COURSE	TESOL LEVEL II	NC II	9/1/2022	09/18/2022	NA	2022	CERTIFICATE HOLDER
	CONTACT CENTER SERVICES II	NC II	12/7/2022	1/17/2023	NA	2023	CERTIFICATE HOLDER
COLLEGE	LEYTE NORMAL UNIVERSITY	BACHELOR OF SECONDARY EDUCATION MAJOR IN SOCIAL STUDIES	9/6/2015	05/19/2020	NA	2020	PRACTICUM AWARDEE
GRADUATE STUDIES	NA	NA	NA	NA	NA	NA	NA

SIGNATURE	DATE
	09/20/2024

#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE		09/20/2024
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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)

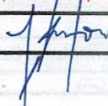
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	05/25/		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Metrics Matter: Assessing Progress Towards Women's Empowerment in Agriculture and Beyond	08/14/2024	08/14/2024	5.0	TECHNICAL	PHILIPPINE INSTITUTE OF DEVELOPMENTAL STUDIES
	TESOL LEVEL II	12/7/2022	01/17/2023	163.0	TECHNICAL	TESDA & AMERICAN TESOL INSTITUTE
	CONTACT CENTER SERVICES NC II	9/1/2022	09/18/2022	144	TECHNICAL	TESDA & E GLOBAL INTERNATIONAL COMMUNICATIONS, INC
	CERTIFICATE OF PARTICIPATION IN HOW MEDIA INFLUENCES MASS INCARCERATION AND CRIMINAL JUSTICE POLICY	02/27/2021	02/27/2021	3	TECHNICAL	UNIVERSITY OF THE PHILIPPINES X YACAP PH
	CERTIFICATION OF PARTICIPATION ON MAINSTREAMING GENDER PERSPECTIVE IN RESEARCH AND DEVELOPMENT	03/21/2021	03/21/2021	3	TECHNICAL	BENGUET STATE UNIVERSITY
	CERTIFICATE OF PARTICIPATION IN FORUM ON INNOVATION, RESEARCH AND EXCELLENCE	10/10/2021	11/10/2021	3	TECHNICAL	UNIVERSITY OF SAN JOSE-RECOLETOS
	PROJECT MANAGEMENT	03/15/2021	03/15/2021	10	TECHNICAL	EDUKASYON PH X CREAMSILK
	COMMUNICATIONS 101	03/15/2021	03/17/2021	10	TECHNICAL	EDUKASYON PH X CREAMSILK
	THE ART OF PUBLIC SPEAKING	12/27/2020	12/27/2020	4	TECHNICAL	INSTITUTE OF GLOBAL PROFESSIONALS
	POST TRAUMATIC GROWTH	12/27/2020	12/27/2020	2	TECHNICAL	INSTITUTE OF GLOBAL PROFESSIONALS
	PERFORMANCE MANAGEMENT	12/27/2020	12/27/2020	3	TECHNICAL	INSTITUTE OF GLOBAL PROFESSIONALS
	ORGANIZATIONAL LEADERSHIP	12/27/2020	12/27/2020	3	TECHNICAL	INSTITUTE OF GLOBAL PROFESSIONALS
	PROFESSIONAL IDENTITY	12/27/2020	12/27/2020	2	TECHNICAL	INSTITUTE OF GLOBAL PROFESSIONALS
	TIME AND TASK MANAGEMENT	12/27/2020	12/27/2020	2	TECHNICAL	INSTITUTE OF GLOBAL PROFESSIONALS
	MILLENNIAL LEADERSHIP	12/27/2020	12/27/2020	2	TECHNICAL	INSTITUTE OF GLOBAL PROFESSIONALS
	BATTLING DISTRACTIONS DURING CRISIS	12/27/2020	12/27/2020	2	TECHNICAL	INSTITUTE OF GLOBAL PROFESSIONALS
	REFRESHER COURSE IN GRAMMAR AND PUNCTUATION	11/23/2020	11/26/2020	5	TECHNICAL	COURSERA X UNIVERSITY OF CALIFORNIA, IRVINE

(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)
	N/A	N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/20/2024
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or 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)?	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?	If YES, give details: _____  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?	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?	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?	If YES, give details: _____  If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	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?	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.
NINOVAL F. PACAOL	BRGY. HINABANGAN, EASTERN SAMAR	9662982595
MYRLINA G. PASCUAL	CARIGARA, LEYTE	(053) 522-3698
ERLIAN ESQUIERDA	STA. FE, LEYTE	09514493375

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 (e.g., passport, CDRS, SSS, PhilID, Driver's License, etc.) <b>PLEASE INDICATE ID Number and</b> Date of Issuance: _____
Government Issued ID: <b>TIN</b>
ID/License/Passport No.: <b>511-406-020-000</b>
Date/Place of Issuance: <b>12/02/2021</b>

 Signature (Sign inside the box) <b>20/09/2024</b> Date Accomplished	 Right Thumbmark
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SUBSCRIBED AND SWORN to before me this \_\_\_\_\_

affiant exhibiting his/her validly issued government ID as indicated above.

<b>ATTY. EDWIN Y. CHUA</b> Notary Public Until Dec 31, 2024 Appointment No. NC-2023-01-76 PTR No. 3738576 Roll No. 33362 Person Administering Oath
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