

VISAYAS STATE UNIVERSITY
PERSONAL DATA SHEET
For Job Order Workers



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

1. SURNAME LIGUTAN		2. NAME EXTENSION (e.g. Jr., Sr.)				
FIRST NAME JUDE ANN						
MIDDLE NAME JUNTILLA						
3. DATE OF BIRTH (mm/dd/yyyy)	01/15/1998	11. PRESENT ADDRESS WARNER APARTMENT VISCA, VSU, PANIGASUGAN BAYBAY CITY, LEYTE				
4. PLACE OF BIRTH VISARES CAPOOCAN, LEYTE		12. ZIP CODE 6521				
5. SEX <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		13. TEL. NO./CEL. NO 09690553760				
6. CIVIL STATUS <input checked="" type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Annulled <input type="checkbox"/> Others, specify _____		14. PHILHEALTH NO 13-250541125-4				
7. CITIZENSHIP FILIPINO	9. WEIGHT (kg) 50	15. TIN 880-844-674-00000				
8. HEIGHT (m) 5'2	10. BLOOD TYPE O	16. PAG-IBIG ID NO. 12135995803				
17. SPOUSE'S SURNAME FIRST NAME MIDDLE NAME		18. NAME OF CHILD (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)			
19. HIGHEST EDUCATIONAL ATTAINMENT (Please check and underline the specific) <input checked="" type="checkbox"/> Elementary (Grade _____ / Graduated) <input type="checkbox"/> High School (1st, 2nd, 3rd, 4th, Graduated) <input type="checkbox"/> College (1st, 2nd, 3rd, 4th, Graduated) Degree: Licensed Professional Teacher _____						
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 (Permanent / Job Order)	GOVT SERVICE (Yes / No)
From	To					
01/01/2017	01/04/2026	TEACHER	MIDDLE/JUNIOR DEPARTMENT	N/A	TEMP/VOLUNTEER	NO
04/04/2023	03/24/2025	SAFETY OFFICER	METALITE BUILDERS DEVELOPMENT INC.	N/A	TEMP	NO
10/02/2024	02/28/2025	HR ASSISTANT	METALITE BUILDERS DEVELOPMENT INC.	N/A	TEMP	NO
22. SPECIAL SKILLS (i.e. computer skills, typing, welding, plumbing, carpentry, auto mechanic, driving, et. al.)		Proficiency (Please check)			REMARKS	
Excellent customer service and communication skills		Highly Skilled	Average	Fair		
Proficient in MS Excel and MS Word		/	/		99%	
Organized record keeping and filing			/		99%	
Data entry and database management		/			98%	
Basic bookkeeping and accounting			/		98%	
Strong organizational and multitasking abilities		/			99%	
Problem-solving and customer service expertise		/			100%	
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			
SAFETY TRAINING		04/24/2023	04/28/2023	40 HRS	ENGR. LEONARDO S. VALENCIA JR.	
ACCIDENT INCIDENT INVESTIGATION		03/24/2024	03/24/2024	10 HRS	ENGR. ZAMUDIO	

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. Q2 T21Q1O ISSUED AT: BAHAY BURE CITY ISSUED ON (mm/dd/yyyy): 7/8/25
SIGNATURE: [Signature] DATE ACCOMPLISHED: (mm/dd/yyyy) 10/1/2025



IV. CIVIL SERVICE ELIGIBILITY

29.

CAREER SERVICE/ RA 1080 (BOARD/ BAR)
UNDER SPECIAL LAWS/ CES/ CSEE/ TESDA/NCC

RATING

DATE OF
EXAMINATION /
CONFIRMMENT

PLACE OF EXAMINATION / CONFERMENT

LICENSE (if applicable)

NUMBER

DATE OF
RELEASERA 7836 BOARD FOR PROFESSIONAL
TEACHERS (LET)

10/02/2022

TACLOBAN CITY

N/A

12/16/2022

(Continue on separate sheet if necessary)

[illegible]

(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	
Excellent customer service and communication skills	/			99%
Proficient in MS Excel and MS Word	/			99%
Organized record keeping and filing		/		98%
Strong organizational and multitasking abilities	/			99%
Problem-solving and customer service expertise	/			99%
Data entry and database management	/			99%
Basic bookkeeping and accounting		/		98%

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		
SAFETY TRAINING	04/24/2023	04/28/2023		ENGR. LEONARDO S VALENCIA JR.
ACCIDENT/INCIDENT INVESTIGATION	03/24/2024	03/24/2024		ENGR. ZAMUNCO
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		
24. Are you related by consanguinity or affinity to any of the following :	<div> <input type="checkbox"/> YES <input type="checkbox"/> NO </div> <div> If YES, give details: </div>			
25. REFERENCES (Person not related by consanguinity or affinity to applicant / appointee)				

NAME	ADDRESS	TEL. NO.
DR. QUEEN-EVER Y. ATUPAN	BAYBAY CITY	09955181566
ESPERANZA E. SUMALINOG, PH.D.	ISABEL LEYTE	09176564984
RANCHIE A. QUIAS	PINGAG MATLANG ISABEL LEYTE	09267778873

26. I declare under oath that the Personal Data stated has been accomplished by me under a true correct and complete statement provided to the provisions of public law, rules and regulations of the Republic of the Philippines

I also authorize the agency/ hired / authorized representative to verify / validate the contents stated therein. I trust that this information shall remain confidential.

PHOTO



02721910
COMMUNITY TAX CERTIFICATE NO.

BAYBAY CITY
ISSUED AT

07/08/2025
ISSUED ON (mm/dd/yyyy)

SIGNATURE (Sign inside the box)

[Handwritten Signature]

10 / 16 / 2025
DATE ACCOMPLISHED

RIGHT THUMBMARK
(REQUIRED)



VI. SPECIAL SKILLS

31. SPECIAL SKILLS (i.e. computer skills, typing, welding, plumbing, carpentry, auto mechanic, driving, et. al.)	Proficiency		
	Highly Skilled	Average	Fair
Excellent customer service and communication skills	/		
Proficient in MS Excel and MS Word	/		
Organized record keeping and filing		/	
Strong organizational and multitasking abilities	/		
Problem-solving and customer service expertise	/		

(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		
	04/24/2023	04/28/2023		ENGR. LEONARDO S VALENCIA JR.
SAFETY TRAINING	03/24/2024	03/24/2024		ENGR. ZAMUNCO
ACCIDENT/INCIDENT INVESTIGATION				

(Continue on separate sheet if necessary)

36. Are you related by consanguinity or affinity to 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?	If YES, give details: 				

(Continue on separate sheet if necessary)