

VISAYAS STATE UNIVERSITY  
PERSONAL DATA SHEET  
For Job Order Workers



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

1. SURNAME		D   A   V   I   D																															
FIRST NAME		N   O   E   S   S   A																															
MIDDLE NAME		C   A   M   P   O   M   A   N   E   S																		2. NAME EXTENSION (e.g. Jr., Sr.)													
3. DATE OF BIRTH (mm/dd/yyyy)				03/06/1997				11. PRESENT ADDRESS				Brgy. Guadalupe Baybay City Leyte																					
4. PLACE OF BIRTH		Baybay City																															
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.				09465436940																	
		<input type="checkbox"/> Annulled <input type="checkbox"/> Others, specify _____										14. PHILHEALTH NO.				13-250367792-3																	
7. CITIZENSHIP		Filipino				9. WEIGHT (kg)		50 kg		15. TIN				353-247-220																			
8. HEIGHT (m)		1.4478				10. BLOOD TYPE		N/A		16. PAG-IBIG ID NO.				1212-2973-4043																			
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>				[ ] Elementary (Grade _____ / Graduated)																													
				[ ] High School (1st, 2nd, 3rd, 4th, Graduated)																													
				[ ] College (1st, 2nd, 3rd, 4th, Graduated) Degree: BS in Agribusiness																													
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																															
10/01/2017		11/30/2017		Data Encoder				College of Veterinary Medicine						70000/month		Job Order		Yes															
07/05/2018		01/03/2021		Account Specialist				ePerformax						30000/month		Permanent		No															
02/08/2021		to present		Clerk/Deputy Document Records Controller				Department of Forest Science						12000/month		Job Order		Yes															
22. SPECIAL SKILLS (i.e. computer skills, typing, welding, plumbing, carpentry, auto mechanic, driving, et. al.)				Proficiency (Please check)																						REMARKS							
				Highly Skilled				Average				Fair																					
Communication skills				√																													
Computer skills								√																									
Public speaking				√																													
Customer Service				√																													
Problem solving								√																									
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																											
Global Communications Training				06/01/2021		06/01/2021		8 hrs				ePerformax																					
Virtual Data Privacy Act of 2012 Awareness Seminar				04/07/2022		04/07/2022		8 hrs				Visayas State Univerity																					
Re-Orientation od Duties and Responsibilities and Good customer Service				09/03/2021		09/03/2021		8 hrs				Visayas State Univerity																					
Virtual Awareness Seminar on RA 11032 (Ease of Doing Business and Efficient Government Service DeliveryAct of 2018)				06/28/2022		06/28/2022		8 hrs				Visayas State Univerity																					
Gender-Based Sexual Harrassment in Higher Education Institutions				08/03/2022		08/03/2022		8 hrs				Visayas State Univerity																					
CFES Strategic Planning Workshop				11/23/2022		11/23/2022		8 hrs				College of Forestry and Environmental Science																					
Training Workshop on Risk Assessment				11/24/2022		11/25/2022		16 hrs				Visayas State Univerity																					

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
Career Service Subprofessional Eligibility	82.00%	08/07/2022	Saint Joseph College, Maasin City		

(Continue on separate sheet if necessary)

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(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		√		
Communication skills	√			
Public speaking	√			
Customer Service	√			
Problem solving		√		
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		
Global Communications Training	06/01/2021	06/01/2021	8 hrs	ePerformax
Virtual Data Privacy Act of 2012 Awareness Seminar	04/07/2022	04/07/2022	8 hrs	Visayas State University
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Training Workshop on Risk Assessment	11/24/2022	11/25/2022	16 hrs	Visayas State University
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?	<div><input type="checkbox"/> YES      <input type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div>_____</div> <div>_____</div>			
25. REFERENCES (Person not related by consanguinity or affinity to applicant / appointee)				
NAME	ADDRESS	TEL. NO.	 PHOTO	
Dr. ANATOLIO N. POLINAR	Visca, Baybay City, Leyte	9155008665		
Dr. DENNIS P. PEQUE	Brgy. Pangasugan, Baybay City, Leyte	563-7552		
Dr. ANGELICA P. BALDOS	Visca, Baybay City, Leyte	563-7552		
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.				
<div>COMMUNITY TAX CERTIFICATE NO.</div>	<div>SIGNATURE (Sign inside the box)</div> <div>DATE ACCOMPLISHED</div>		<div>RIGHT THUMBMARK (REQUIRED)</div>	
<div>ISSUED AT</div>				
<div>/ /</div> <div>ISSUED ON (mm/dd/yyyy)</div>				