

# VISAYAS STATE UNIVERSITY PERSONAL DATA SHEET For Job Order Workers



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

1. SURNAME		A   B   A   B   A   T											
FIRST NAME		J   O   N   E   L											
MIDDLE NAME		H   O   N   R   A   D   A											
3. DATE OF BIRTH (mm/dd/yyyy)		08/03/1994		11. PRESENT ADDRESS									
4. PLACE OF BIRTH		Marcos Baybay City Leyte		Brgy. Marcos Baybay City , Leyte									
5. SEX		<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female											
6. CIVIL STATUS		<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Annulled <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Others, specify _____		12. ZIP CODE									
				13. TEL. NO./CEL. NO.									
				14. PHILHEALTH NO.									
7. CITIZENSHIP		Filipino		15. TIN									
8. HEIGHT (m)		1.93		16. PAG-IBIG ID NO.									
17. SPOUSE'S SURNAME				18. NAME OF CHILD (Write full name and list all)									
FIRST NAME				DATE OF BIRTH (mm/dd/yyyy)									
MIDDLE													
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: BS in Computer Science											
20. CAREER SERVICE ELIGIBILITY		<input checked="" 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													
FEBRUARY 2017 06/30/2017		MESSENGER		Eco- FARMI		350		JO		YES			
JULY 2017 PRESENT		UTILITY/MESSENER		Eco- FARMI		8000		JO		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					
Computer Troubleshooting				/									
computer				/									
printer repair trouble shooting				/									
minor repair				/									
cleaning				/									
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											
Reclaiming Personal Effectiveness		05/28/2024 05/30/2024		8		VSU							
Financial Forum Transaction		03/20/2024 03/20/2024		8		VSU							
Orientation of Guidelines and Procedures on Process/Services of the offices under Administrative Service Office ( ASO )		02/23/2024 02/23/2024		8		VSU							
Cultural Mapping of VSU's Heritage Properties		3/ 14 / 2024 3/ 15 / 2024		16		VSU							
Landscape Training		06/15/2023 6/15/2023		8		VSU							
5S training for utility and Messenger Personnel		11 / 25 / 2022 11/25/2022		8		VSU							
Hands-only Cardiopulmonary Resuscitation		7/ 21 / 2022 11/27/2020		8		VSU							
ISO 9001:2015 Awareness/Re- awareness Webinar		11/27/2020 11/27/2020		8		VSU							

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. 094527198 ISSUED AT: BAYBAY CITY ISSUED ON (mm/dd/yy): 1/22/2024

SIGNATURE : \_\_\_\_\_ DATE ACCOMPLISHED: (mm/dd/yyyy) \_ 1/23/2024