

VISAYAS STATE UNIVERSITY
PERSONAL DATA SHEET
For Job Order Workers



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

1. SURNAME	M I L A N										
FIRST NAME	V A N E S S A M A Y										
MIDDLE NAME	B E L A R M I N O										
2. NAME EXTENSION (e.g. Jr., Sr.)											
3. DATE OF BIRTH (mm/dd/yyyy)	05/05/1993		11. PRESENT ADDRESS		BRGY. PANGASUGAN BAYBAY CITY, LEYTE						
4. PLACE OF BIRTH											
5. SEX	<input type="checkbox"/> Male <input checked="" 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						
			13. TEL. NO./CEL. NO.		09465270292						
			14. PHILHEALTH NO.		N/A (Dependent)						
7. CITIZENSHIP	FILIPINO		9. WEIGHT (kg)	48	15. TIN		487-897-944				
8. HEIGHT (m)	1.30		10. BLOOD TYPE		16. PAG-IBIG ID NO.		1212-0130-5466				
17. SPOUSE'S SURNAME	MILAN				18. NAME OF CHILD (Write full name and list all)			DATE OF BIRTH (mm/dd/yyyy)			
FIRST NAME	PETERSON				ZIANNA FRANCESCA B. MILAN			12/07/2011			
MIDDLE NAME	SUAREZ				ZAIIRA FHEBIEN B. MILAN			02/02/2013			
19. HIGHEST EDUCATIONAL ATTAINMENT (Please check and underline the specific)		[] Elementary (Grade _____ / Graduated)									
		[] High School (1st, 2nd, 3rd, 4th, Graduated)									
		[/] College (1st, 2nd, <u>3rd</u> , 4th, Graduated) Degree: <u>BSA</u>									
20. CAREER SERVICE ELIGIBILITY		<input type="checkbox"/> Professional <input checked="" 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									
01/07/2020		present		Clerk/dDRC		Eco-FARMI		553.4/day		Job Order	
20/08/2019		30/06/2020		Admin Aide		VSU APARTELLE		603.71/day		Job Order	
26/02/2018		30/06/2018		Admin Aide		VSU BAKERY		280/day		Job Order	
25/01/2018		23/02/2018		Data Encoder		OVPI		260/day		Job Order	
01/06/2017		31/08/2017		Data Encoder (AACUP)		CFES-DFS		260/day		Job Order	
01/01/2017		31/05/2017		Field Assistant		CFES-DFS (LaForeT Project)		12,000/mo.		Job Order	
24/10/2016		31/12/2016		Enumerator		CFES-DFS (Graduate Tracer Studies)		300/day		Job Order	
13/06/2016		21/10/2016		Data Encoder (AACUP)		CFES-DFS		260/day		Job Order	
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 / TYPING		/									
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								
Re-orientation Seminar on the Recruitment, Selection, and Placement (RSP) Personnel Data Sheet (PDS), and Electronic Daily Attendance Tracking System (eDATS) of the Management Information System (MIS)		2/22/2022	2/22/2022			OVPAF					
Re-orientation of Employees' Duties and Responsibilities and Good Customer Service		9/23/2021	9/23/2021			ODHRM					
ISO 9001:2015 Awareness/Re-awareness Webinar		9/13/2021	9/13/2021			OP & QAC					
Hands-on Training on Vermicomposting		6/30/2021	6/30/2021			Eco-FARMI					
Webinar on Covid19 Vaccines		2/23/2021	2/23/2021			Department of Biotechnology & USHER					
ISO 9001:2015 Awareness/Re-awareness Webinar		11/27/2020	11/27/2020			OP & QAC					

Training on identification of proper and complete items Technical Specifcator and parameters and orientation of the Purchase Request (PR) Module of the Supply Properties Procurement Management Information System (SPPMIS)	08/28/2020	08/28/2020		OVRPGAS
Seminar for Lectors and Commentators	2/16/2019	2/16/2019		Holy Spirit Parish
Housekeeping NCII	6/21/2019	7/03/2019		FCIC (Sponsored by CACAO)
VSUCC Basic Cooperative Course Seminar	6/15/2019	6/15/2019		VSU Credit Cooperatives
National Conference on Climate Change Research, Development & Extension	12/12/2018	12/14/2018		RCCRC
Re-Orientation on Front Office and Housekeeping Services	10/10/2018	10/10/2018		OVPPRGEA
2nd Regional Conference on Climate Change RDE	12/18/2017	12/20/2017		RCCRC
Workshop in preparation for Level III Phase II AACUP Accreditation	06/20/2017	16/21/2017		VSU ACCREDITATION CENTER
CFES Strategic Planning Workshop	13/06/2017	13/06/2017		CFES
Quality Seedling Production	05/29/2017	05/31/2017		CFES
CFES Strategic Planning Workshop	3/24/2017	3/24/2017		CFES
AACUP Level III, Phase I Accreditation using the new Outcomes-based Program Survey Instrument	6/13/2016	06/14/2016		VSU ACCREDITATION CENTER
<p>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.</p>				
<p>24. COMMUNITY TAX CERTIFICATE NO. _____ ISSUED AT: _____ ISSUED ON (mm/dd/yy): _____ SIGNATURE : _____ DATE ACCOMPLISHED: (mm/dd/yyyy) <u>May 20, 2022</u></p>				