

VISAYAS STATE UNIVERSITY
PERSONAL DATA SHEET
For Job Order Workers



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

1. SURNAME		M E R A N O																			
FIRST NAME		M A R J O R I E																			
MIDDLE NAME		B O N G A T O																		2. NAME EXTENSION (e.g. Jr., Sr.)	
3. DATE OF BIRTH (mm/dd/yyyy)		03/19/1996				11. PRESENT ADDRESS				A. Bonifacio St. Baybay City, Leyte											
4. PLACE OF BIRTH		Brgy. Tabok, Hindang Leyte																			
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"/> Others, specify _____																			
7. CITIZENSHIP		FILIPINO				9. WEIGHT (kg)		58		12. ZIP CODE		6529									
8. HEIGHT (m)		1.52M				10. BLOOD TYPE		O		13. TEL. NO./CEL. NO.		09452373533									
										14. PHILHEALTH NO.		12-051562691-9									
										15. TIN		340-512-184-00000									
										16. PAG-IBIG ID NO.		1212-0804-5338									
17. SPOUSE'S SURNAME		N/A										18. NAME OF CHILD (Write full name and list all)				DATE OF BIRTH (mm/dd/yyyy)					
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: Bachelor of Science in Computer Science																			
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 APPOINTME NT (Perm/Temp/ Job Order)		GOV'T SERVICE (Yes / No)							
From		To																			
01/04/2015		01/06/2015		Encoder				VSU						Temp Yes							
01/04/2016		10/08/2016		Encoder				VSU						Temp Yes							
09/14/2017		02/14/2018		Data Analyst/Encoder				Innodata				Monthly		Temp No							
04/20/2019		03/16/2020		Administrative Staff				Ormoc City Institute of Technology				Monthly		Perm No							
08/02/2021		08/05/2022		Research Assistant				VSU - ODIE				Monthly		JO Yes							
08/08/2022		Present		Science Research Assistant				VSU - OVPRIE (Research Office)				Monthly		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 skills						/															
Typing						/															
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																	
Annual In-House Review Level I		06/30/2025		07/04/2025		40 Hours				Visayas State University - Research Office											
Crafting Winning Concept Proposal: A Workshop for DOST 2025 Call for Proposals		02/21/2025		02/21/2025		8 Hours				Visayas State University - Research Office											

Enhancing Digital Communication	11/20/2024	11/20/2024	8 Hours	Visayas State University - ICTMC
Training Workshop on Writing High-Impact Publication	10/08/2024	10/10/2024	16 Hours	Visayas State University - Research Office
Training Workshop on Writing Innovative Research Proposals	09/24/2024	09/24/2024	8 Hours	Visayas State University - Research Office
Seminar Workshop on Basic Records and Archives Management (BRAM)	07/30/2024	07/31/2024	16 Hours	Visayas State University-HRMO
Seminar Workshop on 5S at the Workplace	07/30/2024	07/30/2024	4 Hours	Visayas State University - Research Office
From Policy to Practice: EODB, DPA 2012, and PIA Reorientation for Visayas State University (VSU) Personnel	07/29/2024	07/29/2024	8 Hours	Visayas State University-HRMO
Annual In-House Review	07/08/2024	07/12/2024	40 Hours	Visayas State University - Research Office
Registration Committee Member During Farmers and Fisherfolks' Day	04/27/2024	04/27/2024	8 Hours	Visayas State University - OVPREI
Orientation of Guidelines and Procedures on Processes/Services of the Offices under ASO	2/23/2024	2/23/2024	8 Hours	Visayas State University
CY 2024 Research Writeshop	2/23/2024	2/23/2024	8 Hours	Visayas State University - Research Office
HRIS Software On Boarding	12/16/2023	12/16/2023	8 Hours	Visayas State University - ICTMC
Unlocking Excellence: The 5S Revolution for Clerks & Heads at Visayas State University	11/29/2023	11/29/2023	8 Hours	Visayas State University-HRMO
CY 2023 RD In-House Review	09/07/2023	09/08/2023	16 Hours	Visayas State University - OVPREI
ISO 9001:2015 Awareness/Re-Awareness Webinar	08/29/2023	08/29/2023	8 Hours	Visayas State University
Harmonizing Facilities and Equipments used for Research	08/17/2023	08/17/2023	8 Hours	Visayas State University - Research Office
Mental Health Awareness	04/25/2023	04/25/2023	8 Hours	Visayas State University-HRMO
Level II Cluster Review Presentation	10/24/2022	10/24/2022	8 Hours	Visayas State University - Visayas consortium for Agriculture, Aquatic and Natural Resource Program and Regional Research and Development/Extension Network
VSU Faculty Onboarding	08/05/2022	08/07/2022	20 Hours	Visayas State University
Women Inspiring Women	03/07/2022	03/07/2022	8 Hours	Visayas State University
VSU Graduate School Onboarding for Faculty and Students	02/24/2022	02/24/2022	8 Hours	Visayas State University
Trends in Soft Matter Research and Its Applications	02/03/2022	02/04/2022	10 hours	Department of Physics, VSU
VSUEE Webinar - Workshop	02/09/2022	02/10/2022	10 hours	VSU
Women's Reproductive Health, Breast Cancer, and Gynecological Cancers	08/07/2021	08/07/2021	8 Hours	Visayas State University- GRC

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. CCI2023 02706123

ISSUED AT: Baybay City, Leyte

ISSUED ON (mm/dd/yy): January 03, 2025

SIGNATURE : 

DATE ACCOMPLISHED: (mm/dd/yyyy) July 21, 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		/	
typing skills		/	

(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		
	/ /	/ /		
	/ /	/ /		

(Continue on separate sheet if necessary)

36. 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,	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
	If YES, give details: _____ _____

(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	
computer skills		/		
typing skills		/		

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.
Ivy C. Emnace	Visca Baybay, City Leyte	
Maria Verjie V. Subere	Brgy. Utod, Baybay City, Leyte	
Ma. Rachel Kim L. Aure	Visca Baybay, City Leyte	0933-820-9486



PHOTO

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.

CC12023 02706123
COMMUNITY TAX CERTIFICATE NO.
Baybay City, Leyte
ISSUED AT
01/03/2025
ISSUED ON (mm/dd/yyyy)


SIGNATURE (Sign inside the box)
07/21/2025
DATE ACCOMPLISHED



RIGHT THUMBMARK
(REQUIRED)