

VISAYAS STATE UNIVERSITY
PERSONAL DATA SHEET
For Job Order Workers



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

1. SURNAME	Seva				
FIRST NAME	Marvin				
MIDDLE NAME	Catibo			2. NAME EXTENSION (e.g. Jr., Sr.)	
3. DATE OF BIRTH (mm/dd/yyyy)		08/28/1998		11. PRESENT ADDRESS Sitio Vecinal, Brgy. Hipusngo, Baybay City, Leyte	
4. PLACE OF BIRTH		Marikina City			
5. SEX		<input checked="" type="checkbox"/> Male <input 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 _____		12. ZIP CODE		6521	
		13. TEL. NO./CEL. NO.		09678267338	
		14. PHILHEALTH NO.		1302555 98989	
7. CITIZENSHIP	Filipino	9. WEIGHT (kg)	79	15. TIN 7050209 80	
8. HEIGHT (m)	1.6	10. BLOOD TYPE	O	16. PAG-IBIG ID NO. 9202687 34073	
17. SPOUSE'S SURNAME				18. NAME OF CHILD (Write full name and list all)	
FIRST NAME					
MIDDLE NAME					
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 checked="" 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 <u>Will take proff next week</u>			
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 APPOINTM ENT (Perm/Temp / Job Order)
From	To				
January	June	SRA	Ecological Farm	9000	JO No
September	December	Supplemental	Global Food Inc.	4000	JO No
/ /	/ /				
/ /	/ /				
/ /	/ /				
/ /	/ /				
22. SPECIAL SKILLS (i.e. computer skills, typing, welding, plumbing, carpentry, auto mechanic, driving, et al.)		Proficiency (Please check)			REMARKS
		Highly Skilled	Average	Fair	
Farming		/			
Making Concoctions		/			
Making animal Food Formulation		/			
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		
Support Agronomic Crop Works NCI		December 1, 2020	12/14/2020	288 hrs	Gold Farm
		/ /	/ /		
		/ /	/ /		
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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. 13060472 ISSUED AT: baybay leyte ISSUED ON (mm/dd/yyyy): _____

SIGNATURE : _____ DATE ACCOMPLISHED: (mm/dd/yyyy) _____

[illegible]

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[illegible]

CS FORM 212 (Revised 2005), Page 2 of 4

VI. SPECIAL SKILLS					
31.	SPECIAL SKILLS (i.e. computer skills, typing, welding, plumbing, carpentry, auto mechanic, driving, et. al.)	Proficiency			
		Highly Skilled	Average	Fair	
Farming	/				
Making Concoctions	/				
Making animal Food Formulation	/				
(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		
	Support Agronomic Crop Works NCI	12/1/21	12/14/2021	288	Gold farm
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(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?				
	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: Ecological farm				
(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	
Farming	/			
Making Concoctions	/			
Making animal Food Formulation	/			

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		
Support Agronomic Crop Works NCI	12/1/21	12/14/2021	288	Gold Farm
	/ /	/ /		
	/ /	/ /		

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.
Mr. Juanito F. Poliquit	Brgy. Patag, Baybay	9067731459
Mr. Dhenber C. Lusanta	Brgy. Guadalupe, Baybay	9079235211

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.



PHOTO

13060472					
COMMUNITY TAX CERTIFICATE NO.					
Baybay, Leyte					
ISSUED AT					
03/03/2021					
ISSUED ON (mm/dd/yyyy)	SIGNATURE (Sign inside the box)				
	DATE ACCOMPLISHED				

RIGHT THUMBMARK
(REQUIRED)