VISAYAS STATE UNIVERSITY
PERSONAL DATA SHEET
For Job Order Workers

Print legibly. Mark appropriate boxes ☐ith " ☑ " and use separate sheet if necessary.

1. SURNAME	V I L L E G A S
FIRST NAME	J A K E M A R V I N
MIDDLE NAME	C U I Z O N

2. NAME EXTENSION (e.g. Jr., Sr.)

3. DATE OF BIRTH (mm/dd/yyyy)	04/15/1992

11. PRESENT ADDRESS

Jose Abad Santos Street, Poblacion Zone 8, Baybay City, Leyte

4. PLACE OF BIRTH	**Baybay City Public Hospital**
5. SEX	☑ Male ☐ Female
6. CIVIL STATUS	☑ Single ☐ Widowed ☐ Married ☐ Separated Others, specify _____

12. ZIP CODE	**6521**
13. TEL. NO./CEL. NO.	**053-300-7765**
14. PHILHEALTH NO.	**132503610438**

7. CITIZENSHIP	**FILIPINO**	9. WEIGHT (kg)	55
8. HEIGHT (m)	**1.6002**	10. BLOOD TYPE	B

15. TIN	**743-698-189**
16. PAG-IBIG ID NO.	**121247412624**

17. SPOUSE'S SURNAME	
FIRST NAME	
MIDDLE NAME	

18. NAME OF CHILD (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)

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: BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

20. CAREER SERVICE ELIGIBILITY

☐ Professional   ☐ Sub-Professional   ☐ Others, Specify: _____

21. WORK EXPERIENCE

INCLUSIVE DATES (mm/dd/yyyy) From	To	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)
12/02/2014	1/2/2015	PROGRAMMER (MS ACCESS)	MEDICAL MISSION MATTERS	10,000/Month	TEMP	NO
04/10/2016	5/10/2016	WEB DEVELOPER	MEN AT WORK (ORMOC)	35,000/Month	TEMP	NO
2/25/2017	3/25/2017	WEB DEVELOPER	GOD'S GRACE CONTACT CENTER	20,000/Month	TEMP	NO
8/05/2017	9/5/2017	WEB DEVELOPER	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	20,000/Month	TEMP	NO
04/13/2019	08/19/2022	INFORMATION SYSTEM SUPPORT	TAYTAY SA KAUSWAGAN INC.	22,000/Month	PERM	NO
03/20/2023	PRESENT	WEB DEVELOPER	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	5,000/Month	TEMP	NO
05/05/2023	06/30/2023	IT PERSONNEL	VISAYAS STATE UNIVERSITY LIBRARY	13,000/Month	TEMP	NO
06/05/2023	12/31/2023	IT PERSONNEL	VISAYAS STATE UNIVERSITY LIBRARY	19,000/Month	TEMP	NO
01/03/2024	PRESENT	IT PERSONNEL	VISAYAS STATE UNIVERSITY LIBRARY	19,000/Month	TEMP	NO

22. SPECIAL SKILLS
(i.e. computer skills, typing, welding, plumbing, carpentry, auto mechanic, driving, et. al.)

Special Skill	Highly Skilled	Average	Fair	REMARKS
Mathematical and Accounting Skills	☐	☑	☐	
Computer Hardware & Software Installation	☑	☐	☐	
Computer Trouble Shooting	☑	☐	☐	
Programming/ Application Development	☑	☐	☐	
Web Development	☑	☐	☐	
Microsoft Office Literate	☑	☐	☐	
Photo Editing Using Photoshop	☐	☑	☐	

23. RELEVANT TRAININGS SEMINAR/WORKSHOP ATTENDED (Write in full)

Training	INCLUSIVE DATES OF ATTENDANCE From	To	NUMBER OF HOURS	CONDUCTED/ SPONSORED BY (Write in full)
ISO 9001:2015 Awareness & Re-awareness Webinar	08/29/2023	08/29/2023	8 Hours	VSU
HRIS Software Onboarding	12/06/2023	12/06/2023	8 Hours	VSU
Orientation and Workshop on AANR Digitization and Slims Administration and Management	07/12/2023	07/12/2023	8 Hours	DOST

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._____ ISSUED AT: _____ ISSUED ON (mm/dd/yy): _____

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

Revised 2015