## VISAYAS STATE UNIVERSITY PERSONAL DATA SHEET For Job Order Workers



Print legibly. Mark appropriate boxes  $\square$  with "  $\boxtimes$  " and use separate sheet if necessary.

| (to be filled up by PRPEO)  |   |   |                               |                               |                   |                               |                               |                               |   |   |   |                                       |                             |   |  |
|---|---|---|-------------------------------|-------------------------------|-------------------|-------------------------------|-------------------------------|-------------------------------|---|---|---|---------------------------------------|-----------------------------|---|--|
| A   R   A   B   I   | 1 1   | 1   | 1 1                           | 1                             | 1 1               | I                             | 1 1 1                         | I                             | 1 1 1                                     | 1 1   | 1 1   |                                       |                             |   |  |
| R   E   I   N   A   |   |   |                               | ı                             |                   | 1 1                           | ı                             | 1 1                           | 1 1                                       | 1 1 1   | ı   | 1 1                                   | 1 1 1                       | 1   |  |
| S   I   L   A   O   | 1 1 1 1 1   |   |                               | -                             |                   |                               | I                             | 1 1                           | 2. NAME                                   | EXTENSION (e.g  | g. Jr., Sı  | r.)                                   |                             |   |  |
|   | 11. PRESENT ADDRESS                                   |   |                               |                               |                   |                               |                               |                               |   |   |   |                                       |                             |   |  |
|   |   |   |                               |                               |                   |                               |                               |                               | Zone-4, Brov. Guadaline Baybay City Levte |   |   |                                       |                             |   |  |
| ☐ Male ☐ Female   |   |   |                               |                               |                   |                               |                               |                               |   |   |   |                                       |                             |   |  |
|   |   |   |                               | 12 ZIP CODE                   |                   |                               |                               | 6504                          |   |   |   |                                       |                             |   |  |
|   |   |   |                               |                               |                   |                               |                               |                               |   |   |   |                                       |                             |   |  |
|   |   |   |                               |                               |                   |                               |                               |                               |   |   |   |                                       |                             |   |  |
| Filipino  | 9. WEIGHT (kg)  | _   |                               |                               |                   |                               |                               |                               |   |   |   |                                       |                             |   |  |
| 4'11"   | 10. BLOOD TYPE  | _   |                               |                               |                   |                               |                               |                               |   |   |   |                                       |                             |   |  |
| . ATTAINMENT  | □ Flementary  | П   |                               |                               |                   |                               |                               |                               |   | College: [19  | st 2n   | nd 3rd 4th                            | vear Grad                   | uatedī  |  |
|   |   |   |                               |                               |                   |                               |                               |                               | , L <u>v</u>                              |   |   |                                       | year, Grad                  | aateaj  |  |
| BILITY Professional   |   |   | Sub-Professional              |                               |                   |                               |                               |                               |   |   |   |                                       |                             |   |  |
|   |   |   |                               |                               |                   | DEDART                        | MENIT                         | / ACENOY                      | / OFFICE /                                |   |   | STATUS OF                             |                             |   |  |
| 17. WORK EXPERIENCE INCLUSIVE DATES (mm/dd/yyyy)  |   |   | E                             |                               |                   |                               | OMPAN                         |                               |   | SALARY<br>(Daily or Month   |   | APPOINTMENT                           | GOV'T SERVICE<br>(Yes / No) |   |  |
|   |   |   |                               | (Wr                           |                   |                               |                               | ite in full)                  |   | ( , , , , , , ,   | ,,  | Job Order)                            | ( )                         | -,  |  |
|   |   |   |                               |                               |                   |                               |                               |                               |   | <u> </u>  |   |                                       |                             |   |  |
| 01/10/2004  | Student   | ant   |                               |                               | VSU,Registra      |                               |                               | ffice                         | 600.00                                    |   | Temporary   | ye                                    | S                           |   |  |
| 01/01/2008  | 01/01/2008 Technical Assis                            |   |                               |                               | tant              |                               |                               | INNOVE,Globe Telecon          |   |   |   | Temporary                             | NC                          | )   |  |
| 01/06/2008 Territory Sales Coo  |   |   |                               | dinator INNOVE,G              |                   |                               | Globe Telecom. 18,000.00      |                               |   |   | Temporary   | NC                                    | )                           |   |  |
| present Clerk   |   |   |                               | VSU                           |                   |                               |                               | , DLABS 9,000.00              |   |   |   | JO                                    | Ye                          | s   |  |
| 18. SPECIAL SKILLS  |   |   |                               | Proficiency                   |                   |                               |                               |                               |   |   |   |                                       |                             |   |  |
| (i.e. computer skills, typing, welding, plumbing, carpentry, auto mechanic, driving, et. al.)   |   |   |                               | Average                       |                   |                               |                               | Fair                          |   |   |   | REMARKS                               |                             |   |  |
| Microsoft MS Word   |   |   |                               |                               |                   |                               |                               |                               |   |   |   |                                       |                             |   |  |
| Typing  |   |   |                               |                               |                   |                               |                               |                               |   |   |   |                                       |                             |   |  |
| Driving   |   |   |                               | ✓                             |                   |                               |                               |                               |   |   |   |                                       |                             |   |  |
| Event Coordinator/Event Organizing  |   |   |                               |                               |                   |                               |                               |                               |   |   |   |                                       |                             |   |  |
| Gardening   |   |   |                               |                               |                   |                               |                               |                               |   |   |   |                                       |                             |   |  |
| ADOBE Creations   |   |   |                               |                               |                   |                               |                               |                               |   |   |   |                                       |                             |   |  |
|   |   |   |                               |                               |                   |                               |                               |                               |   |   |   |                                       |                             |   |  |
| 19. RELEVANT TRAININGS SEMINAR/WORKSHOP ATTENDED (Write in full)  |   |   | TENDANCE                      |                               |                   | NUMBER OF H                   |                               | HOLIDS                        |   | CONDUCTED/ SPONSORED BY<br>(Write in full)                        |   |                                       |                             |   |  |
|   |   |   | То                            |                               |                   |                               |                               | noono                         |   |   |   |                                       |                             |   |  |
| Developing Effective Team Works   |   |   | 05/12/2023                    |                               |                   | 32                            |                               |                               | Cebu B                                    |   | siness Hotel, Cebu City Personnel Officers Association of the Philippines, Inc. |                                       |                             |   |  |
| O 9001:2015 Awareness and Re-awareness Seminar  |   |   | 09 /08 /2022                  |                               | 2                 | 4                             |                               |                               |   | VSU,Q   | VSU,Quality Assurance Management  |                                       |                             |   |  |
| Orientation of Duties and Responsibilities of AdDRCs and Cascading of Documents and Records Control Procedure Manuals and Guidelines  |   |   | 09 /07 /2022                  |                               | 4                 |                               | VSU,Qu                        |                               | Quality A                                 | lity Assurance Management   |   |                                       |                             |   |  |
| Orientation on the Documentary Requirements for Financial and Administrative Transactions for Clerks and/or dDRCs/adDRCs  |   |   | 12 / 0                        | 12 / 05 /2022 4               |                   |                               | 4                             | VSU,Human                     |   |   |   | Ressource Management                  |                             |   |  |
| 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. |   |   |                               |                               |                   |                               |                               |                               |   |   |   |                                       |                             |   |  |
| . COMMUNITY TAX CERTIFICATE NO ISSUED AT:   |   |   |                               | ISSUED ON (mm/dd/yy):         |                   |                               |                               |                               |   |   |   |                                       |                             |   |  |
| 0. COMMUNITY TAX CERTIFICATE NO ISSUED AT: ISSUED ON (mm/dd/yy):  SIGNATURE : DATE ACCOMPLISHED: (mm/dd/yyyy)   |   |   |                               |                               |                   |                               |                               |                               |   |   |   |                                       |                             |   |  |
|   | R   E   I   N   A   S   I   L   A   O    Baybay Leyte | A   R   A   B   I   A   N   A      R   E   I   N   A   O              S   I   L   A   O              Baybay Leyte | A   R   A   B   I   A   N   A | A   R   A   B   I   A   N   A | R   E   I   N   A | A   R   A   B   I   A   N   A | A   R   A   B   J   A   N   A | A   R   A   B   I   A   N   A | R   R   N   N   N   N   N   N   N   N     | A   R   A   B   I   A   N   A   I   I   I   I   I   I   I   I   I | A   R   A   B   I   A   N   A   | R   R   R   R   R   R   R   R   R   R | R   R   B   I   A   N   A   | R   E     N   A   N |  |