

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



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

1. SURNAME		B   U   L   A   W   A   N																									
FIRST NAME		J   O   N   A   L   Y   N																									
MIDDLE NAME		A   L   K   U   I   N   O																									
3. DATE OF BIRTH (mm/dd/yyyy)		09/08/1986				11. PRESENT ADDRESS																					
4. PLACE OF BIRTH		BAYBAY, LEYTE				12. ZIP CODE 6521																					
5. SEX		<input type="checkbox"/> Male <input checked="" 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 _____																									
7. CITIZENSHIP		FILIPINO				9. WEIGHT (kg)				15. TIN				14. PHILHEALTH NO.				11-202664317-4									
8. HEIGHT (m)		1.55				10. BLOOD TYPE				O+				16. PAG-IBIG ID NO.				417-586-588-000									
														17. EMAIL ADDRESS				121285042922									
18. SPOUSE'S SURNAME		BULAWAN																		18. NAME OF CHILD (Write full name and list all)				DATE OF BIRTH (mm/dd/yyyy)			
FIRST NAME		LEO																		N/A				N/A			
MIDDLE NAME		GUMBA																									
19. HIGHEST EDUCATIONAL ATTAINMENT (Please check and underline the)		<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, <u>Graduated</u> )																									
		Degree/Course: <u>BACHELOR OF SCIENCE IN AGRIBUSINESS</u>																									
20. CAREER SERVICE ELIGIBILITY		<input type="checkbox"/> Professional <input checked="" type="checkbox"/> Sub-Professional <input type="checkbox"/> Others, Specify: <u>N/A</u>																									
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 / 01 / 2025		PRESENT		CLERK				DMET				603.40				Job Order				Yes							
01 / 01 / 2024		12 / 31 / 2024		Admin Aide- AdDRC				RERC				603.40				Job Order				Yes							
07 / 01 / 2023		12 / 31 / 2023		Admin Aide- DDRC				RERC				603.40				Job Order				Yes							
02 / 16 / 2023		06 / 30 / 2023		Admin Aide- AdDRC				DOPAC				603.40				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																	
Computer Skills						✓																					
Typing						✓																					
Bookbinding						✓																					
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																							
"Enhancing Digital Communication: VOIP Phone Mastery and Outout Messenger Transition"		11/20/2024		11/20/2024		4 hours				Visayas State University																	
Ease of Doing Business (EODB), Data Privacy Act (DPA) of 2012, and Privacy Impact Assessment (PIA)		7/29/2024		07/29/2024		8 hours				Visayas State University																	
Use Seminar Workshop on Basic Records Archives Management		07/30/2024		07/31/2024		16 hours				Visayas State University																	
ISO 9001:2015 Awareness/Re-awareness Webinar		07/09/2024		07/09/2024		4 hours				Visayas State University																	
Financial Transactions Forum		03/20/2024		03/20/2024		8 hours				Visayas State University																	
HRIS Software On-Boarding		12/06/2023		12/06/2023		8 hours				Visayas State University																	
"Unlocking Excellence: The 5s Revolution for Clerks and Heads at Visayas State University"		11/09/2023		11/09/2023		8 hours				Visayas State University																	
ISO 9001:2015 Awareness/Re-awareness Webinar		08/29/2023		08/29/2023		4 hours				Visayas State University																	
Gender Sensitivity Orientation for VSU Faculty and Staff		11/07/2023		07/11/2023		4 hours				Visayas State University																	

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. CC12023 02708937 ISSUED AT: BAYBAY CITY ISSUED ON (mm/dd/yy): 01/13/2025  
 SIGNATURE : \_\_\_\_\_ DATE ACCOMPLISHED: (mm/dd/yr) 01/14/2025