

VISAYAS STATE UNIVERSITY
PERSONAL DATA SHEET
For Job Order Workers



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

[illegible]

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.

SIGNATURE : _____

DATE ACCOMPLISHED: (mm/dd/yyyy) _____

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

[illegible]

(Continue on separate sheet if necessary)

| VI. SPECIAL SKILLS | | | |
|---|----------------|---------|------|
| 31. SPECIAL SKILLS (i.e. computer skills, typing, welding, plumbing, carpentry, auto mechanic, driving, et. al.) | Proficiency | | |
| | Highly Skilled | Average | Fair |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

(Continue on separate sheet if necessary)

VII. TRAINING PROGRAMS (Start from the most recent training.)

| 32. | 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 | | |
| | | / / | / / | | |
| | | / / | / / | | |

(Continue on separate sheet if necessary)

| | | |
|--|--|--|
| <p>36. Are you related by consanguinity or affinity to any of the following :</p> <p>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, Bureau or Department where you will be appointed?</p> | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| | If YES, give details: | |
| | | |
| | | |
| | | |

(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 | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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 | | |
| | | | | |
| | | | | |
| | / / | / / | | |
| | / / | / / | | |

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?

☐ YES ☐ NO

If YES, give details: _____

25. REFERENCES (Person not related by consanguinity or affinity to applicant / appointee)

| NAME | ADDRESS | TEL. NO. |
|------|---------|----------|
| | | |
| | | |
| | | |

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.

PLEASE PASTE an ID picture taken within the last 6 months (1"X1" or 2" x 2" or Passport Size)

(REQUIRED)

PHOTO

| | | |
|---|--|---|
| <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">COMMUNITY TAX CERTIFICATE NO.</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">ISSUED AT</div> <div style="border: 1px solid black; padding: 2px;">/ /</div> | <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; padding: 2px;">SIGNATURE (Sign inside the box)</div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> | <div style="border: 1px solid black; height: 120px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> |
|---|--|---|

ISSUED ON (mm/dd/yyyy)

DATE ACCOMPLISHED

RIGHT THUMBMARK
(REQUIRED)