CS Form No. 212

Revised 2017

PERSONAL DATA SHEET

#237807

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 FO<u>RM.</u> 1. CS ID No. (Do not fill up. For CSC use only) Print legibly. Tick appropriate boxes 🔲) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. 2. SURNAME Gallego NAME EXTENSION (JR., SR) FIRST NAME Marianne Joyce MIDDLE NAME De Caiman 3. DATE OF BIRTH 09/08/1994 16. CITIZENSHIP Dual Citizenship ✓ Filipino (mm/dd/yyyy) by birth by naturalization 4. PLACE OF BIRTH Inopacan, Leyte If holder of dual citizenship. Pls. indicate country: please indicate the details ✓ Female 5. SEX ✓ Male Single ✓ Married 17. RESIDENTIAL ADDRESS Centro 6 CIVIL STATUS House/Block/Lot No. Widowed Separated Guadalupe Other/s: SUDDIVISION/VIIIAGE Barangay Inopacan Leyte 7. HEIGHT (m) 1.55 City/Municipality Province 70 ZIP CODE 6522 8. WEIGHT (kg) 18. PERMANENT ADDRESS Centro 9. BLOOD TYPE 0+ House/Block/Lot No. Street Guadalupe 10. GSIS ID NO. N/A Subdivision/Village Barangay Inopacan Leyte 121165814434 11. PAG-IBIG ID NO City/Municipality Province 13-050173186-3 12. PHILHEALTH NO. ZIP CODE 6522 13. SSS NO. 06-3714857-1 19. TELEPHONE NO N/A 14. TIN NO. 478-515-076 +63 971 460 3086 20. MOBILE NO. V02174 ennairamjoyce08@gmail.com 15. AGENCY EMPLOYEE NO. 21. E-MAIL ADDRESS (if any) FAMILY BACKGROUND 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) 22. SPOUSE'S SURNAME Gallego NAME EXTENSION (JR., SR) Jeffrey Xianne Jefurei De Caiman Gallego 08/27/2024 FIRST NAME MIDDLE NAME Computer Programmer III **OCCUPATION** EMPLOYER/BUSINESS NAME VISAYAS STATE UNIVERSITY **BUSINESS ADDRESS** Visca, Baybay City, Leyte 0565 0600 TELEPHONE NO. 24. FATHER'S SURNAME De Caiman NAME EXTENSION (JR., SR) Nestor FIRST NAME Ladrera MIDDLE NAME 25 MOTHER'S MAIDEN NAME SURNAME Luzon Anecita FIRST NAME Sapiro (Continue on separate sheet if necessary) MIDDLE NAME HIGHEST LEVEL/ BASIC EDUCATION/DEGREE/COURSE PERIOD OF ATTENDANCE NAME OF SCHOOL YEAR ACADEMIC UNITS FARNED LEVEL HONORS GRADUATED (Write in full) (Write in full) (if not graduated) To RECEIVED From PRIMARY EDUCATION INOPACAN CENTRAL SCHOOL 2011 2007 N/A 2007 N/A FLEMENTARY SECONDARY SCHOOL N/A SECONDARY INOPACAN HIGH SCHOOL 2007 2011 N/A 2011 N/A N/A N/A N/A N/A VOCATIONAL / TRADE COURSE N/A N/A BACHERLOR OF SCIENCE IN COMPUTER VIASAYAS STATE UNIVERSITY 2011 2016 N/A 2016 N/A COLLEGE SCIENCE N/A N/A N/A N/A N/A GRADUATE STUDIES (Continue on separate sheet if necessary) DATE SIGNATURE November 28, 2024

IV. CIVIL SE	RVICE ELIG	IBILITY							
		VICE/ RA 1080 (BOARD/ BAR) UNDER RATING DATE OF LICENSE (if applicable) CES/ CSEE (If Applicable) EXAMINATION / PLACE OF EXAMINATION / CONFERMENT Date of							
SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE (If Applicable)							NUMBER		
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V WORK E	XPERIENCE		(Con	ntinue on separate sheet i	if necessary)				
		nt, Start from your recen	t work) Description	n of duties should b	e indicated in the attache	d Work Exp			
	SIVE DATES n/dd/yyyy)	POSITION TITLE	(Write in full/Do not	DEPARTMENT / AGENC	Y / OFFICE / COMPANY (Write in	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP	STATUS OF APPOINTMENT	GOV'T SERVICE
From	То	abbreviate	3)	full/Do r	not abbreviate)	SALART	(Format *00-0*)/ INCREMENT	AFFOINTMENT	(Y/N)
07/16/2024	Present	Science Ai	de	VSU - EXT	ENSION OFFICE	₱ 18,209.00	N/A	CONTRACTUAL	Υ
01/02/2024	06/30/2024	MEDIA PRODUCTION	SPECIALIST	VSU - EXTENSION OFFICE		P 1,037.70	N/A	JOB ORDER	Υ
09/01/2023	12/31/2023	SCIENCE RESEARCH	SPECIALIST	VSU - EXT	VSU - EXTENSION OFFICE		N/A	JOB ORDER	Υ
01/01/2023	08/31/2023	CLERK DESIGNATI	ED AS Ddrc			₱ 603.40	N/A	JOB ORDER	Υ
08/22/2022	12/31/2022	SCIENCE RESEARCH	ASSISTANT	VSU - EXTENSION OFFICE		₱ 588.05	N/A	JOB ORDER	Υ
06/16/2021	06/08/2022	SECRETARY cum RE	CEPTIONIST	CHINESE LANGUAGE INSTITUTE MIDDLE EAST		د.اِ. 2,500.00	N/A	CONTRACTUAL	N
04/24/2019	04/23/2021	SECRETARY cum RE	CEPTIONIST	AL RASHID TRANSPORT AND CLEARINING EST.		د.ز. 3,000.00	N/A	CONTRACTUAL	N
12/06/2017	03/29/2019	SECRETARY cum RE	CEPTIONIST	ADVANCD ENGINEERING & TECHNICAL WORKS LLC		د.ز. 3,000.00	N/A	CONTRACTUAL	N
01/11/2016	09/23/2017	CUSTOMER SERVICES R	EPRESENTATIVE	AZPIRED INC.		₱ 17,000.00	N/A	PERMANENT	N
11/09/2015	12/31/2015	SECRETA	RY	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)		₱ 8,000.00	N/A	JOB ORDER	Y
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			(Cor	ntinue on separate sheet	if necessary)				7.00
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NAME & ADDRESS OF ORGANIZATION		INCLUSIVE DATES		a. Schalasia			
29. (Write in	full)	From	n/dd/yyyy) To	NUMBER OF HOURS		POSITION / NATURE OF WORK	
		1100	1				
		+					

			-				
	(C	ontinue on separat	te sheet if necessa	ıry)			
/II. LEARNING AND DEVELOPMENT (L&I							
Start from the most recent L&D/training program and inc	clude only the relevant L&D/training taken t		ACSETS REPUBLICATION OF THE	Chief/Executive/Mana	gerial positions)		
30. TITLE OF LEARNING AND DEVELOPMENT IN	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY	
(Write in						(Write in full)	
INOL I D. I. D. I. D. I.		From	To	0.0	Technical	WOU Viscon & DDDEN	
evel II Cluster Review Presentation te-Orientation on the Documentary Requirements	for Financial Administrativo	10/24/2022	10/24/2022	8.0	Technical	VSU-Vicarp & RRDEN	
ransaction	ioi i manoidi Aumillisu duve	12/06/2022	12/06/2022	4.0	Supervisory	Visayas State University	
Mental Health Wellness Seminar		04/23/2023	04/23/2023	4.0	Foundation	VSU HRMO & Usher	
Oata Privacy Act of 2022 Privacy Impact Assessme	nt and RA 11032 Act of 2018	08/11/2023	08/11/2023	8.0	Technical	LDHRAO - Visayas State University	
n-House Training on Republic Act 9184 and It's 20	16 revised Implementing Rules and	08/22/2023	08/24/2023	24.0	Technical	OVPPRGAS - Visayas State University	
Regulation for the Visayas State University SO 9001:2015 Awareness and Re-Awareness Sem	inar	09/29/2023	09/29/2023	4.0	Technical	VSU - Quality Assurance Center	
	(2)					VSU - Office of the Head of Instructional Materials	
Continuition for Microsoft 365 A3 Subscription E		09/12/2023	09/12/2023	2.0	Technical	Development	
Orientation of Guidelines and Proceedures on Pro- Administrative Services Office (ASO)	cess/Services of the Offices under	2/23/2024	2/23/2024	8.0	Technical	LDHRAO - Visayas State University	
Financial Transaction Forum		3/20/2024	3/20/2024	8.0	Technical	LDHRAO - Visayas State University Budget & Accounting Office	
In-House Seminar-Workshop on Basic Records an	d Archives Management (BRAM)	7/30/2024	7/31/2024	16.0	Technical	Visayas State University	
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VIII. OTHER INFORMATION	(C	o on ocpara					
	N	ON-ACADEMIC DIS	TINCTIONS / REC	OGNITION		MEMBERSHIP IN ASSOCIATION/ORGANIZATIO	
31. SPECIAL SKILLS and HOBBIES	32.		Vrite in full)	1 1		33. (Write in full) N/A	
Reading Books/ eBooks		N/A					
Dancing & Singing	\$ - F - F - F - F - F - F - F - F - F -						
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		Continue on separ	ate sheet if necess	sary)			
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34.	Are you related by consanguinity or affinity to the appointing chief of bureau or office or to the person who has immediate Bureau or Department where you will be apppointed,	: [18] [18] [18] [18] [19] [19] [19] [19] [19] [19] [19] [19	, , ,			
	a. within the third degree?	YES NO				
	b. within the fourth degree (for Local Government Unit - Care	☐ YES ☑ NO If YES, give details:				
35.	a. Have you ever been found guilty of any administrative offe	☐ 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 arby any court or tribunal?	☐ YES ☑ NO If YES, give details:				
	Have you ever been separated from the service in any of the retirement, dropped from the rolls, dismissal, termination, en out (abolition) in the public or private sector?	✓ YES NO If YES, give details: Resignation and End of Contract				
38.	a. Have you ever been a candidate in a national or local electron Barangay election)?	☐ YES ☑ NO If YES, give details:				
	b. Have you resigned from the government service during the last election to promote/actively campaign for a national or lo	☐ YES ☑ NO If YES, give details:				
39.	Have you acquired the status of an immigrant or permanent	YES NO If YES, give details (country):				
a. b. c.	7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), Are you a member of any indigenous group? Are you a person with disability? Are you a solo parent?	☐ YES				
41.	REFERENCES (Person not related by consanguinity or affinity to applicant /	/appointee)				
	NAME	ADDRESS	TEL. NO.			
	Joycee Lou Lopez	Danao City, Cebu City	9176714885			
	Loida Clamor Luxin Wei	Abu Dhabi, UAE	971 56 53 1567			
42.	I declare under oath that I have personally accomplished to complete statement pursuant to the provisions of pertiner Philippines. I authorize the agency head/authorized represer I agree that any misrepresentation made in this docu administrative/criminal case/s against me.	nt laws, rules and regulations of the F ntative to verify/validate the contents sta	Republic of the steed herein.			
0 4 3	PLEASE INDICATE ID Number and Date of	< 46 m				
-	overnment Issued ID: Passport					
H	/License/Passport No.: P7335884B	0x) 2014				
L	ate/Place of Issuance: PE Abu Dhabi	Date Accomplished	Right Thumbmark			
	SUBSCRIBED AND SWORN to before me this 2 1	JAN 2025 , affiant exhibit	ting his/her validly issued government ID as indicated above.			
	ATTY, CARE ABE OALL S. MONTERON VSU Director, Legal Affairs and Services Person Administering Oath					

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: July 16, 2024 December 31, 2024
- · Position: Science Aide
- · Name of Office/Unit: Extension Office
- Immediate Supervisor: Antonio P. Abamo
- Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Responsible for the Monitoring & Evaluation of the extension proposal submitted by the research center and academic units & Extension Budget Funds for the approved extension proposals.
 - Overall Review, monitoring and consolidation all extension projects/programs activities conducted, accomplishment & workloads from Research Centers and Academic Units
 - Coordinator with Extension activities and projects implemented by research centers and provide support for needed services
 - Assist the Director for Extension in the performance and developing the plans and approaches to help enhancing the productivity, profitability and the well-being of the farmers in the Visayas
 - Facilitating the budget appropriation, monitoring and evaluation of funds utilization for VSU
 Funded
 - Performs other related functions
- Duration: July 01, 2024 July 15, 2024
- Position: Science Research Specialist
- Name of Office/Unit: Extension Office
- Immediate Supervisor: Antonio P. Abamo
- Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Responsible for the Monitoring & Evaluation of the extension proposal submitted by the research center and academic units & Extension Budget Funds for the approved extension proposals.
 - Coordinator with Extension activities and projects implemented by research centers and provide support for needed services

- Assist the Director for Extension in the performance and developing the plans and approaches to help enhancing the productivity, profitability and the well-being of the farmers in the Visayas
- And, performs other related functions
- Duration: January 01, 2024 June 30, 2024
- Position: Media Production Specialist
- · Name of Office/Unit: Extension Office
- Immediate Supervisor: Antonio P. Abamo
- Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions (if any)
 - Submitted Reports on time
 - Less OFI during ISO External Audit
 - Successful activities as one of the facilitators such as Farmer & Fisherfolks' Day & UGMAD Search, Annual In-House Review.
 - · Summary of Actual Duties
 - Responsible for the Monitoring & Evaluation of the extension proposal submitted by the research center and academic units & Extension Budget Funds for the approved extension proposals.
 - Coordinator with Extension activities and projects implemented by research centers and provide support for needed services
 - Assist the Director for Extension in the performance and developing the plans and approaches to help enhancing the productivity, profitability and the well-being of the farmers in the Visayas
 - o And performs other related functions
- Duration: September 01, 2023 December 31, 2023
- Position: Science Research Specialist
- Name of Office/Unit: Extension Office
- Immediate Supervisor: Antonio P. Abamo
- Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions (if any)
 - Submitted Reports on time
 - Successful activities as one of the facilitators such as Extension Training Workshop and Baybay Agro-Fair.
 - · Summary of Actual Duties

* Attachment to CS Form No. 212

extension proposals and performs other related functions.

MARIANNE JOYCE D. GALLEGO

Responsible for the Monitoring & Evaluation of the extension proposal submitted by the research center and academic units & Extension Budget Funds for the approved

MARIANNE JOYCE D. GALLEGO
(Signature over Printed Name of Employee/Applicant)

Date: December 03, 2024