


VISAYAS STATE UNIVERSITY
PERSONAL DATA SHEET
For Job Order Workers



Print legibly. Mark appropriate boxes ☐ with " ☒ " and use separate sheet if necessary.

1. SURNAME FIRST NAME MIDDLE NAME	L O R E T O				
	M E R V Y N				
	P O S A S 2. NAME EXTENSION (e.g. Jr., Sr.) N/A				
3. DATE OF BIRTH (mm/dd/yyyy)	03/03/1983	11. PRESENT ADDRESS APT. 35 KILBOURNE ST. VSU, VISCA BAYBAY CITY, LEYTE			
4. PLACE OF BIRTH	BAYBAY, LEYTE				
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female				
6. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Widowed <input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Annulled <input type="checkbox"/>	12. ZIP CODE	6521		
		13. TEL. NO./CEL. NO.	NONE		
		14. PHILHEALTH NO.	12-050706310-7		
		15. TIN	261-780-319		
7. CITIZENSHIP	FILIPINO	9. WEIGHT (kg)	100	16. PAG-IBIG ID NO.	121096077905
8. HEIGHT (m)	1.64	10. BLOOD TYPE	B+		
17. SPOUSE'S SURNAME FIRST NAME MIDDLE NAME	SINOGAYA	18. NAME OF CHILD (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)		
	FAITH PRINCESS	KLEOS HOPE S. LORETO	10/20/2017		
	PECASALES				
19. HIGHEST EDUCATIONAL ATTAINMENT <i>(Please check and underline the specific)</i>	<input type="checkbox"/> Elementary (Grade ____ / Graduated)				
	<input type="checkbox"/> High School (1st, 2nd, 3rd, 4th, Graduated)				
	<input checked="" type="checkbox"/> College (1st, 2nd, 3rd, 4th, <u>Graduated</u>) Degree: BS-DevCom				
20. CAREER SERVICE ELIGIBILITY	<input checked="" type="checkbox"/> Professional <input type="checkbox"/> Sub-Professional <input type="checkbox"/> Others, Specify: <u>NONE</u>				
21. WORK EXPERIENCE INCLUSIVE DATES (mm/dd/yyyy)	POSITION TITLE (Write in full)	DEPARTMENT / AGENCY / OFFICE / COMPANY /PROJECT (Write in full)	SALARY (Daily or Monthly)	STATUS OF APPOINTMENT (Perm/Temp/ Job Order)	GOV'T SERVICE (Yes / No)
	From	To			
07 / 01 / 2012	12 / 31 / 14	Admin Officer II	OFFICE OF THE PRESIDENT VSU	P22,000.00	Co-Terminus Y
01 / 8 / 2018	07 / 31 / 18	Broadcast Producer/ Announcer I	VSU DYDC-FM 104.7	P8,800.00	JO Y
02 / 01 / 2019	12/31/2020	Media Production Assistant	Department of Developmen Communication	P15,000.00	JO Y
01/04/2021	12/31/2021	Science Research Specialist	OVPREI	15,000	JO Y
01/02/2022	Present	Data Encoder	BOR/OUS	15,000	JO Y
22. SPECIAL SKILLS (i.e. computer skills, typing, welding, plumbing, carpentry, auto mechanic, driving, et. al.)	Proficiency (Please check)				REMARKS
	Highly Skilled	Average	Fair		
video editing		/			
typing	/				
lay-out IEC		/			
23. RELEVANT TRAININGS SEMINAR/WORKSHOP ATTENDED (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	CONDUCTED/ SPONSORED BY (Write in full)	
	From	To			
Radio Development Workshop	07 / 30 /2018			VSU Radio DYDC-FM 104.7	
Radio Development Workshop	07 / 27 / 2020			VSU Radio DYDC-FM 104.7	

I hereby declare that this Personal Data Sheet has been accomplished by me, and is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines.

24. COMMUNITY TAX CERTIFICATE NO. _____

09451673

Baybay, City

1-18 -2024

SIGNATURE : _____

DATE ACCOMPLISHED: (mm/dd/yyyy) _____

1- 24 -2024

Revised 2015



IV. CIVIL SERVICE ELIGIBILITY

29. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE/ TESDA/NCC	RATING	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	DATE OF RELEASE
Career Service Professional Exam	80.62%	03/17/2019	Ormoc City		

(Continue on separate sheet if necessary)

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(Continue on separate sheet if necessary)

VI. SPECIAL SKILLS

31. SPECIAL SKILLS (i.e. computer skills, typing, welding, plumbing, carpentry, auto mechanic, driving, et. al.)	Proficiency		
	Highly Skilled	Average	Fair
video editing		/	
typing	/		
lay-out IEC		/	

(Continue on separate sheet if necessary)

VII. TRAINING PROGRAMS (Start from the most recent training.)

32.	TITLE OF SEMINAR/CONFERENCE/WORKSHOP/SHORT COURSES (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	CONDUCTED/ SPONSORED BY (Write in full)
		From	To		
	Radio Development Workshop	07 /30 /2018	/ /		VSU DYDC-FM 104.7
	Radio Development Workshop	07 / 27 /	/ /		VSU DYDC-FM 104.7

(Continue on separate sheet if necessary)

<p>36. Are you related by consanguinity or affinity to any of the following :</p> <p>a. Within the third degree with the appointing authority, recommending authority, chief of office/bureau/department or person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	If YES, give details:	

[illegible]

(Continue on separate sheet if necessary)


VI. SPECIAL SKILLS

22. SPECIAL SKILLS (i.e. computer skills, typing, welding, plumbing, carpentry, auto mechanic, driving, et. al.)	Proficiency (Please check)			REMARKS
	Highly Skilled	Average	Fair	
video editing		/		
typing	/			
lay-out IEC		/		

VII. TRAINING PROGRAMS (Start from the most recent training.)

23. TITLE OF SEMINAR/CONFERENCE/WORKSHOP/SHORT COURSES (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	CONDUCTED/ SPONSORED BY (Write in full)
	From	To		
Radio Development Workshop	07 /30 /2018			VSU DYDC-FM 104.7
Radio Development Workshop	07 / 27 /	/ /		VSU DYDC-FM 104.7
	/ /	/ /		
24. Are you related by consanguinity or affinity to any of the following : a. Within the third degree with the appointing authority, recommending authority, chief of office/bureau/ department or person who has immediate supervision over you in the Office,Department/Project where you will be appointed?	<div><input type="checkbox"/> YES <input type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div>_____</div> <div>_____</div>			

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

NAME	ADDRESS	TEL. NO.	
26. I declare under oath that this Personal Data Sheet has been accomplished by me, and is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I also authorize the agency head / authorized representative to verify / validate the contents stated herein. I trust that this information shall remain confidential.			

<div>09451673</div> <div>COMMUNITY TAX CERTIFICATE NO.</div>	<div></div> <div>SIGNATURE (Sign inside the box)</div> <div></div> <div>01-24-2024</div> <div>DATE ACCOMPLISHED</div>	<div></div> <div>RIGHT THUMBMARK (REQUIRED)</div>
<div>Baybay, Leyte</div> <div>ISSUED AT</div>		
<div>01/18/2024</div> <div>ISSUED ON (mm/dd/yyyy)</div>		