

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 Ileyte	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	House/Block/Lot No. Street BRGY STA. CRUZ Subdivision/Village Barangay BAYBAY, CITY LEYTE City/Municipality Province
7. HEIGHT (m)	5'5"	ZIP CODE	6521
8. WEIGHT (kg)	85 kgs		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	PUROK 1 House/Block/Lot No. Street PANGI Subdivision/Village Barangay BONTOC SOUTHERN LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6604
11. PAG-IBIG ID NO.	121092414155		
12. PHILHEALTH NO.	130250437839	19. TELEPHONE NO.	N/A
13. SSS NO.	3322029481	20. MOBILE NO.	09502766739
14. TIN NO.	946-702-563	21. E-MAIL ADDRESS (if any)	litoganda77@gmail.com
15. AGENCY EMPLOYEE NO.			

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

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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[illegible]

(Continue on separate sheet if necessary)


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)

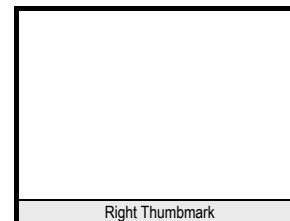
SIGNATURE		DATE	
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	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, ICP-PARISH SOCIAL ACTION CENTER, ICP SOGOD, SOUTHERN LEYTE	
	Dancing		N/A		Sta. Cruz Elementary School Alumni Association	
	Cooking		N/A		Catholic Education Association of the Philippines (CEAP-8)	
	N/A		N/A			
(Continue on separate sheet if necessary)						
SIGNATURE				DATE		

<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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> 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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>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><input type="checkbox"/> YES <input checked="" type="checkbox"/> 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><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: Resigned</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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> 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><input type="checkbox"/> YES <input checked="" type="checkbox"/> 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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> 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: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>REV. FR. MERWIN L. KANGLEON - School Director</td> <td>STAC- Sogod, Southern Leyte</td> <td>09176257225</td> </tr> <tr> <td>MRS. RESSA A. PIGTE - Principal</td> <td>STAC- Sogod, Southern Leyte</td> <td>09152354556</td> </tr> <tr> <td>RODIRECK MALANGSA- DEAN, IT DEPT.</td> <td>SLSU, Sogod, Southern Leyte</td> <td>09051160924</td> </tr> </tbody> </table>		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	
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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 style="text-align: center;">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: 100px; margin: 10px auto; text-align: center; line-height: 100px;"> <p>Person Administering Oath</p> </div>														



PHOTO



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