

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



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

1. SURNAME		A   B   A   B   A   T													
FIRST NAME		J   O   N   E   L													
MIDDLE NAME		H   O   N   R   A   D   A													
3. DATE OF BIRTH (mm/dd/yyyy)		08/03/1994		11. PRESENT ADDRESS											
4. PLACE OF BIRTH		Marcos Baybay City Leyte		Brgy. Marcos Baybay City , Leyte											
5. SEX		<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female													
6. CIVIL STATUS		<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Annulled <input type="checkbox"/> Others, specify _____		12. ZIP CODE		6521									
				13. TEL. NO./CEL. NO.		09612253529									
				14. PHILHEALTH NO.		130253734249									
7. CITIZENSHIP		Filipino		9. WEIGHT (kg)		74		15. TIN		484218169000					
8. HEIGHT (m)		1.93		10. BLOOD TYPE				16. PAG-BIG ID NO.		121202308520					
17. SPOUSE'S SURNAME												18. NAME OF CHILD (Write full name and list all)		DATE OF BIRTH (mm/dd/yyyy)	
FIRST NAME															
MIDDLE															
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, 4th, <u>Graduated</u> )													
		<input type="checkbox"/> College (1st, 2nd, 3rd, 4th, Graduated) Degree: BS in Computer													
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															
FEBRUARY 2017 06/30/2017		MESSENGER		Eco-FARMI		350		JO		YES					
JULY 2017 PRESENT		UTILITY/MESSENGER		Eco-FARMI		8000		JO		YES					
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 Troubleshooting				/											
computer				/											
printer repair trouble shooting				/											
minor repair				/											
cleaning				/											
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													
Reclaiming Personal Effectiveness		05/28/2024 05/30/2024		8		VSU									
Financial Forum Transcation		03/20/2024 03/20/2024		8		VSU									
Orientation of Guidelines and Procedures on Process/Services of the offices under Administrative Service Office ( ASO )		02/23/2024 02/23/2024		8		VSU									
Cultural Mapping of VSU's Heritage Properties Landscape Training		3/ 14/ 2024 6/15/2023		16		VSU									
5S training for utility and Messenger Personnel		06/15/2023 11/25/2022		8		VSU									
Hands-only Cardiopulmonary Resuscitation		11/ 28/ 2022 11/27/2020		8		VSU									
ISO 9001:2015 Awareness/Re- awareness Webinar		11/27/2020 11/27/2020		8		VSU									

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. **094527198** ISSUED AT: BAYBAY CITY ISSUED ON (mm/dd/yyyy): 1/22/2024

SIGNATURE : \_\_\_\_\_ DATE ACCOMPLISHED: (mm/dd/yyyy) \_ 1/23/2024