

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 ( ) ☐ 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	GALUPO		
FIRST NAME	PHLOEM	NAME EXTENSION (JR., SR)	
MIDDLE NAME	DAL		
3. DATE OF BIRTH (mm/dd/yyyy)	5/19/1987	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	MARAWI CITY	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	UNIT 2
7. HEIGHT (m)	1.52	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	62		PERNITES APARTMENT BRGY. STA. CRUZ
9. BLOOD TYPE	B+		Subdivision/Village Barangay
10. GSIS ID NO.	N/A		BAYBAY CITY LEYTE
11. PAG-IBIG ID NO.	1210 6220 4507	ZIP CODE	City/Municipality Province
12. PHILHEALTH NO.	20-025005355-9		UNIT 2
13. SSS NO.	08-2477895-8		House/Block/Lot No. Street
14. TIN NO.	408-763-765		PERNITES APARTMENT BRGY. STA. CRUZ
15. AGENCY EMPLOYEE NO.	N/A	19. TELEPHONE NO.	N/A
		20. MOBILE NO.	0926 446 3556
		21. E-MAIL ADDRESS (if any)	phloemdal@gmail.com

II. FAMILY BACKGROUND				
22. SPOUSE'S SURNAME	GALUPO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ARCHILLE	NAME EXTENSION (JR., SR)	N/A	
MIDDLE NAME	CERO		N/A	
OCCUPATION	EMPLOYEE			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	VISCA, BAYBAY CITY, LEYTE			
TELEPHONE NO.	09959147963			
24. FATHER'S SURNAME	DAL			
FIRST NAME	EFREN	NAME EXTENSION (JR., SR)		
MIDDLE NAME	TAGOTONGAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	MAGTAHAS			
FIRST NAME	VIRGIE			
MIDDLE NAME	VICOY			
(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	MINDANAO STATE UNIVERSITY-INTEGRATED LABORATORY SCHOOL		1994	2000		2000	
SECONDARY	MINDANAO STATE UNIVERSITY-INSTITUTE OF SCIENCE EDUCATION-SCIENCE HIGH SCHOOL		2000	2004		2004	
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	MINDANAO STATE UNIVERSITY	BACHELOR OF SCIENCE IN CIVIL ENGINEERING	2004	2010		2010	
GRADUATE STUDIES	LICEO DE CAGAYAN UNIVERSITY	MASTER OF MANAGEMENT MANAGEMENT ENGINEERING	2015	2016	9 UNITS		
(Continue on separate sheet if necessary)							


SIGNATURE		DATE	March 1, 2021
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[illegible]

## V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	MARCH 1, 2021
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29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	Prelatura ni Sta. Maria Auxilliadora Marawi City	8/1/2011	10/15/2011		PROJECT ENGINEER


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

NAME OF THE PERSON	INCLUSIVE DATES OF		Type of I.D.	

[illegible]

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	ASSOCIATION/ORGANIZATION (Write in full)
	PLAYING SPORTS		COLLEGE OF ENGINEERING ATHLETE OF THE YEAR 2010		MSU FALCONS ORGANIZATION
	TRAVEL		COLLEGE SERVICE AWARD		MSU CATHOLIC STUDENTS ORGANIZATION

SIGNATURE		DATE	MARCH 1, 2021
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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><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: _____</p> <p><b>RESIGNED TO SEEK FOR NEW EMPLOYMENT</b></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>

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
<b>CHRISMAR PUNZAL</b>	<b>STA. MARIA, BULACAN</b>	<b>9166187003</b>
<b>BLINCENT BARCENA</b>	<b>ANTIPOLO CITY</b>	<b>9178384960</b>
<b>LOVELY CRISAL BOLIVAR</b>	<b>SAN JOAQUIN, PASIG CITY</b>	<b>9754565345</b>

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 (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: <b>PRC</b>
ID/License/Passport No.: <b>0119498</b>
Date/Place of Issuance: <b>05/03/2019 METRO MANILA</b>

Signature (Sign inside the box)
<b>MARCH 1, 2021</b>
Date Accomplished



<p>SUBSCRIBED AND SWORN to before me this <u>04 MAR 2021</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p>	 <b>ATTY. RYSAN E. GUINOCOR</b> VSU Chief Legal Officer _____ Person Administering Oath
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## WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

Duration: November 17, 2020 – Present

Position: Project Engineer

Name of Office/Unit: Globe Telecom

Immediate Supervisor: Resorte Medina, Jr., Maria Anna Presas

Name of Agency/Organization and Location: Asticom Technology, Inc., Metro Manila

- List of Accomplishments and Contributions (if any)
  1. Completed 41 civil works domain in 3 months
  2. Assisted subcontractors to set timelines for civil work
- Summary of Actual Duties
  1. Monitored the progress of contractors on civil works
  2. Coordinated with contractors on sites for civil works
  3. Regularly reported accomplishment of contractors to the project management
  4. Coordinated with other domains succeeding civil works
  5. Regularly updated tracker of all ongoing civil works

Duration: October 1, 2018 – July 20, 2019

Position: Project Resource Manager

Name of Office/Unit: Aplus Development and Construction Corporation

Immediate Supervisor: Mark Uwe Taniajura

Name of Agency/Organization and Location: Aplus Development and Construction Corporation

- List of Accomplishments and Contributions (if any)
  1. Served as coordinator between subcontractors and the Management
  2. Monitored the progress of the projects
  3. Supervised the construction activities
  4. Assisted in the compliance of Business Permits and documents alike
- Summary of Actual Duties
  1. Monitored project opportunities on the Philippine Government Electronic Procurement System (PhilGEPS) website
  2. Represented the company during the procurement meetings
  3. Facilitated the preparation of bidding documents

Duration: June 26, 2017 – September 30, 2018

Position: Civil Engineer/Senior Manager for Admin and Finance

Name of Office/Unit: Engineering, Admin and Finance

Immediate Supervisor: Liezel L. Rombaua

Name of Agency/Organization and Location: GECC Environmental Services, Quezon City

- List of Accomplishments and Contributions (if any)
  1. Oversaw the overall administration of the company
  2. Coordinated with the management and the staff
  3. Managed financial transactions of the company
  4. Prepared progress billings of the projects
  5. Tracked financial collections and disbursements
  6. Prepared employees' payroll, contributions, tax remittances and others
  7. Ensured proper filing and recording of financial transactions
  8. Assisted the Business Development Manager in the preparation of proposals
  9. Represented the Company during meetings with clients
- Summary of Actual Duties
  1. Gathered data and information about the physical condition of the area within the proposed project site
  2. Prepared reports needed for the Environmental Impact Statement Report of the proposed project
  3. Provided input on technical aspects of the project
  4. Assisted the team in the conduct of the Environmental Impact Assessment

Duration: October 1, 2015 – March 31, 2017

Position: Project Engineer

Name of Office/Unit: PRC Haiyan Recovery Project

Immediate Supervisor: Bryan Villanueva

Name of Agency/Organization and Location: Philippine Red Cross

- List of Accomplishments and Contributions (if any)
  1. Timely completion of 14 Health and Education Facilities
  2. Completed 13 Water Sanitation and Hygiene (WASH) Facilities
  3. Delivered 12 infrastructures for Disaster Risk Reduction (DRR) mitigating measures
- Summary of Actual Duties
  1. Coordinated with the stakeholders to identify the needs of the community of any infrastructure
  2. Developed structural interventions that suit the needs of the community
  3. Prepared plans, drawings, estimates and procurement documents
  4. Facilitated the procurement process
  5. Coordinated with the contractors for the timely delivery of the construction activities and monitor the quality of their work
  6. Supervised the construction activities
  7. Monitored progress of construction
  8. Identified the needs encountered during the construction and properly addressed it
  9. Ensured the timely delivery of construction activities
  10. Prepared Weekly, Monthly, Quarterly and Annual Reports to the Field Operation Officer and Donors
  11. Facilitated the completion of the concluding documents



Duration: March 2, 2012 – September 30, 2015


Position: Technical Facilitator

Name of Office/Unit: KALAHI-CIDSS Project

Immediate Supervisor: Roel Jumao-as

Name of Agency/Organization and Location: Department of Social Welfare and Development  
Regional Office X, Cagayan de Oro City

- List of Accomplishments and Contributions (if any)
  1. Completed 33 sub-projects on time
  2. Prepared 40 designs, plans and bill of quantities for rural infrastructures
- Summary of Actual Duties
  1. Provided technical assistance to the community in the preparation, development and implementation of small rural infrastructures
  2. Assisted the community during the procurement process
  3. Ensured the implementation of environmental safeguards
  4. Monitored the progress of the construction
  5. Ensured the timely completion of sub-projects with quality and within budget
  6. Provided reports to the Regional Office regularly

  
PHLOEM M. DAL GALUPO  
(Signature over Printed Name  
of Employee/Applicant)

Date: Feb. 17, 2021