

VISAYAS STATE UNIVERSITY
PERSONAL DATA SHEET
For Job Order Workers



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

1. SURNAME		G U A T L O																											
FIRST NAME		J U C E L M A R I E																											
MIDDLE NAME		T O R R E V I L L A S																		2. NAME EXTENSION (e.g. Jr., Sr.)									
3. DATE OF BIRTH (mm/dd/yyyy)				05/27/1996				11. PRESENT ADDRESS				119 RIZAL STREET, BRGY. DISTRICT 21, ORMOC CITY, LEYTE																	
4. PLACE OF BIRTH		PASIG 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"/> Others, specify _____																											
7. CITIZENSHIP		FILIPINO				9. WEIGHT (kg)		48		15. TIN				715-049-744															
8. HEIGHT (m)		1.56				10. BLOOD TYPE		A+		16. PAG-IBIG ID NO.				121216074792															
17. SPOUSE'S SURNAME												18. NAME OF CHILD (Write full name and list all)						DATE OF BIRTH (mm/dd/yyyy)											
FIRST NAME																													
MIDDLE NAME																													
19. HIGHEST EDUCATIONAL ATTAINMENT (Please check and underline the specific)				[] Elementary (Grade _____ / Graduated)																									
				[] High School (1st, 2nd, 3rd, 4th, Graduated)																									
				[] College (1st, 2nd, 3rd, 4th, Graduated)																									
				Degree: <u>BS IN AGRICULTURAL ENGINEERING</u>																									
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)		GOVT SERVICE (Yes / No)													
																		From		To									
																		08/23/2021		01/28/2022									
																		11/08/2017		06/30/2018									
		/ /																											
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				/																					
GRAPHIC DESIGN				/																									
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							
				Webinar on Cacao Pod Briquetting Process				05/31/2021		05/31/2021		4		DA-Philippine Center for Postharvest Development and Mechanization															
				Techno-talkayan on Agricultural Mechanization and Postharvest Loss Prevention				05/24/2021		05/25/2021		8		DA-Philippine Center for Postharvest Development and Mechanization															
70th PSABE Annual National Convnetion				04/26/2021		04/26/2021		24		Philippine Society of Agricultural and Biosystems Engineers (PSABE), Inc.																			
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. <u>CCI 2019 - 16475978</u> ISSUED AT: <u>ORMOC CITY</u> ISSUED ON (mm/dd/yy): <u>04/29/21</u>																													
SIGNATURE : _____ DATE ACCOMPLISHED : (mm/dd/yyyy) <u>07/23/2021</u>																													

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	
RA 1080 (AGRICULTURAL ENGINEERING)	78.30%	08/23-24/2017	PRC MANILA	0008803	09/07/2017	
(Continue on separate sheet if necessary)						
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VI. SPECIAL SKILLS

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

(Continue on separate sheet if necessary)

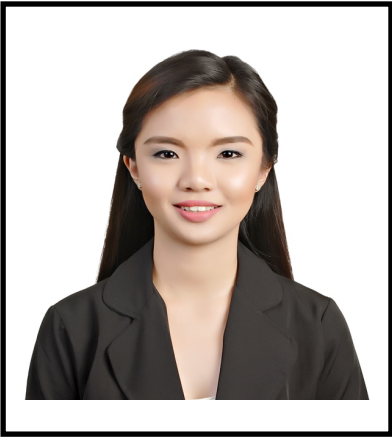

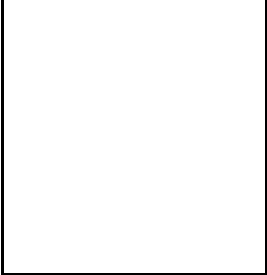
VII. TRAINING PROGRAMS (Start from the most recent training.)

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, Bureau or Department where you will be appointed?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>	

(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 checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____ _____ _____</div>			
25. REFERENCES (Person not related by consanguinity or affinity to applicant / appointee)				
NAME	ADDRESS	TEL. NO.		
JED ASAPH D. CORTES	VSU	N/A		
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.				
CCI 2019 - 16475978 COMMUNITY TAX CERTIFICATE NO.				
ORMOC CITY ISSUED AT				
04/29/2021				
ISSUED ON (mm/dd/yyyy)				
		07/23/2021 DATE ACCOMPLISHED		