

**VISAYAS STATE UNIVERSITY**  
**PERSONAL DATA SHEET**  
For Job Order Workers

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

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

[illegible]


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. 13079572 ISSUED AT: Baybay City, Leyte ISSUED ON (mm/dd/yy): January 26, 2022

SIGNATURE : \_\_\_\_\_ DATE ACCOMPLISHED: (mm/dd/yyyy) 5/22/2022

#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

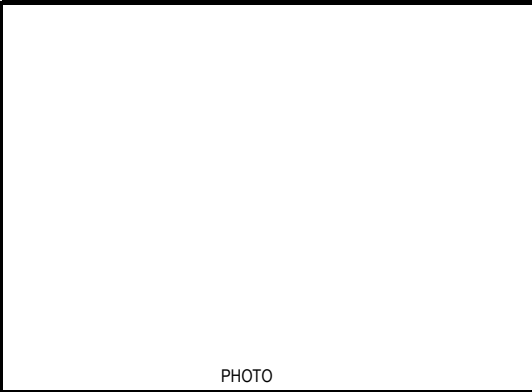
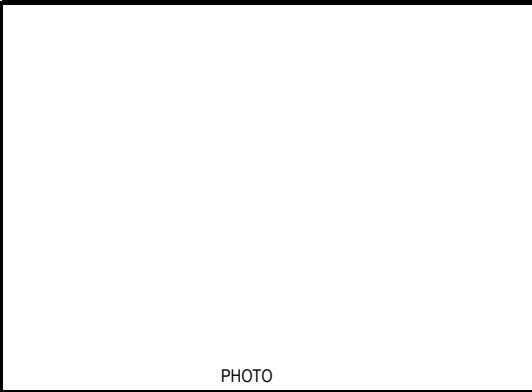
***V. WORK EXPERIENCE (if applicable (Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.***

[illegible]

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(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
		Computer Skills	✓	
		Cookery	✓	
		Customer Service	✓	
	Programming			✓
(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
		From	To	
	Keys to Electrical Safety Applications	May 19, 2022	May 19, 2022	4
	Programming for Beginners Using Python	May 4, 2022	May 4, 2022	4
	Technical Support Fundamentals (With Course Certificate)	April 25, 2022	June 6, 2022	6 weeks
	Records Management Competencies: A Vital Skill in the Archive	April 23, 2022	Apr 23, 2022	2
	Protecting One's Digital Identity	April 13, 2022	April 13, 2022	4
	Time Management for Personal and Professional Productivity (With Course Certificate)	April 11, 2022	May 9, 2022	4 weeks
	Administrative Excellence: Exploring Most Useful Business Software and Tools Used by Administrative Professionals	April 8, 2022	April 8, 2022	2
	Netiquettes: Code of Good Behavior	April 8, 2022	April 8, 2022	3
	Identity and Information Theft: Avoidance and Mitigation	April 7, 2022	April 7, 2022	2
	Webinar on Establishing Paperless Office with Paperless Employees - Paperless Recording and Filing System	April 6, 2022	April 6, 2022	3
	Administrative Excellence: Advancement and Preparedness of Future Administrative Professional	April 4, 202	April 4, 2022	4
	Customer Service Fundamentals (With Course Certificate)	April 4, 2022	May 2, 2022	4 weeks
	Internet Media and Information Literacy	March 31, 2022	March 31, 2022	4
	Cybersecurity Awareness: How to Avoid Phishing and Scamming	March 1, 2022	March 1, 2022	3
	Data Privacy and Protection Awareness	February 18, 2022	February 18, 2022	6
	Data Management: Naming Conventions and Hierarchy	February 17, 2022	February 17, 2022	3
	Critical Thinking Skills in the Age of Misinformation	November 25, 2021	November 26, 2021	8
	Cybersecurity 101	October 27, 2021	October 27, 2021	3
	Boost Your Productivity with Google Workspace	October 25, 2021	October 26, 2021	6
	Digital Governance and Management Training	October 19, 2021	October 22, 2021	15
	ICT Specialized Course Training for Non-Teaching School Staff	September 23, 2021	September 24, 2021	8

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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	
	Computer Skills		✓		
	Typing		✓		
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		
	Cybersecurity 101	October 27, 2021	October 27, 2021	3	Department of Information and Communications Technology - Mindanao Cluster 1
	Boost Your Productivity with Google Workspace	October 25, 2021	October 26, 2021	6	Department of Information and Communications Technology - Mindanao Cluster 1
	Digital Governance and Management Training	October 19, 2021	October 22, 2021	15	Department of Information and Communications Technology - Mindanao Cluster 1
	ICT Specialized Course Training for Non-Teaching School Staff	September 23, 2021	September 24, 2021	8	Department of Information and Communications Technology - Luzon Cluster 3
	Building a Cybersecurity Framework Towards a Secured Organization	September 2, 2021	September 2, 2021	3	Department of Information and Communications Technology - Luzon Cluster 3
	Computer Hardware and Systems Servicing	August 23, 2021	August 24, 2021	8	Department of Information and Communications Technology - Mindanao Cluster 1
	Boost Your Productivity with Google Workspace	June 29, 2021	June 30, 2021	8	Department of Information and Communications Technology - Visayas Cluster Cluster 2
	ICT Project Management	June 21, 2021	June 25, 2021	20	Department of Information and Communications Technology - Visayas Cluster Cluster 2
	Cybersecurity Competency Framework	June 7, 2021	June 11, 2021	20	Department of Information and Communications Technology - Visayas Cluster Cluster 1
	Data Privacy and Protection Training	June 2, 2021	June 2, 2021	6	Department of Information and Communications Technology - Mindanao Cluster 1
	Digital Transformative Technologies Training	April 12, 2021	April 16, 2021	13.5	Department of Information and Communications Technology - Mindanao Cluster 1
	Creating Surveys and Assessment Tools Using Google Forms and Other Online Sources	February 3, 2021	February 5, 2021	8	Department of Information and Communications Technology - Luzon Cluster 3
	The Basics of Records Management and Records Control	January 27, 2021	January 27, 2021	8	Department of Science and Technology - Science and Techology Information Institue
24. Are you related by consanguinity or affinity to any of the following :		<div> <input type="checkbox"/> YES           <input type="checkbox"/> NO         </div> If YES, give details: _____ _____ _____			
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?					
25. REFERENCES (Person not related by consanguinity or affinity to applicant / appointee)					
NAME		ADDRESS	TEL. NO.	<div>  </div>	
Dr. Nancy V. Dumaguing		VSU, Visca, Baybay City, Leyte	9268014558		
Magnolia C. Lao		VSU, Visca, Baybay City, Leyte	9271275883		
Venice B. Ibañez		Brgy. Gabas, Baybay City, Leyte	9356585368		
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.				<div>  </div>	
I also authorize the agency head / authorized representative to verify / validate the contents stated herein. I trust that this information shall remain confidential.					

13079572			
COMMUNITY TAX CERTIFICATE NO.			
Baybay City, Leyte			
ISSUED AT	SIGNATURE (Sign inside the box)		
01/26/2022	5/22/2022		
ISSUED ON (mm/dd/yyyy)	DATE ACCOMPLISHED		
			RIGHT THUMBMARK (REQUIRED)
c			