VISAYAS STATE UNIVERSITY PERSONAL DATA SHEET

For Job Order Workers

PLEASE PASTE an ID picture taken within the last 6 months (2" x 2" or Passport Size) (REQUIRED)

		Print legibly. Mark appropriate boxes with " and use separate sheet if necessary.								
1. SURNAME	Navarro									
FIRST NAME	Kiev									
MIDDLE NAME	Villegas 2. NAME EXTENSION (e.g. Jr., Sr.)									
3. DATE OF BIRTH (mm/dd/yyyy)	01/21/92	11. PRESENT ADDRESS							
4. PLACE OF BIRTH	Tacloban City, Leyte			Brgy. Guadalupe Baybay City, Leyte				eyte		
5. SEX	☐ Male ☐ Fema	le								
6. CIVIL STATUS	□ Single □ Wide	owed	12. ZIP CODE			6521				
	☐ Married ☐ Sep	arated	13. TEL. NO./CEL. NO.	09702926298						
	☐ Annulled ☐		14. PHILHEALTH NO.	13-2029			516100-2			
7. CITIZENSHIP	Filipino	9. WEIGHT (kg)	74	15. TIN		463-9			11-172	
8. HEIGHT (m)	1.78	10. BLOOD TYPE	0	16. PAG-IBIG ID NO.						
17. SPOUSE'S SURNAME		N/A			18. NAME OF CHIL	ILD (Write full name and list all)			DATE OF BIRTH (mm/dd/yyyy)	
FIRST NAME		N/A				N/A			N/A	
MIDDLE NAME		N/A								
19. HIGHEST EDUCATIONA	L ATTAINMENT	[] Elementary (Grade		/ Graduated)	San F	San Fernando Central School			1999-2005	
(Please check and unde	rline the specific)	[] High School (1st, 2n	d, 3rd,	4th, Graduated)	Bayb	ay Nationa	al High S	School	2	2005-2011
		[] College (1st, 2nd, 3rd, 4th, Graduated) Degree:			Visayas State University			2011-2019		
20. CAREER SERVICE ELIG	SIBILITY	□ Professional		Sub-Professional		□ Others, Specify:				
21. WORK EXF INCLUSIVE DAT			TION TIT		COMPAN			SALARY (Daily or Monthly)	STATUS OF APPOINTMENT (Perm/Temp/ Job Order)	GOVT SERVICE (Yes / No)
From	То									
March 21, 2022	Present	Administrative Aid	e I (Ut	ility/Messenger)		t of Tourism and y Management			Job Order	Y
		Proficiency (Please chec				ck)				
22.	CKILLC			Proficiency (I	Please chec	k)				
22. SPECIAL (i.e. computer skills, typ carpentry, auto mech	ing, welding, plumbing,	Highly Skilled		Proficiency (I		k)	Fai	r	I	REMARKS
SPECIAL (i.e. computer skills, typ	ing, welding, plumbing, lanic, driving, et. al.)	Highly Skilled				k)	Fai	г		REMARKS
SPECIAL (i.e. computer skills, typ carpentry, auto mech	ing, welding, plumbing, aanic, driving, et. al.)	Highly Skilled				k)	Fai	r	ı	REMARKS
SPECIAL (i.e. computer skills, typ. carpentry, auto mech Computer Driving 23. RELEVANT SEMINAR/M	ing, welding, plumbing, lanic, driving, et. al.) Skills TRAININGS ORKSHOP	INCLUSIVE DAT	ES OF A	Averaç	ie		Fai	CONDUC	TED/ SPONSORI	
SPECIAL (i.e. computer skills, typ carpentry, auto mech Computer Driving 23. RELEVANT	ing, welding, plumbing, lanic, driving, et. al.) Skills TRAININGS ORKSHOP NDED	INCLUSIVE DAT		Averaç			Fai	CONDUC		
SPECIAL (i.e. computer skills, typ carpentry, auto mech Computer Driving 23. RELEVANT SEMINAR/M ATTER	ing, welding, plumbing, lanic, driving, et. al.) Skills TRAININGS PORKSHOP NDED In full)	INCLUSIVE DAT	n/dd/yyy	Average ATTENDANCE y)	ie	HOURS	Fai	CONDUC	TED/ SPONSORI	ED BY
SPECIAL (i.e. computer skills, typ. carpentry, auto mech Computer Driving 23. RELEVANT SEMINAR/M ATTEI (Write	ing, welding, plumbing, lanic, driving, et. al.) Skills TRAININGS YORKSHOP NDED in full) Management System	INCLUSIVE DAT (mr	se	Average ATTENDANCE y) To	NUMBER OF H	HOURS	Fai	CONDUC	TED/ SPONSORI (Write in full)	ED BY
SPECIAL (i.e. computer skills, typ carpentry, auto mech Computer Driving 23. RELEVANT SEMINAR/M ATTEL (Write Results-based Performance National Teach Practice Teacher in Baybay	ing, welding, plumbing, lanic, driving, et. al.) Skills TRAININGS ORKSHOP NDED in full) Management System hers' Day National High School	INCLUSIVE DAT (mr	Se	Average ATTENDANCE y) To eptember 6, 2018	NUMBER OF H	HOURS rs	Fai	CONDUC Maximina Ja	TED/ SPONSORI (Write in full) a E. Doronio, E	ED BY Ed. D.
SPECIAL (i.e. computer skills, typ. carpentry, auto mech Computer Driving 23. RELEVANT SEMINAR/M ATTEI (Write Results-based Performance National Teach	ing, welding, plumbing, lanic, driving, et. al.) Skills TRAININGS ORKSHOP NDED in full) Management System hers' Day National High School ing Quantitative and	INCLUSIVE DAT (mr From September 5, 2018 October 5, 2018	Se (Average ATTENDANCE y) To eptember 6, 2018 October 5, 2018	NUMBER OF H	HOURS	Fai	CONDUC Maximina Ja Maximina	TED/ SPONSORI (Write in full) a E. Doronio, E nelee E. Lao	ED BY Ed. D.
SPECIAL (i.e. computer skills, typ carpentry, auto mech Computer Driving 23. RELEVANT SEMINAR/M ATTER (Write Results-based Performance National Teach Practice Teacher in Baybay Seminar Workshop in Write	ing, welding, plumbing, lanic, driving, et. al.) Skills TRAININGS (ORKSHOP NDED in full) Management System hers' Day National High School ing Quantitative and a Research Personal Data Sheet	INCLUSIVE DAT (mm From September 5, 2018 October 5, 2018 August 23, 2018 October 22, 2018 has been accomplii	Se (Average ATTENDANCE y) To eptember 6, 2018 October 5, 2018 ovember 24, 2018 October 26, 2018	NUMBER OF H 16 hour 8 hours 3 mos 40 hour	HOURS rs s		CONDUC Maximina Ja Maximina Lewel	TED/ SPONSORI (Write in full) a E. Doronio, E nelee E. Lao a E. Doronio, E	ED BY Ed. D. Ed. D.
SPECIAL (i.e. computer skills, typ- carpentry, auto mech Computer Driving 23. RELEVANT SEMINAR/M ATTER (Write Results-based Performance National Teach Practice Teacher in Baybay Seminar Workshop in Writa Qualitative Action I hereby declare that this	ing, welding, plumbing, lanic, driving, et. al.) Skills TRAININGS ORKSHOP NDED in full) Management System hers' Day National High School ing Quantitative and n Research Personal Data Sheet s of the Republic of t	INCLUSIVE DAT (mm From September 5, 2018 October 5, 2018 August 23, 2018 October 22, 2018 has been accomplii	Se (No	Average ATTENDANCE To Eptember 6, 2018 October 5, 2018 Ovember 24, 2018 October 26, 2018 by me, and is a true	NUMBER OF H 16 hour 8 hours 3 mos 40 hour ue, correct and	HOURS rs s		CONDUC Maximina Ja Maximina Lewel	TED/ SPONSORI (Write in full) a E. Doronio, E nelee E. Lao a E. Doronio, E	ED BY Ed. D. Ed. D.

IV. CIVIL SERVICE ELIGIBILITY									
29. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER				DATE OF EYAMINATION / PLACE OF EYAMINATION / CONFERMENT				LICENSE (if applicable)	
SPECIAL LAWS/ CES/ CSEE/ TESDANCC			RATING	EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT			NUMBER	DATE OF RELEASE
N/A N/A			N/A	N/A	N/A			N/A	N/A
V WORK E	YPERIENCE !	(if annicable (Incl	luda privata e		e on separate sheet if necessar Start from your recent v		n of duties should be	a indicated in the	2
	ork Experienc		ado privato c	mproyment.	start from your room.	Horny Bosonphio	n or addice enedia s	o maioatoa m are	
	JSIVE DATES m/dd/yyyy)	POSITION (Write in full/Do no		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)		
March 21, 2022	Present	Administrativ (Utility/Mess			f Tourism and Hospitality			Job Order	Υ
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				(Continu	e on separate sheet if necessar	ry)		FORM 949 (P)5) D 0 1
							CS	FORM 212 (Revised 200	10), raye 2 01 4

VI. SPECIAL SKILLS									
31. SPECIAL SKILLS	Proficiency								
(i.e. computer skills, typing, welding, plumbing, carpentry, auto mechanic, driving, et. al.)	Highly Skilled	Average	Fair						
Computer Skills									
Driving									
29									
(Continue on separate sheet if necessary)									
VII. TRAINING PROGRAMS (Start from the most recent tra	ining.)								
32. TITLE OF SEMINAR/CONFERENCE/WORKSHOP/SHORT COURSES (Write in full)	INCLUSIVE DATES (mm/do		NUMBER OF HOURS	CONDUCTED/ SPONSORED BY (Write in full)					
	From	То							
Results-based performance Management System	Septemer 5, 2018	September 6, 2018	16 hours	Maximina E. Doronio Ed, D.					
National Teachers' Day	October 5, 2018	October 5, 2018	8 hours	Janelee E. Lao					
Practice Teacher in Baybay National High School	August 23, 2018	November 24, 2018	3 mos.	Maximina E. Doronio Ed, D.					
Seminar Workshop in Writing Quantitative and Qualitative Action Research	October 22, 2018	October 26, 2018	40 hours	Lewellyn M. Patrocino					
	e on separate sheet if	necessary)							
36. Are you related by consanguinity or affinity to any of the following:									
a. Within the third degree with the appointing authority,] YES [
recommending authority, chief of office/bureau/department or	If YES, give det								
person who has immediate supervision over you in the Office,									
Bureau or Department where you will be appointed?									
(Continue	e on separate sheet if	necessary)							
				CS FORM 212 (Revised 2005), Page 3 of 4					

VI.	SPECIAL SKILLS					
22. SPECIAL SKILLS			Proficien	cy (Please ch	eck)	
	(i.e. computer skills, typing, welding, plumbing, carpentry, auto mechanic, driving, et. al.)	Highly Sk	illed	Average	Fair	REMARKS
	Computer Skills					
	Driving					
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	То			
	Results-based Performance Management System	09/05/2018	09/06/2018	16 hours	Maximina E. Doror	nio, Ed. D.
	National Teachers' Day	10/05/2018	10/05/2018	8 hours	Janelee E. Lao	
	Practice Teacher in Baybay National High School	08/23/2018	11/24/2018	3 mos.	Maximina E. Doror	nio, Ed. D.
	seminar Workshop in Writing Quantitative and Qualitative Action Research	09/22/2018	09/26/2018	40 hours	Lewellyn M. Patrocino	
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?	If YES, give details	YES	NO NO		
25.	REFERENCES (Person not related by consanguinity or affinity to applicant / a	appointee)				
	NAME ADDRESS	TEL. NO).			
	Ms. Aleli Velocino Baybay City	9173040)879			
	Ms. Mary Jane S. Sapan Baybay City	9423679	323			
	Mr. Warren B. Miraflor Baybay City	9651739	185			
26.	I declare under oath that this Personal Data Sheet has been a is a true, correct and complete statement pursuant to the provrules and regulations of the Republic of the Philippines.					
	I also authorize the agency head / authorized representative contents stated herein. I trust that this information shall remarks					
	COMMUNITY TAX CERTIFICATE NO.					
	ISSUED AT SIGNATURE (S	Sign inside the box)				
	ISSUED ON (mm/dd/yyyy) DATE AC	COMPLISHED			RIGHT THUMBMARK	
					(REQUIRED)	Page 2 of 2