VISAYAS STATE UNIVERSITY PERSONAL DATA SHEET

For Job Order Workers

| | | | | | | | | | | | | | | | | | | _ | | | _ |
|--|--------------------------------|--|---------------|--------------|---|---|-----------|-------------------------------------|----------------|-------------------------------------|--|----------------|------------|--------------------------------------|-------------------|----------------------------|-----|-----|-----|--|---|
| Print legibly. Mark appr 1. SURNAME | opriate boxes M I L A | with " | se sei | oarate s | heet i | nec | cessa | rv. | | | | | | | | | | | | | |
| FIRST NAME | V A N E S 3 | S A M A | ΥΙ | 1 1 | 1 | | | | | | | | | | | | | | | | |
| MIDDLE NAME | B E L A R | M N O | I = I | 1 | | | | | | | Jr., S | Sr.) | | | | | | | | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 05/05/1993 | 11. PRESENT ADDRESS | | | | | | | | | | | | | | | | | | | |
| 4. PLACE OF BIRTH | | l | | | | | | BRGY. PANGASUGAN BAYBAY CITY, LEYTE | | | | | | | | | | | | | |
| 5. SEX | emale | , . | | | | | | | | | | | | | | | | | | | |
| 6. CIVIL STATUS | Cingle D | Widowed | 12. ZIP CC | DE | | | | 6504 | | | | | | | | | | | | | |
| ☐ Single ☐ | | Separated | | | | | 6521 | | | | | | | | | | | | | | |
| | Others, specify | 13. TEL. NO./CEL. NO. 14. PHILHEALTH NO. | | | 09465270292 N/A (Dependent) | | | | | | | | | | | | | | | | |
| 7. CITIZENSHIP | FILIPINO | 9. WEIGHT (kg) | 15. TIN | | | 487-897-944 | | | | | | | | | | | | | | | |
| 8. HEIGHT (m) | 1.30 | 10. BLOOD TYPE | | 16. PAG-I | BIG ID N | NO. | | | 1212-0130-5466 | | | | | | | | | | | | |
| 17. SPOUSE'S SURNAME | | | | | | 18. NAME OF CHILD (Write fu | | | | | | | | | | DATE OF BIRTH (mm/dd/yyyy) | | | | | |
| FIRST NAME | MILAN | | | | | | | | | | | | | 12/07/2011 | | | | | | | |
| | PETERSON | | | | | ZIANNA FRANCESCA B. MILAN | | | | | | | | | | | | | | | |
| MIDDLE NAME | | | | | ZAII | ZAIRA FHEBIEN B. MILAN | | | | | | | 02/02/2013 | | | | | | | | |
| 19. HIGHEST EDUCATIONAL | | [] Elementary (Grade / Graduated) | | | | | | | | | | | | | | | | | | | |
| (Please check and under | rline the specific) | [] High School (1st, 2nd, 3rd, 4th, Graduated) | | | | | | | | | | | | | | | | | | | |
| | | [/] College (1st, 2nd, <u>3rd</u> , 4th, Graduated) Degree: <u>BSA</u> | | | | | | | | | | | | | | | | | | | |
| 20. CAREER SERVICE ELIGI | BILITY | ☐ Professional ■ Sub-Profess | | | ofessi | ional | | | | | y: | | | | | | | | | | |
| 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 GOV'T SERVICE (Perm/Temp/ Job Order) (Yes / No) | | | CE | | | | | | | |
| From | From To | | | | | | | | | | | | | | | | | | | | |
| 01/07/2020 | present | Clerk/dDRC | | | Eco-FARMI 553.4/day | | | | | | Job O | rder | | | Yes | | | | | | |
| 20/08/2018 | 30/06/2020 | Admin Aide | | | VSU APARTELLE 603.71/day | | | | | ′ | Job O | | <u> </u> | | Yes | | | | | | |
| 26/02/2018 25/01/2018 | 30/06/2018 23/02/2018 | Admin Aide Data Encoder | | | VSU BAKERY 280/day OVPI 260/day | | | | | | | Job O Job O | | _ | | Yes Yes | | | | | |
| 01/06/2017 | 31/08/2017 | Data Encoder Data Encoder (AACUP) | | | | OVPI 260/day CFES-DFS 260/day | | | | | | | Job O | | | | Yes | | | | |
| 01/01/2017 | 31/05/2017 | | eld Assistant | | | CFES-DFS (LaForeT Pro | | | | roject) | | | 00/mo. | . | Job O | rder | | | Yes | | |
| 24/10/2016 | 31/12/2016 | Enun | nerator | | | CFES-DFS (Graduate Studies) | | | Гracer | | 30 | 0/day | | Job O | rder | | | Yes | | | |
| 13/06/2016 | 21/10/2016 | Data Enco | der (AA | CUP) | | | | | ES-DFS 260/day | | | 0/day | | Job O | rder | | | Yes | | | |
| 22. | Proficiency | | | | (Please check) | | | | | | | | | | | | | | | | |
| SPECIAL SKILLS (i.e. computer skills, typing, welding, plumbing, carpentry, auto mechanic, driving, et. al.) | | Highly Skilled | | | Average | | | | Fair | | | | | REMARKS | | | | | | | |
| COMPUTER SKILLS / TYPING DRIVING | | 1 | <u> </u> | | | ı | | | | | | | | | | | | | | | |
| HOUSEKEE | | | | | | / | | | | | | | | | | | | | | | |
| 23. RELEVANT TRAININGS SEMINAR/WORKSHOP ATTENDED | | INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) | | | | NUMBER OF HOUF | | | | aguatia | | | | LICT | TED/ SDONSODED BY | | | | | | |
| | | , | | HOURS | 6 | | | | | | | | | TED/ SPONSORED BY (Write in full) | | | | | | | |
| (Write in | n full) | From | | То | | | | | | | | | | | | | | | | | |
| Re-orientation Seminar on the Recruitment, Selection, and Placement (RSP) Personnel Data Sheet (PDS), and Electronic Daily Attendance Tracking System (eDATS) of the Management Information System (MIS) | | 2/22/2022 | 2/22/2022 | | 2 | | | | | OVPAF | | | | | | | | | | | |
| Re-orientation of Employees' Duties and Responsibilities and Good Customer Service | | 9/23/2021 | 9/23/2021 9 | | 9/23/2021 | | | | | | ODHRM | | | | | | | | | | |
| ISO 9001:2015 Awareness/Re-awareness Webinar | | 9/13/2021 | 9/13/2021 | | 1 | | | | | OP & QAC | | | | | | | | | | | |
| Hands-on Training on Vermicomposting | | 6/30/2021 | 021 6/30/2021 | | | | | | | Eco-FARMI | | | | | | | | | | | |
| Webinar on Covid19 Vaccines | | 2/23/2021 | 2/23/2021 | | | | | | | Department of Biotechnology & USHER | | | | | | | | | | | |
| ISO 9001:2015 Awareness/Re-awareness Webinar | | 11/27/2020 | 11/27/2020 1 | | | | | | | | OP & QAC | | | | | | | | | | |

| Training on identification of proper and complete items Technical Specificaton and parameters and orientation of the Purchase Request (PR) Module of the Supply Properties Procurement Management Information System (SPPMIS) | 08/28/2020 | 08/28/2020 | | OVPRGAS | | | | | |
|--|------------|------------|--|---------------------------|--|--|--|--|--|
| Seminar for Lectors and Commentators | 2/16/2019 | 2/16/2019 | | Holy Spirit Parish | | | | | |
| Housekeeping NCII | 6/21/2019 | 7/03/2019 | | FCIC (Sponsored by CACAO) | | | | | |
| VSUCC Basic Cooperative Course Seminar | 6/15/2019 | 6/15/2019 | | VSU Credit Cooperatives | | | | | |
| National Conference on Climate Change Research, Development & Extension | 12/12/2018 | 12/14/2018 | | RCCRC | | | | | |
| Re-Orientation on Front Office and Housekeeping Services | 10/10/2018 | 10/10/2018 | | OVPPRGEA | | | | | |
| 2nd Regional Conference on Climate Change RDE | 12/18/2017 | 12/20/2017 | | RCCRC | | | | | |
| Workshop in preparation for Level III Phase II AACCUP Accreditation | 06/20/2017 | 16/21/2017 | | VSU ACCREDITATION CENTER | | | | | |
| CFES Strategic Planning Workshop | 13/06/2017 | 13/06/2017 | | CFES | | | | | |
| Quality Seedling Production | 05/29/2017 | 05/31/2017 | | CFES | | | | | |
| CFES Strategic Planning Workshop | 3/24/2017 | 3/24/2017 | | CFES | | | | | |
| AACCUP Level III, Phase I Accreditation using the new Outcomes-based Program Survey Instrument | 6/13/2016 | 06/14/2016 | | VSU ACCREDITATION CENTER | | | | | |
| 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 ISSUED AT: ISSUED ON (mm/dd/yy): SIGNATURE: DATE ACCOMPLISHED: (mm/dd/yyyy) May 20, 2022 | | | | | | | | | |
| | | | | Pevised 2015 | | | | | |
| | | | | Pevisea 2015 | | | | | |