

VISAYAS STATE UNIVERSITY
PERSONAL DATA SHEET
For Job Order Workers



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

1. SURNAME FIRST NAME MIDDLE NAME	CABRAS												
	MARCO												
	LOPEZ							2. NAME EXTENSION (e.g. Jr., Sr.)					
3. DATE OF BIRTH (mm/dd/yyyy)			03/20/1985		11. PRESENT ADDRESS		BARANGAY GUADALUPE (UTOD) ZONE-6, BAYBAY CITY, LEYTE						
4. PLACE OF BIRTH			BAYBAY, LEYTE										
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.		09207546725						
			<input type="checkbox"/> Annulled <input type="checkbox"/> Others, specify _____		14. PHILHEALTH NO.		08-050828381-8						
7. CITIZENSHIP		FILIPINO		9. WEIGHT (kg)		71		15. TIN		288-953-495-000			
8. HEIGHT (m)		1.67		10. BLOOD TYPE		B+		16. PAG-IBIG ID NO.		1210-3197-0933			
17. SPOUSE'S SURNAME FIRST NAME MIDDLE NAME		RAMOS						18. NAME OF CHILD (Write full name and list all)		DATE OF BIRTH (mm/dd/yyyy)			
		JENNYLYN						SCARLETTE ANNE R. CABRAS		09/05/2016			
		PALER						ZIGGY R. CABRAS		11/08/2022			
19. HIGHEST EDUCATIONAL ATTAINMENT <i>(Please check and underline the specific)</i>			<input type="checkbox"/> Elementary (Grade ____ / Graduated)										
			<input type="checkbox"/> High School (1st, 2nd, 3rd, 4th, Graduated)										
			<input checked="" type="checkbox"/> College (1st, 2nd, 3rd, 4th, <u>Graduated</u>)										
			Degree: <u>B.S. in Agricultural Development</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											
09/01/2018		PRESENT		CLERK/dDRC/ Messenger		VSU (ICTMC)		DAILY		JOB ORDER		YES	
01/15/2015		08/31/2018		UTILITY/ MESSENGER		VSU (ILFMU)		DAILY		JOB ORDER		YES	
09/01/2013		01/14/2015		DCN DRYER OPERATOR		SC GLOBAL FOOD PRODUCTS		DAILY		PERM		NO	
22. SPECIAL SKILLS (i.e. computer skills, typing, welding, plumbing, carpentry, auto mechanic, driving, et. al.)												REMARKS	
			Highly Skilled			Average			Fair				
CONSUMER ELECTRONICS SERVICING					/				TESDA NC II				
COMPUTER LITERATE, MS (WORD, EXCEL, PP)			/										
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 Seminar workshop			2019		2019		8		Quality Assurance Center (VSU main)				
Seminar Workshop on Record Matrix & NAP			12 / 19 / 2019		12/19/2019		8		Quality Assurance Center (VSU main)				
HRIS Cyber Security training			12 / 18 / 2019		12 /19 /2019		16		HRMIS (VSU main)				
Orientation Workshop Among JO Clerks & Laboratory Technicians			1/15/2019		01/15/2019		4		ODHRM				
Document Tracking System			11/13/2020		11/13/2020		3		HRMIS (VSU main)				

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.: 13073455 ISSUED AT: CITY OF BAYBAY ISSUED ON (mm/dd/yy): 01/05/2023
SIGNATURE : _____ DATE ACCOMPLISHED: (mm/dd/yyyy) 01/05/2023