

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																			
FIRST NAME		J   O   A   N   A   H     L   O   U   I   E   L   A																			
MIDDLE NAME		O   R   A   P   A																			
2. NAME EXTENSION (e.g. Jr., Sr.)																					
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.				09627351912											
						14. PHILHEALTH NO.				13-025494812-9											
7. CITIZENSHIP		FILIPINO				9. WEIGHT (kg)				15. TIN				723-651-962							
8. HEIGHT (m)						10. BLOOD TYPE				16. PAG-IBIG ID NO.				121230113607							
17. SPOUSE'S SURNAME		N/A																			
FIRST NAME		N/A																			
MIDDLE NAME		N/A																			
18. NAME OF CHILD (Write full name and list all)		N/A																			
DATE OF BIRTH (mm/dd/yyyy)		N/A																			
19. HIGHEST EDUCATIONAL ATTAINMENT <i>(Please check and underline the specific)</i>		<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: 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					
22. SPECIAL SKILLS (i.e. computer skills, typing, welding, plumbing, carpentry, auto mechanic, driving, et. al.)		Proficiency (Please check)																			
		Highly Skilled				Average				Fair				REMARKS							
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																	
Basic Course Training on the RA 9184 and Its Revised Implementing Rules and Regulations Act of 2016		11/26/2024		11/28/2024		24.0				VISAYAS STATE UNIVERSITY											
ISO 9001:2015 Awareness/Re-awareness Seminar		9/9/2024		9/9/2024		8.0				VISAYAS STATE UNIVERSITY											
Public Management Workshop 2024		9/18/2024		9/20/2024		24.0				VISAYAS STATE UNIVERSITY											
Seminar on Workshop on Basic Records and Archives Management (BRAM)		7/30/2024		7/31/2024		16.0				VISAYAS STATE UNIVERSITY											
Shaping Culture: Embracing Values for Productive Workplace		5/15/2024		5/15/2024		8.0				VISAYAS STATE UNIVERSITY											
Financial Transactions Forum		03 / 20 / 2024		03 / 20 / 2024		8.0				VISAYAS STATE UNIVERSITY											
The 5S Revolution for Clerks and Heads		11 / 29 / 2023		11 / 29 / 2023		8.0				VISAYAS STATE UNIVERSITY											
Training/ Workshop on Advanced Microsoft Excel Functions and Shortcuts for Financial		11 / 28 / 2023		11 / 28 / 2023		4.0				VISAYAS STATE UNIVERSITY											
Mental Health Wellness Seminar		4/25/2023		4/25/2023		8.0				VISAYAS STATE UNIVERSITY											
ISO 9001:2015 AWARENESS/RE- AWARENESS SEMINAR		08 / 30 / 2022		8/31/2022		8.0				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. 02705781 ISSUED AT: BAYBAY CITY ISSUED ON (mm/dd/yy): JANUARY 2, 2025																					
SIGNATURE : DATE ACCOMPLISHED: (mm/dd/yyyy) February 13, 2025																					

#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

*(Continue on separate sheet if necessary)*

[illegible]

*(Continue on separate sheet if necessary)*

## VI. SPECIAL SKILLS

31. SPECIAL SKILLS (i.e. computer skills, typing, welding, plumbing, carpentry, auto mechanic, driving, et. al.)	Proficiency		
	Highly Skilled	Average	Fair
COMPUTER SKILLS (MS OFFICE, ETC.)		x	
ORAL AND WRITTEN COMMUNICATION SKILLS	x		

(Continue on separate sheet if necessary)

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

32. 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		
Basic Course Training on the RA 9184 and Its Revised Implementing Rules and Regulations Act of 2016	11/26/2024	11/28/2024	24.00	VISAYAS STATE UNIVERSITY
ISO 9001:2015 Awareness/Re-awareness Seminar	9/9/2024	9/9/2024	8.00	VISAYAS STATE UNIVERSITY
Public Management Workshop 2024	9/18/2024	9/20/2024	24.00	VISAYAS STATE UNIVERSITY
Seminar on Workshop on Basic Records and Archives Management (BRAM)	7/30/2024	7/31/2024	16.00	VISAYAS STATE UNIVERSITY
Financial Transactions Forum	03 / 20 / 2024	03 / 20 / 2024	8.00	VISAYAS STATE UNIVERSITY
The 5S Revolution for Clerks and Heads	11 / 29 / 2023	11 / 29 / 2023	8.00	VISAYAS STATE UNIVERSITY
Functions and Shortcuts for Financial Transactions Processing and Reporting	11 / 28 / 2023	11 / 28 / 2023	4.00	VISAYAS STATE UNIVERSITY
Mental Health Wellness Seminar	4/25/2023	4/25/2023	8.00	VISAYAS STATE UNIVERSITY
ISO 9001:2015 AWARENESS/RE-AWARENESS SEMINAR	08 / 30 / 2022	8/31/2022	8.00	VISAYAS STATE UNIVERSITY
HANDS-ONLY CARDIOPULMONARY RESUSCITATION	07 / 21 / 2022	7/22/2022	4.00	VISAYAS STATE UNIVERSITY
Global Communications Training	3/25/2019	4/28/2019	160.00	ePerformax BPO and Contact Center

(Continue on separate sheet if necessary)

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(Continue on separate sheet if necessary)

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?	<div><input type="checkbox"/> YES      <input type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div>_____</div> <div>_____</div>			
25. REFERENCES (Person not related by consanguinity or affinity to applicant / appointee)				
NAME	ADDRESS	TEL. NO.	<div>PLEASE PASTE an ID picture taken within the last 6 months (1"x1" or 2" x 2" or Passport Size)</div> <div>(REQUIRED)</div> <div>PHOTO</div>	
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		
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.				
<div>02705781</div> <div>COMMUNITY TAX CERTIFICATE NO.</div>				
<div>BAYBAY CITY, LEYTE</div> <div>ISSUED AT</div>				
<div>1/2/2025</div> <div>ISSUED ON (mm/dd/yyyy)</div>				
		<div>SIGNATURE (Sign inside the box)</div>		
		<div>DATE ACCOMPLISHED</div>		
			<div>RIGHT THUMBMARK (REQUIRED)</div>	