

VISAYAS STATE UNIVERSITY  
PERSONAL DATA SHEET  
For Job Order Workers



Print legibly. Mark appropriate boxes ☐ with "☒ " and use separate sheet if necessary.  
VSU ID No. \_\_\_\_\_ (to be filled up by PRPEO)

1. SURNAME C O S I L I													
FIRST NAME J E E N N I Y													
MIDDLE NAME O I C I A L E I N A													
3. DATE OF BIRTH (mm/dd/yyyy) 02/09/1979		11. PRESENT ADDRESS BRGY. PALHI, BAYBAY CITY, LEYTE											
4. PLACE OF BIRTH POLOMOLOK, SOUTH COTABATO													
5. SEX <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female													
6. CIVIL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input checked="" 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. 09614642425 14. PHILHEALTH NO. 17-050080948-8											
7. CITIZENSHIP FILIPINO		9. WEIGHT (kg) 54		15. TIN 929-305-234		16. PAG-BIG NO. 1890-0051-0446					DATE OF BIRTH (mm/dd/yyyy)		
8. HEIGHT (m) 4'11"		10. BLOOD TYPE B											
17. SPOUSE N/A		18. NAME OF CHILD (Write full name and list all) NONE											
SURNAME N/A													
FIRST NAME N/A													
MIDDLE NAME N/A													
19. HIGHEST EDUCATIONAL ATTAINMENT <input type="checkbox"/> Elementary <input type="checkbox"/> High School (1st, 2nd, 3rd, 4th year, Graduated) <input checked="" type="checkbox"/> College (1st, 2nd, 3rd, 4th year, Graduated) <input type="checkbox"/> Vocational		Degree <u>BACHELOR OF SCIENCE IN ACCOUNTANCY</u>											
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)		POSITION TITLE (Write in full)		DEPARTMENT / AGENCY / OFFICE / COMPANY / PROJECT (Write in full)		SALARY (Daily or Monthly)		STATUS OF APPOINTMENT (Perm/Temp/ Job Order)		GOV'T SERVICE (Yes / No)			
From To													
02/11/2020 PRESENT		ADMINISTRATIVE AIDE III		UNIVERSITY REGISTRAR		DAILY		JOB ORDER		YES			
01/01/2014 05/19/2019		ACCOUNTING HEAD		CANNERY MULTI-PURPOSE COOP.		MONTHLY		PERMANENT		NO			
01/01/2007 12/31/2013		BOOKKEEPER		CANNERY MULTI-PURPOSE COOP.		MONTHLY		PERMANENT		NO			
11/19/2002 12/31/2006		ACCOUNTING CLERK		CANNERY MULTI-PURPOSE COOP.		DAILY		CASUAL		NO			
10/10/2000 03/31/2001		SALES REPRESENTATIVE		ELECTROLUX MARKETING, INC.		DAILY		CASUAL		NO			
22. SPECIAL SKILLS (i.e. computer skills, typing, welding, plumbing, carpentry, auto mechanic, driving, et al.)		Highly Skilled		Average		Fair		REMARKS					
BOOKKEEPING		✓											
BUDGETING		✓											
PAYROLL		✓											
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													
HRIS SOFTWARE ONBOARDING		12/06/2023 12/06/2023		4		VSU							
UNLOCKING EXCELLENCE: THE 5S REVOLUTION FOR CLERKS AND HEADS		11/29/2023 11/29/2023		4		VSU							
VIRTUAL DATA PRIVACY ACT OF 2012 AMAF		04/07/2022 04/07/2022		7		VSU LEGAL OFFICE- ATTY. RYSAN S. GUINOCOR							
ROLE OF BSP AND RECENT ECONOMIC DEVELOPMENT		06/14/2021 06/17/2021		6		BANGKO SENTRAL NG PILIPINAS - EFLO							
DOCUMENT TRACKING SYSTEM		11/13/2020 11/13/2020		3		VSU MAIN HRIS							
ISO 9001 : 2015 AWARENESS/RE-AWARENESS		11/27/2020 11/27/2020		4		VSU MAIN - ELVIRA E. ONGY							
SEMINAR ON BASICS OF MARKETING		04/15/2019 04/16/2019		8		DTI NEGOSYO CENTER - GENERAL SANTOS CITY							
STATEMENT OF CASH FLOW REPORT PREF		10/21/2015 10/22/2015		12		MASS-SPECC COOPERATIVE DEVELOPMENT CENTER							
STRATEGIC PLANNING		11/07/2013 11/08/2013		20		NEXT LEVEL TRAINING ADVOCACY COOPERATIVE							

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. 02707292

ISSUED AT: BAYBAY CITY, LEYTE ISSUED ON (mm/dd/yy): 01/08/2025

SIGNATURE : \_\_\_\_\_

DATE ACCOMPLISHED: (mm/dd/yyyy) 01/08/2025