

**VISAYAS STATE UNIVERSITY
PERSONAL DATA SHEET**

For Job Order Workers

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



1. SURNAME		LATIRIAS										2. NAME EXTENSION (e.g. Jr., Sr.)		JR.	
FIRST NAME		SERVANDO													
MIDDLE NAME		MILLIAN													
3. DATE OF BIRTH (mm/dd/yyyy)		10 / 07 / 1991				11. PRESENT ADDRESS									
4. PLACE OF BIRTH		BRGY. PATAG BAYBAY LEYTE				BRGY. PATAG BAYBAY LEYTE									
5. SEX		<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female													
6. CIVIL STATUS		<input type="checkbox"/> Single <input type="checkbox"/> Widowed <input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Annulled <input type="checkbox"/> Others, specify _____				12. ZIP CODE		6521-A							
						13. TEL. NO./CEL. NO.		09066194275							
						14. PHILHEALTH NO.		13-000103420-1							
7. CITIZENSHIP		FILIPINO		9. WEIGHT (kg)		63		15. TIN		410-076-299					
8. HEIGHT (m)		1.2		10. BLOOD TYPE		O		16. PAG-IBIG ID NO.		1212-0137-2999					
17. SPOUSE'S SURNAME		LATRAS								18. NAME OF CHILD (Write full name and list all)				DATE OF BIRTH (mm/dd/yyyy)	
FIRST NAME		BARBIE								CRIS JEAN M. LATRAS				2 / 28 / 2013	
MIDDLE NAME		MORALES								Althea M. LATRAS				10 / 29 / 2020	
19. HIGHEST EDUCATIONAL ATTAINMENT (Please check and underline the specific)		<input type="checkbox"/> Elementary (Grade _____ / Graduated) <input checked="" type="checkbox"/> High School (1st, 2nd, 3rd, 4th, <u>Graduated</u>) <input type="checkbox"/> College (1st, 2nd, 3rd, 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													
01 / 04 / 2010		09 / 16 / 2011		Laborer		GSD		240		JO		Yes			
09 / 16 / 2011		01 / 09 / 2015		assit. warehouseman		GSD		240		JO		Yes			
01 / 09 / 2015		01 / 12 / 2021		assit. warehouseman		SPPMD		240		JO		Yes			
22. SPECIAL SKILLS (i.e. computer skills, typing, welding, plumbing, carpentry, auto mechanic, driving, et. al.)		Proficiency (Please check)													
		Highly Skilled				Average				Fair				REMARKS	
Computer Programing										/					
Carpentry										/					
Driving 2 wheel										/					
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											
		/ /		/ /											
		/ /		/ /											
		/ /		/ /											