

VISAYAS STATE UNIVERSITY  
PERSONAL DATA SHEET  
For Job Order Workers



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

1. SURNAME		HOYLA									
FIRST NAME		ANNA BEA									
MIDDLE NAME		SALINAS			2. NAME EXTENSION (e.g. Jr., Sr.)						
3. DATE OF BIRTH (mm/dd/yyyy)		09/17/1994		11. PRESENT ADDRESS		Brgy. Sta.Cruz Baybay City					
4. PLACE OF BIRTH		BAYBAY, LEYTE									
5. SEX		<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female									
6. CIVIL STATUS		<input checked="" type="checkbox"/> Single <input type="checkbox"/> Widowed		12. ZIP CODE		6521					
		<input type="checkbox"/> Married <input type="checkbox"/> Separated		13. TEL. NO./CEL. NO.		09617501543					
		<input type="checkbox"/> Annulled <input type="checkbox"/>		14. PHILHEALTH NO.		13-025440509-5					
7. CITIZENSHIP		FILIPINO		9. WEIGHT (kg)		58		15. TIN		756-735-721	
8. HEIGHT (m)		1.4478		10. BLOOD TYPE		O+		16. PAG-IBIG ID NO.		3944-5986	
17. SPOUSE'S SURNAME		N/A				18. NAME OF CHILD (Write full name and list all)		DATE OF BIRTH (mm/dd/yyyy)			
FIRST NAME		N/A				CARL AMBROOS HOYLA		08/24/2017			
MIDDLE NAME		N/A									
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, Graduated) Degree: BS Agribusiness									
20. CAREER SERVICE ELIGIBILITY		<input 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)		GOVT SERVICE (Yes / No)	
From		To									
10/01/2018		12/30/2018		SCIENCE RESEARCH ASSISTANT		ISRDS		Monthly		Job Order YES	
10/01/2019		12/30/2022		SCIENCE RESEARCH ASSISTANT		ISRDS		Monthly		Job Order YES	
01/01/2021		12/30/2023		ADMINISTRATIVE CLERK		GENDER RESOURCE CENTER		Monthly		Job Order 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					
MS WORD				✓							
MS EXCEL				✓							
MS POWERPOINT				✓							
AACUP (RETRIEVING DOCS)				✓							
CLERICAL											
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								
3rd ISRDS STRATEGIC PLANNING WORKSHOP		10/22/2019	10/25/2019	32	Institute of StrategicResearch and Development Studies annd College of Manangement and Economics						
Webinar-Workshop on Creation of Google Site for the AACUP Online Accreditation		07/13/2021	07/13/2021	4	VSU QUALITY ASSURANCE CENTER						
GAD Agenda Workshop 1		12/07/2021	12/07/2021	5	GENDER RESOURCE CENTER						
RA 11313 Safe Spaces Act Webinar		12/08/2021	12/08/2021	3	GENDER RESOURCE CENTER						
Exercising Democracy Forum		03/03/2022	03/03/2022	3	Collage of Management and Economics						
Women Inspiring Women Forum		03/07/2022	03/07/2022	3	GENDER RESOURCE CENTER						
Gender Analysis Webinar		03/18/2022	03/18/2022	8	GENDER RESOURCE CENTER						
Gebdder Fair Education Program		03/08/2022	03/08/2022	8	GENDER RESOURCE CENTER						
GAD Agenda Preparation Workshop 2		03/31/2022	03/31/2022	5	GENDER RESOURCE CENTER						
Menopause and other Gynecologic Problems		03/31/2022	3/231/2022	3	University services for Health,Emergency and Rescue						
Gender Sensitivity Training/Orientation		04/28/2022	02/28/2022	8	GENDER RESOURCE CENTER						
GAD Agenda Workshop 3		06/28/2022	06/29/2022	16	GENDER RESOURCE CENTER						
Gender Climate Disaster Risk Governance Conference		07/27/2022	07/27/2022	8	GENDER RESOURCE CENTER						
ation on Creating a Gender-equal and socially inclusive		03/08/2023	03/08/2023	4	Institute of StrategicResearch and Development Studies,						
tice for Gender-Responsive and Resilient Communities		03/17/2023	03/17/2023	8	GRC,ISRDS,RCCRDC,CCARPH&ViCARP						
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.18930059 ISSUED AT: BAYBAY CITY ISSUED ON (mm/dd/yy): 01/06/2023											
SIGNATURE : _____ DATE ACCOMPLISHED: (mm/dd/yyyy) _____											