

VISAYAS STATE UNIVERSITY
PERSONAL DATA SHEET
For Job Order Workers



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

1. SURNAME		E N A G E																																							
FIRST NAME		R A F A E L																																							
MIDDLE NAME		F L O R E S																								2. NAME EXTENSION (e.g. Jr., Sr.)															
3. DATE OF BIRTH (mm/dd/yyyy)						/ /				11. PRESENT ADDRESS																															
4. PLACE OF BIRTH																																									
5. SEX						<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female																																			
6. CIVIL STATUS						<input type="checkbox"/> Single <input type="checkbox"/> Widowed														12. ZIP CODE						6521															
						<input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated														13. TEL. NO./CEL. NO.						0936-123-1663															
						<input type="checkbox"/> Annulled <input type="checkbox"/> Others, specify _____														14. PHILHEALTH NO.						13-2013-87605-7															
7. CITIZENSHIP												9. WEIGHT (kg)				67		15. TIN						288-337-102-000																	
8. HEIGHT (m)												10. BLOOD TYPE				O		16. PAG-IBIG ID NO.						1212-0655-5793																	
17. SPOUSE'S SURNAME FIRST NAME MIDDLE NAME		ENAGE																												18. NAME OF CHILD (Write full name and list all)						DATE OF BIRTH (mm/dd/yyyy)					
		CHARICE MAE																												RALPH CHARL V. ENAGE						06/06/2009					
		VILLEGAS																												DENZDY ALICIA JANE V. ENAGE						12/06/2011					
19. HIGHEST EDUCATIONAL ATTAINMENT (Please check and underline the specific)						[] Elementary (Grade ____ / Graduated)														DIMEBAG JOHN PAUL V. ENAGE						08/20/2014															
						[] High School (1st, 2nd, 3rd, 4th, Graduated)																																			
						[<input checked="" type="checkbox"/>] College (1st, 2nd, <u>3rd</u> , 4th, Graduated) Degree: _____																																			
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									
																														08/16/2013		03/31/2020									
																														04/01/2020		02/15/2022									
02/16/2022		PRESENT		COMPUTER CENTER OPERATOR						VSU COMPUTER CENTER						40/HOUR				JO																					
				ADMIN AIDE CLERK/ FRONT DESK, SPRING WATER, IGP DORMITORY						VSU IGP / ODRGAS OFFICE						450/DAY				JO																					
				UTILITY/MESSENGER						VSU IGP / ODRGAS OFFICE						561.80/DAY				JO																					
22. SPECIAL SKILLS (i.e. computer skills, typing, welding, plumbing, carpentry, auto mechanic, driving, et. al.)						Proficiency (Please check)														REMARKS																					
																										Highly Skilled						Average						Fair			
CARPENTRY												✓																													
TYPING												✓																													
COMPUTER SKILLS												✓																													
PLUMBING																		✓																							
MOTORCYCLE DRIVING												✓																													
HOUSEKEEPING						✓																																			
												✓																													
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														
ISO 9001:2015 AWARENESS & RE-AWARENESS						09/13/2021			09/13/2021			8 HOURS																													
ISO 9001:2015 AWARENESS & RE-AWARENESS						08/29/2023			08/29/2023			8 HOURS																													
MASTERING THE ART OF HOUSEKEEPING SEMINAR						05/22/2024			05/22/2024			8 HOURS																													

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.