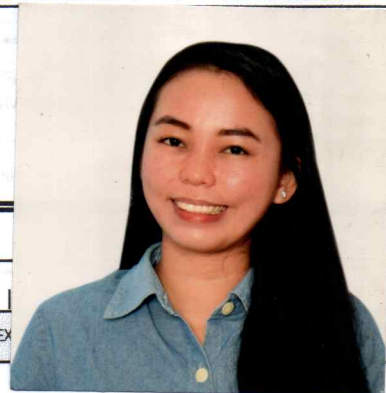


VISAYAS STATE UNIVERSITY PERSONAL DATA SHEET For Job Order Workers

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



1. SURNAME		B O L E C H E										2. NAME EX	
FIRST NAME		J O A N A H L O U I E L A											
MIDDLE NAME		O R A P A											
3. DATE OF BIRTH (mm/dd/yyyy)		10/21/1995				11. PRESENT ADDRESS				BGY. MASLUG, BAYBAY CITY, LEYTE			
4. PLACE OF BIRTH		TACLOBAN CITY											
5. SEX		<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female											
6. CIVIL STATUS		<input checked="" type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Annulled <input type="checkbox"/>				12. ZIP CODE		6521					
						13. TEL. NO./CEL. NO.		09354145564					
						14. PHILHEALTH NO.		13-025494812-9					
7. CITIZENSHIP		FILIPINO		9. WEIGHT (kg)				15. TIN		723-651-962			
8. HEIGHT (m)				10. BLOOD TYPE		B		16. PAG-IBIG ID NO.		121230113607			
17. SPOUSE'S SURNAME		N/A				18. NAME OF CHILD (Write full name and list all)				DATE OF BIRTH (mm/dd/yyyy)			
FIRST NAME		N/A				N/A				N/A			
MIDDLE NAME		N/A				N/A				N/A			
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, Graduated) Degree: BS IN MANAGEMENT											
20. CAREER SERVICE ELIGIBILITY		<input checked="" 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 / 01 / 2023		PRESENT		ADMINISTRATIVE AIDE III		ACCOUNTING OFFICE VISAYAS STATE UNIVERSITY		603.40 DAILY		JO NO			
02 / 02 / 2022		12 / 31 / 2022		ADMINISTRATIVE AIDE I		ACCOUNTING OFFICE VISAYAS STATE UNIVERSITY		553.40 DAILY		JO NO			
07 / 20 / 2020		01 / 20 / 2021		CENSUS AREA SUPERVISOR		PHILIPPINE STATISTICS AUTHORITY - LEYTE PSO		15,000		MOA NO			
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 (MS OFFICE, ETC.)				/ /									
ORAL AND WRITTEN COMMUNICATION SKILLS				/ /									
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											
Financial Transactions Forum		03 / 20 / 2024 03 / 20 / 2024		8		VISAYAS STATE UNIVERSITY							
The 5S Revolution for Clerks and Heads		11 / 29 / 2023 11 / 29 / 2023		8		VISAYAS STATE UNIVERSITY							
Training/Workshop on Advanced Microsoft Excel Functions and Shortcuts for Financial		11 / 28 / 2023 11 / 28 / 2023		4		VISAYAS STATE UNIVERSITY							
ISO 9001:2015 AWARENESS/RE- AWARENESS SEMINAR		08 / 30 / 2022 08/31/2022		8		VISAYAS STATE UNIVERSITY							
HANDS-ONLY CARDIOPULMONARY RESUSCITATION		07 / 21 / 2022 07/22/2022		4		DEPARTMENT OF HEALTH - HEM AND 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.

[illegible][illegible][illegible]

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VI. SPECIAL SKILLS

22. SPECIAL SKILLS (i.e. computer skills, typing, welding, plumbing, carpentry, auto mechanic, driving, et. al.)	Proficiency (Please check)			REMARKS
	Highly Skilled	Average	Fair	

VII. TRAINING PROGRAMS (Start from the most recent training.)

23. TITLE OF SEMINAR/CONFERENCE/WORKSHOP/SHORT COURSES (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	CONDUCTED/ SPONSORED BY (Write in full)
	From	To		
	/ /	/ /		
	/ /	/ /		

24. Are you related by consanguinity or affinity to any of the following :

- a. Within the third degree with the appointing authority, recommending authority, chief of office/bureau/ department or person who has immediate supervision over you in the Office, Department/Project where you will be appointed?

☐

YES

☐

NO

If YES, give details: _____

25. REFERENCES (Person not related by consanguinity or affinity to applicant / appointee)

NAME	ADDRESS	TEL. NO.
Michael Rudolph B. Falle	Head Census Area Supervisor, PSA-Tacloban	9171062588
Louella C. Ampac	Finance Director, VSU	9175423297
Mary Ellen Ambos	Team Lead, Cebu City	9988441362

PLEASE PASTE an ID picture taken within the last 6 months (1"x1" or 2" x 2" or Passport Size) (REQUIRED)

26. I declare under oath 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.

I also authorize the agency head / authorized representative to verify / validate the contents stated herein. I trust that this information shall remain confidential.

PHOTO

09446971
COMMUNITY TAX CERTIFICATE NO.
BAYBAY CITY, LEYTE
ISSUED AT
01/04/2024
ISSUED ON (mm/dd/yyyy)

SIGNATURE (Sign inside the box)
DATE ACCOMPLISHED

RIGHT THUMBMARK (REQUIRED)

VI. SPECIAL SKILLS

22. SPECIAL SKILLS (i.e. computer skills, typing, welding, plumbing, carpentry, auto mechanic, driving, et. al.)	Proficiency (Please check)			REMARKS
	Highly Skilled	Average	Fair	

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23. TITLE OF SEMINAR/CONFERENCE/WORKSHOP/SHORT COURSES (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	CONDUCTED/ SPONSORED BY (Write in full)
	From	To		
	/ /	/ /		
	/ /	/ /		

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☐ YES ☒ NO

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NAME	ADDRESS	TEL. NO.
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PHOTO

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09446971
COMMUNITY TAX CERTIFICATE NO.

BAYBAY CITY, LEYTE
ISSUED AT

01/04/2024
ISSUED ON (mm/dd/yyyy)

SIGNATURE (Sign inside the box)

04/28/2024
DATE ACCOMPLISHED



RIGHT THUMBMARK
(REQUIRED)