

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.

1. CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION			
2. SURNAME	GALENZOGA		
FIRST NAME	ARNULFO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	TAYABAS		
3. DATE OF BIRTH (mm/dd/yyyy)	11/23/1961	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	Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.68	ZIP CODE	
8. WEIGHT (kg)	99		
9. BLOOD TYPE	B	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	B61WMATG028	ZIP CODE	6521
11. PAG-IBIG ID NO.	1700-0024-9863		
12. PHILHEALTH NO.	13-000014239-6		
13. SSS NO.	NA	19. TELEPHONE NO.	053-563-1350
14. TIN NO.	104-766-031	20. MOBILE NO.	0995-698-6222
15. AGENCY EMPLOYEE NO.	V-000225	21. E-MAIL ADDRESS (if any)	agalenzoga@vsu.edu.ph

II. FAMILY BACKGROUND				
22. SPOUSE'S SURNAME	GALENZOGA		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	PRESCILLANA	NAME EXTENSION (JR., SR)	CHRISTIAN JAY ARNNE ORACION GALENZOGA	9/4/1985
MIDDLE NAME	ORACION		JOHN ARNNE ORACION GALENZOGA	8/12/1988
OCCUPATION	MASTER TEACHER 2			
EMPLOYER/BUSINESS NAME	DEPARTMENT OF EDUCATION			
BUSINESS ADDRESS	BAYBAY CITY, LEYTE			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	GALENZOGA			
FIRST NAME	PABLITO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	TAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	COLO			
FIRST NAME	EDILBERTA			
MIDDLE NAME	TAYABAS			
(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	BANAHAO ELEMENTARY SCHOOL	PRIMARY	1968	1974	NA	1975	
SECONDARY	BAYBAY HIGH SCHOOL	SECONDARY	1974	1978	NA	1978	
VOCATIONAL / TRADE COURSE	NA						
COLLEGE	FRANCISCAN COLLEGE OF IMMACULATE CONCEPTION	BS in COMMERCE	1978	1982	NA	1982	
GRADUATE STUDIES	NA				NA		
(Continue on separate sheet if necessary)							

SIGNATURE	DATE	April 24, 2017
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IV. CIVIL SERVICE ELIGIBILITY					
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
POLICE OFFICER 3RD CLASS	73.82	OCT. 24, 1982	TACLOBAN CITY		

(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.							
28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0") INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
1/1/2017	present	ADMINISTRATIVE ASSISTANT 2	VISAYAS STATE UNIVERSITY	16,430.00	08-5	Permanent	Y
1/1/2016	12/31/2016	ADMINISTRATIVE ASSISTANT 2	VISAYAS STATE UNIVSERSITY	15,978.00	08-5	Permanent	Y
9/28/2012	12/31/2015	ADMINISTRATIVE ASSISTANT 2	VISAYAS STATE UNIVSERSITY	15,538.00	08-5	Permanent	Y
12/1/2004	5/31/2012	ADMINISTRATIVE ASSISTANT 2	VISAYAS STATE UNIVSERSITY	14,375.00	08-4	Permanent	Y
8/1/2002	11/30/2004	DATA ENTRY MACHINE OPERATOR 2	LEYTE STATE UNIVSERSITY	8,709.00	08-1	Permanent	Y
7/1/2001	7/31/2002	DATA ENTRY MACHINE OPERATOR 1	VISAYAS STATE COLLEGE OF AGRICULTURE	7,796.00	None	Permanent	Y
12/1/2000	6/30/2001	DATA ENTRY MACHINE OPERATOR 1	VISAYAS STATE COLLEGE OF AGRICULTURE	7,425.00	06-2	Permanent	Y
1/1/2000	11/30/2000	DATA ENTRY MACHINE OPERATOR 1	VISAYAS STATE COLLEGE OF AGRICULTURE	7,244.00	None	Permanent	Y
12/1/1997	12/31/1999	DATA ENTRY MACHINE OPERATOR 1	VISAYAS STATE COLLEGE OF AGRICULTURE	6,585.00	06-1	Permanent	Y
11/1/1997	11/30/1997	COMPUTER OPERATOR 2	VISAYAS STATE COLLEGE OF AGRICULTURE	8,071.36	None	Casual	Y
1/1/1997	10/31/1997	COMPUTER OPERATOR 2	VISAYAS STATE COLLEGE OF AGRICULTURE	6,895.02	None	Casual	Y
7/1/1996	12/31/1996	COMPUTER OPERATOR 2	VISAYAS STATE COLLEGE OF AGRICULTURE	5,721.98	None	Casual	Y
1/1/1996	6/30/1996	COMPUTER OPERATOR 2	VISAYAS STATE COLLEGE OF AGRICULTURE	5,721.98	None	Casual	Y
1/1/1995	12/31/1995	COMPUTER OPERATOR 2	VISAYAS STATE COLLEGE OF AGRICULTURE	4,717.02	None	Casual	Y
1/1/1994	12/31/1994	COMPUTER OPERATOR 2	VISAYAS STATE COLLEGE OF AGRICULTURE	3,716.90	None	Casual	Y
1/1/1991	12/31/1993	COMPUTER OPERATOR 2	VISAYAS STATE COLLEGE OF AGRICULTURE	2,916.98	None	Casual	Y
7/1/1989	12/31/1990	COMPUTER OPERATOR 2	VISAYAS STATE COLLEGE OF AGRICULTURE	3,500.40	None	Contractual	Y
1/1/1988	6/30/1989	RESEARCH ASSISTANT 1	VISAYAS STATE COLLEGE OF AGRICULTURE	1,503.60	None	Contractual	Y
7/1/1987	12/31/1987	RESEARCH ASSISTANT 1	VISAYAS STATE COLLEGE OF AGRICULTURE	1,366.90	None	Contractual	Y
1/1/1987	6/30/1987	RESEARCH ASSISTANT 1	VISAYAS STATE COLLEGE OF AGRICULTURE	980.00	None	Contractual	Y
7/1/1986	12/31/1986	INPUT MACHINE OPERATOR	VISAYAS STATE COLLEGE OF AGRICULTURE	620.40	None	Casual	Y
10/1/1985	6/30/1986	INPUT MACHINE OPERATOR	VISAYAS STATE COLLEGE OF AGRICULTURE	564.30	None	Casual	Y
1/1/1985	9/30/1985	CLERICAL AIDE	VISAYAS STATE COLLEGE OF AGRICULTURE	398.20	None	Casual	Y
5/1/1984	12/31/1984	CLERICAL AIDE	VISAYAS STATE COLLEGE OF AGRICULTURE	361.90	None	Casual	Y
8/1/1982	4/30/1984	CLERICAL AIDE	VISAYAS STATE COLLEGE OF AGRICULTURE	328.90	None	Casual	Y

(Continue on separate sheet if necessary)

SIGNATURE	DATE	4/24/2017
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIL / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

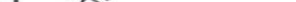
[illegible]

(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)
DRIVING	EXEMPLARY NON-ACADEMIC PERFORMANCE AWARD (Non-Supervisory Level)	ADMINISTRATIVE PERSONNEL ASSOCIATION
		COUPLES FOR CHRIST

(Continue on separate sheet if necessary)

SIGNATURE		DATE	4/24/2017
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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?
☐ YES ☒ NO
If YES, give details: _____
b. Have you been criminally charged before any court?
☐ 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)?
☐ YES ☒ NO
If YES, give details: _____
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: _____

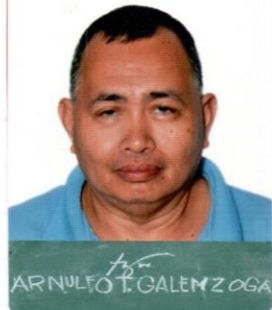
39. Have you acquired the status of an immigrant or permanent resident of another country?
☐ YES ☒ NO
If YES, give details (country): _____

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?
☐ YES ☒ NO
If YES, please specify: _____
b. Are you a person with disability?
☐ YES ☒ NO
If YES, please specify ID No: _____
c. Are you a solo parent?
☐ YES ☒ NO
If YES, please specify ID No: _____

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

NAME	ADDRESS	TEL. NO.
LINDA N. MARISCAL	Brgy. Guadalupe, Baybay City, Leyte	09159205309
ELIEZER L. VELASCO	J.Abad Santos street, Baybay City, Leyte	563-7428
JOAN ROSEMARIE V. BANZON	Brgy. Cagbuhangin, Ormoc City, Leyte	09328554014

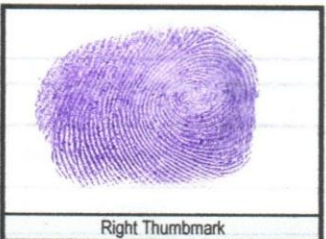
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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.



ARNOLFO T. GALEMZOGA

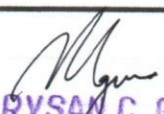
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: VISAYAS STATE UNIVERSITY
ID/License/Passport No.: V-000225
Date/Place of Issuance: 01/02/2010/Visca, Baybay City, Leyte


Signature (Sign inside the box)
04/24/2017
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this APR 25 2017, affiant exhibiting his/her validly issued government ID as indicated above.


ATTY. RYSAN C. GUINDOCOR
NOTARY PUBLIC
Person Administering Oath
UNTIL DECEMBER 31, 2017

PTR 849 1867 - BAYBAY, LEYTE - 12/12/11
IBP 1030824 - TACLOBAN CITY - 12/19/16
MCLE COMP. NO. V-000155 - 7/20/16
ROLL OF ATTORNEYS NO. 57467