

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 <input type="checkbox"/> with " <input checked="" type="checkbox"/> " 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			Brgy. Guadalupe Baybay City, Leyte						
4. PLACE OF BIRTH			Tacloban City, Leyte											
5. SEX			<input type="checkbox"/> Male <input type="checkbox"/> Female											
6. CIVIL STATUS			<input type="checkbox"/> Single <input type="checkbox"/> Widowed			12. ZIP CODE			6521					
			<input type="checkbox"/> Married <input type="checkbox"/> Separated			13. TEL. NO./CEL. NO.			09702926298					
			<input type="checkbox"/> Annulled <input type="checkbox"/>			14. PHILHEALTH NO.			13-202516100-2					
			7. CITIZENSHIP			Filipino		9. WEIGHT (kg)		74		15. TIN		
8. HEIGHT (m)			1.78		10. BLOOD TYPE		O		16. PAG-IBIG ID NO.					
17. SPOUSE'S SURNAME		N/A						18. NAME OF CHILD (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 EDUCATIONAL ATTAINMENT <i>(Please check and underline the specific)</i>			<input type="checkbox"/> Elementary (Grade ____ / Graduated)			San Fernando Central School			1999-2005					
			<input type="checkbox"/> High School (1st, 2nd, 3rd, 4th, Graduated)			Baybay National High School			2005-2011					
			<input type="checkbox"/> College (1st, 2nd, 3rd, 4th, Graduated) Degree: _____			Visayas State University			2011-2019					
20. CAREER SERVICE ELIGIBILITY			<input type="checkbox"/> Professional <input type="checkbox"/> Sub-Professional <input type="checkbox"/> Others, Specify: _____											
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												
March 21, 2022		Present		Administrative Aide I (Utility/Messenger)			Department of Tourism and Hospitality Management				Job Order		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					
Computer Skills														
Driving														
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									
Results-based Performance Management System			September 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						
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) _____														

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
N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE (if applicable (Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	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	GOVT SERVICE (Y/ N)
March 21, 2022	Present	Administrative Aide I (Utility/Messenger)	Department of Tourism and Hospitality Management			Job Order	Y
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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
	Computer Skills			
	Driving			

**(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		
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

**(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	
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	To		
Results-based Performance Management System	09/05/2018	09/06/2018	16 hours	Maximina E. Doronio, 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. Doronio, 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?

☐ YES

☐ NO

If YES, give details:

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

NAME	ADDRESS	TEL. NO.	
Ms. Aleli Velocino	Baybay City	9173040879	
Ms. Mary Jane S. Sapan	Baybay City	9423679323	
Mr. Warren B. Miraflor	Baybay City	9651739185	

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.

PHOTO

COMMUNITY TAX CERTIFICATE NO.

ISSUED AT

ISSUED ON (mm/dd/yyyy)

SIGNATURE (Sign inside the box)

DATE ACCOMPLISHED

RIGHT THUMBMARK (REQUIRED)