

VISAYAS STATE UNIVERSITY
PERSONAL DATA SHEET
For Job Order Workers



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

1. SURNAME	N A Y A																																																																																			
	FIRST NAME																																																																																			
	M A R I O																																																																																			
MIDDLE NAME																														2. NAME EXTENSION (e.g. Jr., Sr.)																																																						
3. DATE OF BIRTH (mm/dd/yyyy)															06 / 10 1979					11. PRESENT ADDRESS																																																																
4. PLACE OF BIRTH															Ormoc City																																																																					
5. SEX															<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female																																																																					
6. CIVIL STATUS															<input type="checkbox"/> Single <input type="checkbox"/> Widowed <input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Annulled <input type="checkbox"/> Others, specify _____										12. ZIP CODE										6521-A																																																	
																									13. TEL. NO./CEL. NO.										0954971272																																																	
																									14. PHILHEALTH NO.										13-201008116-9																																																	
																									15. TIN										460-083-787																																																	
7. CITIZENSHIP															Filipino					9. WEIGHT (kg)					56					16. PAG-IBIG ID NO.																																																						
8. HEIGHT (m)															5'2					10. BLOOD TYPE					A																																																											
17. SPOUSE'S SURNAME															18. NAME OF CHILD (Write full name and list all)															DATE OF BIRTH (mm/dd/yyyy)																																																						
																																								FIRST NAME															LORENA										Reah Arcel Naya										06/07/2000									
																																								MIDDLE NAME															LATRAS										Jayvy John Naya										04/25/2002									
19. HIGHEST EDUCATIONAL ATTAINMENT <i>(Please check and underline the specific)</i>															<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:															Johndel Naya										12/07/2003																																												
																														Railah Ann Naya										05/29/2006																																												
																														Jian Kyle Naya										05/26/2009																																												
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)					GOV'T SERVICE (Yes / No)																																							
																																																		From					To																													
																																																		01 / 03 / 2010					Present					Driver / Maintenance Laborer					PPO					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														
															Driving															/																																																						
Landscaping															/																																																																					
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																																		
															Please see attached file....																																																																					

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. _____ ISSUED AT: _____ ISSUED ON (mm/dd/yy): _____

SIGNATURE :  _____ DATE ACCOMPLISHED: (mm/dd/yyyy): 01/16/2024