

**VISAYAS STATE UNIVERSITY
PERSONAL DATA SHEET
For Job Order Workers**

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

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

VSU ID No. _____		(to be filled up by PRPEO)			
1. SURNAME FIRST NAME MIDDLE NAME		L L A N O _____ L E M U E L _____ T E M P O _____		2. NAME EXTENSION (e.g. Jr., Sr.) _____	
3. DATE OF BIRTH (mm/dd/yyyy)		06/09/1988		11. PRESENT ADDRESS	
4. PLACE OF BIRTH		Pangasugan , Baybay City, Leyte		Brgy. Pangasugan, Baybay City, Leyte	
5. SEX		<input type="checkbox"/> Male <input type="checkbox"/> Female		12. ZIP CODE	
6. CIVIL STATUS		<input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Annulled <input type="checkbox"/> Others, specify _____		13. TEL. NO./CEL. NO.	
7. CITIZENSHIP		FILIPINO		14. PHILHEALTH NO.	
8. HEIGHT (m)		5'6"		15. TIN	
		9. WEIGHT (kg) 70		16. PAG-IBIG NO.	
		10. BLOOD TYPE B+		13-025110398-5 409-172-483 1212-0122-4703	
17. SPOUSE'S SURNAME		LLANO		18. NAME OF CHILD (Write Full Name and list all)	
FIRST NAME		MARY CRIS		DATE OF BIRTH (mm/dd/yyyy)	
MIDDLE NAME		DAING		LLANO, PRINCESS LORRAINE	
				LLANO, ZACH AARON	
19. HIGHEST EDUCATIONAL ATTAINMENT		<input type="checkbox"/> Elementary (Grade _____/Graduated) <input type="checkbox"/> High School: [1st, 2nd, 3rd, 4th year, Graduated] <input checked="" type="checkbox"/> College: [1st, 2nd, 3rd, 4th year, Graduated] Degree: _____			
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)	
From To				SALARY (Daily or Monthly)	
				STATUS OF APPOINTMENT (Perm/Temp/ Job Order)	
				GOV'T SERVICE (Yes / No)	
1/3/2019 PRESENT		Lab Aide		COLLEGE OF NURSING 9,000/month J.O. YES	
01 / 01 / 2014 12/31/2018		UTILITY		COLLEGE OF NURSING 260/DAY J.O. YES	
01 / 07 / 2011 12/31/2013		UTILITY/MESSENGER		COLLEGE OF NURSING 240/DAY J.O. 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		/			
TYPING		/			
DRIVING		/			
WELDING		/			
23. RELEVANT TRAININGS SEMINAR/WORKSHOP ATTENDED (Write in full)		INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	
		From To		CONDUCTED/ SPONSORED BY (Write in full)	
5-DAY TRAINING ON BASIC LIFE SUPPORT, FIRE FIGHTING AND RESCUE TRAINING		07/4-5,7-8,11, 2016		40 Safety and Security services, VSU AND BFP	
GENDER SENSITIVITY TRAINING & ANTI-SEXUAL HARASSMENT ORIENTATION FOR THE FACULTY,		8/31/2016 8/31/2016		8 ISRDS, VISAYAS STATE UNIVERSITY	
ISO (FOR MESSENGER & UTILITY WORKERS)		/ / 2015 / / 2015		8 VISAYAS STATE UNIVERSITY (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. _____ ISSUED AT: <u>Baybay City, Leyte</u> ISSUED ON (mm/dd/yy): _____					
SIGNATURE : _____ DATE ACCOMPLISHED: (mm/dd/yyyy) _____					