

VISAYAS STATE UNIVERSITY
PERSONAL DATA SHEET
For Job Order Workers



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

1. SURNAME		LORETO																			
FIRST NAME		ROEL																			
MIDDLE NAME		SANCHEZ										2. NAME EXTENSION (e.g. Jr., Sr.)									
3. DATE OF BIRTH (mm/dd/yyyy)		12 / 10 / 1980					11. PRESENT ADDRESS														
4. PLACE OF BIRTH		BAYBAY CITY, LEYTE					Partag, Baybay, Leyte														
5. SEX		<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female																			
6. CIVIL STATUS		<input type="checkbox"/> Single <input type="checkbox"/> Widowed					12. ZIP CODE														
		<input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated					13. TEL. NO./CEL. NO.					09203451829									
		<input type="checkbox"/> Annulled <input type="checkbox"/> Others, specify _____					14. PHILHEALTH NO.														
7. CITIZENSHIP		FILIPINO					9. WEIGHT (kg)		56			15. TIN									
8. HEIGHT (m)		" 54 "					10. BLOOD TYPE					16. PAG-IBIG ID NO.									
17. SPOUSE'S SURNAME		A LORETO										18. NAME OF CHILD (Write full name and list all)					DATE OF BIRTH (mm/dd/yyyy)				
		FIRST NAME		MICHELL								Rochelle R. Loreto					7/9/2006				
		MIDDLE NAME		ROCA								Jacob R. Loreto					4/4/2008				
19. HIGHEST EDUCATIONAL ATTAINMENT (Please check and underline the specific)		<input type="checkbox"/> Elementary (Grade ____ / Graduated)																			
		<input checked="" type="checkbox"/> High School (1st, 2nd, 3rd, <u>4th</u> , Graduated)																			
		<input type="checkbox"/> College (1st, 2nd, 3rd, 4th, Graduated) Degree: _____																			
20. CAREER SERVICE ELIGIBILITY		<input type="checkbox"/> Professional <input type="checkbox"/> Sub-Professional <input type="checkbox"/> Others, Specify: _____																			
21. WORK EXPERIENCE INCLUSIVE DATES (mm/dd/yyyy)		From		To		POSITION TITLE (Write in full)		DEPARTMENT / AGENCY / OFFICE / COMPANY / PROJECT (Write in full)		SALARY (Daily or Monthly)		STATUS OF APPOINTMENT (Perm/Temp/ Job Order)		GOVT SERVICE (Yes / No)							
		03 / 01 / 2008		12 / 31 / 2016		Painter		PPO				J.O									
		01 / 01 / 2017		12 / 31 / 2018		Utility worker		TBI				J.O									
		01 / 01 / 2019		Present		Utility worker		US80				J.O									
22. SPECIAL SKILLS (i.e. computer skills, typing, welding, plumbing, carpentry, auto mechanic, driving, et. al.)		Proficiency (Please check)													REMARKS						
		Highly Skilled				Average				Fair											
		Painter Driving				✓															
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																	
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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. _____ ISSUED AT: _____ ISSUED ON (mm/dd/yyyy): _____

IV. CIVIL SERVICE ELIGIBILITY

29. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE/ TESDA/NCC	RATING	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	DATE OF RELEASE

(Continue on separate sheet if necessary)

2008	2016	PPO	Painter	J.O	
2017	2018	TBI Bldg	Utility worker	J.O	
2019	Present	USSO	Door maintenance	J.O	
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