



VISAYAS STATE UNIVERSITY
PERSONAL DATA SHEET
For Job Order Workers



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

1. SURNAME		VALENZONA											
FIRST NAME		BRENDA ME											
MIDDLE NAME		PIAMONTE				2. NAME EXTENSION (e.g. Jr., Sr.)		NA					
3. DATE OF BIRTH (mm/dd/yyyy)		30459		11. PRESENT ADDRESS		BRGY. GABAS, BAYBAY CITY, LEYTE							
4. PLACE OF BIRTH		BAYBAY											
5. SEX		<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female											
6. CIVIL STATUS		<input type="checkbox"/> Single <input type="checkbox"/> Widowed		12. ZIP CODE		6521							
		<input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated		13. TEL. NO./CEL. NO.		CEL. NO. 09368250871							
		<input type="checkbox"/> Annulled <input type="checkbox"/> _____ Others, specify		14. PHILHEALTH NO.		1300-0107-5722							
7. CITIZENSHIP		FILIPINO		9. WEIGHT (kg)		60 KG		15. TIN		460-072-107			
8. HEIGHT (m)		1.25		10. BLOOD TYPE		0		16. PAG-IBIG ID NO.		1212-0142-3741			
17. SPOUSE'S SURNAME		VALENZONA				18. NAME OF CHILD (Write full name and list all)		DATE OF BIRTH (mm/dd/yyyy)					
FIRST NAME		CYR				CYRUS P. VALENZONA		November 28, 2007					
MIDDLE NAME		VILLOCINO				CYBRIEL P. VALENZONA		October 9, 2018					
19. HIGHEST EDUCATIONAL ATTAINMENT (Please check and underline the specific)		<input type="checkbox"/> Elementary (Grade ____ / Graduated)											
		<input type="checkbox"/> High School (1st, 2nd, 3rd, 4th, Graduated)											
		<input type="checkbox"/> College (1st, 2nd, 3rd, 4th, <u>Graduated</u>) Degree: ____BSBIO -major in Ecology											
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)		TLE (Write in full)		DEPARTMENT / AGENCY / OFFICE / JECT (Write in full)		SALARY (Daily or Monthly)		STATUS OF APPOINTMENT (Perm/Temp/ Job Order)		(Yes / No)			
From		To											
1/2021		Present		ADMIN AIDE I (Clerk)/dDRRC		DBS		603.40		JO		YES	
1/2021		PRESENT		ADMIN AIDE I (Clerk)/dDRRC		DBS		553.40		JO		YES	
1/2020		PRESENT		ADMIN AIDE I (Clerk)		DBS		553.40		JO		YES	
1/3/2019		DEC. 2019		ADMIN AIDE I (Clerk)		DBS		603		JO		YES	
11/201/2012		DEC. 2018		CLERK		DBS		260.00		JO		YES	
SEPT. 2011		NOV. 2012		CLERK		DTE		6160.00		JO		YES	
OCT. 2005		DEC. 2005		FIELD RESEARCHER		ACNIELSIN COMPANY		5200.00		CONTRACT UAL		NO	
JAN. 2005		38504		STUDENT LABORATORY ASSISTANT		DBS		2000.00		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 literate		X											
Cooking		X											
23. RELEVANT TRAININGS SEMINAR/WORKSHOP ATTENDED (Write in full)		ES OF ATTENDANCE (mm/dd/yyyy)				NUMBER OF HOURS		CONDUCTED/ SPONSORED BY (Write in full)					
		From		To									
Procurement Planning Workshop		Sept. 13, 2016				8 HRS		CCE					
Workshop to Review and Improve Citizen's Charter		January 9, 2016				8 HRS		CCE					
HIV in the Workplace Seminar		Sept. 9, 2016				8HRS		CCE					
Orientation of Clerks on basic Customer Service and Development Based HRMPs On Personnel Documents/Requirements		Sept. 11, 2017				8HRS		CCE					
Orientation workshops among Jo Clerks and Lab Tech		43480				8HRS		CCE					
Document Tracking System		44148				3 hrs		VSU					
ISO: AWARENESS AND REAWARENESS WEBINAR		44162				8 hrs		VSU					
Document Tracking System		2021				3 hrs		VSU-Virtual					
Orientation of Clerks on Basic Customer Service and Development Based HRMPs On Personnel Documents/Requirements		2021				8 hrs		VSU-Virtual					
Data Privacy Act Seminar		April 7,2022				9 hrs		VSU-Virtual					
Virtual Awareness Seminar on RA No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018)		June 28, 2022				8 hrs		VSU-Virtual					
Seminar on Typhoon Awareness & Calamity Readiness		June 29, 2022				4 hrs		VSU-Virtual					
ISO 9001:2015 Awareness/Re-awareness Seminar		August 30 ,2022				4 hrs		VSU RDE Hall					

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