VISAYAS STATE UNIVERSITY PERSONAL DATA SHEET For Job Order Workers

				b Order Wo)	-	
Print legibly. Mark	appropriate boxes with	" and use se	parate s	heet if necessar	·у.					
1. SURNAME	VALENZONA									
FIRST NAME	BRENDA ME									
MIDDLE NAME	PIAMONTE						2. NAME EXTENSION (e.g. Jr., Sr.)			
3. DATE OF BIRTH (mm/d	id/yyyy)	30459		11. PRESENT ADDRESS						
4. PLACE OF BIRTH	BAYBAY					BRGY. GABAS, BAY	BAY CITY, LEYTE			
5. SEX	☐ Male ☐ Female									
6. CIVIL STATUS	□ Singl □ Widowed	12. ZIP CODE		6521						
	Married □ Separated □ Annulled □ Others, specify			13. TEL. NO./CEL. NO.		CEL. NO. 09368250871				
		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.	l	1212-0142-3741				
17. SPOUSE'S SURNAME VALENZONA				18. NAME OF CHILD (Write full nam		ime and list all)		DATE OF BIRTH (mm/dd/yyyy)		
FIRST NAME MIDDLE NAME	CYR		CYRUS P. VALE				November 28, 2007 October 9, 2018			
	VILLOCINO	. 15l	10	ط عد عا/	CYBRIEL P. VALENZONA		October 9, 2016			
19. HIGHEST EDUCAT	HONAL ATTAINMENT	[] Elementary (Grade / Graduated) [] High School (1st, 2nd, 3rd, 4th, Graduated)								
(Please check a	[] Tright School (1st, 2hu, 3hu, 4hi, Grau		oradated)							
		[] College (1st, 2nd, 3rd, Degree:BSBIO -majo	4th, <u>Gradu</u> or in Ecolog	<u>uated)</u> IY						
20. CAREER SERVICE	□ Professional □ Sub-Profe			onal Others, Specify:						
100	ORK EXPERIENCE	RIENCE TLE DEPARTMENT / AGENCY / OFFICE / SALARY APPOINTM		STATUS OF						
Z1.	IVE DATES (mm/dd/yyyy)		ite in full)		DJECT (Write in full)		SALARY (Daily or Monthly)	APPOINTMENT (Perm/Temp/ Job Order)	(Yes / No)	
From	То							,		
1/2021	Present	ADMIN AIDE	I (Clerk)/d	DRRC		DBS	603.40	JO	YES	
1/2021			ADMIN AIDE I (Clerk)/dDRRC		DBS		553.40	JO	YES	
1/2020			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		,		DBS		260.00	JO	YES	
SEPT. 2011	NOV. 2012	C	CLERK CLERK			DTE	6160.00	JO	YES	
OCT. 2005	DEC. 2005	FIELD RESEARCHER		ER	ACNIELSIN COMPANY		5200.00	CONTRACT		
JAN. 2005	38504	STUDENT LABORATORY ASSISTANT		ASSISTANT	DBS		2000.00	JO	NO	
22.				Proficiency (Please check)				YES	
	SPECIAL SKILLS kills, typing, welding, plumbing,	Highly Skilled		1 Tolloichey ((1 10030 011001			REMARKS		
carpentry, a	uto mechanic, driving, et. al.)			Aver	age		Г			
computer literate		Х								
Cooking 23. DELEVANT TOA		X			1					
RELEVANT TRA	ooking		ES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS		CONDUCTED/ SPONSORED BY (Write in full)			
Procurement Planning Workshop		From Sept. 13, 2016		То	8 HRS	3			CCE	
	I Improve Citizen's Charter	· .	ry 9, 2016		8 HRS			CCE		
HIV in the Workplace Ser	Sept	. 9, 2016		8HRS		CCE				
	MPs On Personnel	Sept.	. 11, 2017		8HRS	5		CCE		
Orientation workshops ar	ntation of Clerks on basic Customer Service and elopment Based HRMPs On Personnel iments/Requirements attation workshops among Jo Clerks and Lab Tech		43480		8HRS		CCE			
Document Tracking System	1 44		14148		3 hrs		VSU			
Occument Tracking System SO: AWRENESS AND REAWARENESS WEBINAR Occument Tracking System		44162			8 hrs		VSU VSU-Virtual			
Orientation of Clerks on Basic Customer Service and Development Based HRMPs On Personnel Documents/Requirements		2021 2021			3 hrs 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			

Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs	September 7,2022	4 hrs	CCE Blg.VSU
Re-Orientation on the Documentary Requirements for Financial & Administrative transaction	Dec.5, 2022	4 hrs	CCE Blg.VSU
5S Revolution for clerks	Nov. 29, 2023	8 hrs	VSU
HRIS Software Onbaording	Dec. 6, 2023	8 hrs	Zoom, VSU
Orientation of Guidelines and Procedures on Processes/Services of the Offices under (ASO)	Feb. 23, 2024	8 hrs	CCE, VSU
Financial Transaction Forum	March 20, 2024	8 hrs	CCE Blg.,VSU
Participation to the L&D activity entitled " Sparkling Spaces: Mastering the ART of Housekeeping"	March 26, 2024	8 hrs	CCE Blg.,VSU
Wellness Seminar	April 2, 2024	4 hrs	RDE Hall-VSU
Seminar Workshop on Basic Records and Archieves Management (BRAM)	July 30-31, 2024	16 hrs	CCE Blg.,VSU
Orientation of Guidelines and Procedures on Processes/Services of the Offices under (ASO)	April 8, 2025	8 hrs	RDE, VSU
I hereby declare that this Personal Data Sheet has	been accomplished by me, and is a true, o	correct and complete statement p	oursuant to the provisions of pertinent laws, rules
24. COMMUNITY TAX CERTIFICATE NO.02706147 ISSUED AT: BAYBA	Y ISSUED ON (mm/dd/yy): January 3, 2025		
SIGNATURE :	DATE ACCOMPLISHED: (mm/dd/yyyy)		

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