


PR-31

VISAYAS STATE UNIVERSITY

PERSONAL DATA SHEET

For Job Order Workers

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



1. SURNAME FIRST NAME MIDDLE NAME 3. DATE OF BIRTH 4. PLACE OF BIRTH 5. SEX	VALENZONA					
	RUTH LENE					
	ESCO		2. NAME EXTENSION (e.g. Jr., Sr.)	NA		
	01/19/1983		11. PRESENT ADDRESS	TAB-ANG KILIM BAYBAY CITY, LEYTE		
	BAYBAY LEYTE					
6. CIVIL STATUS	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female					
	<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.	563-1379/ 09778397040		
			14. PHILHEALTH NO.	1305-0068-1536		
			7. CITIZENSHIP	FILIPINO	9. WEIGHT (kg)	55
8. HEIGHT (m)	1.49	10. BLOOD TYPE	AB+	16. PAG-IBIG ID NO.	121005759975	
17. SPOUSE'S SURNAME	N/A			18. NAME OF CHILD (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)	
FIRST NAME	N/A			Trixia Cassandra Valenzona	12/03/2011	
MIDDLE NAME	N/A					
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 type="checkbox"/> College (1st, 2nd, 3rd, 4th, <u>Graduated</u>) Degree: BSBIO -major in Botany					
20. CAREER SERVICE ELIGIBILITY	<input type="checkbox"/> Professional <input checked="" 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				
	1/2025	To Present	LAB. AIDE	DBS	568.70/DAY	JO YES
	1/2024	To Present	LAB. AIDE	DBS	568.70/DAY	JO YES
	1/2023	To Present	LAB. AIDE	DBS	568.70/DAY	JO YES
	1/2022	To Present	LAB. AIDE	DBS	553.40/DAY	JO YES
	1/2021	To Present	LAB. AIDE	DBS	553.40/DAY	JO YES
	1/2020	To Present	LAB. AIDE	DBS	553.40/DAY	JO YES
	1/3/2019	To Present	LAB. AIDE	DBS	603/DAY	JO YES
	01/15/2017	To Present	LAB. AIDE	DBS	240/DAY	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			
BAKING/COOKING		X				
COMPUTER SKILLS		X				
DRIVING		X				
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				
Basic Sample Preparation Techniques of Biological Samples for Scanning Electron Microscopy (SEM)	7/25/2024	/ /	8HRS	VSU ECO-FARMI		
Chemical Waste Management and Safety in the Chemical Laboratory	2/23/2024	/ /	8HRS	VSU RDE Hall		
ISO 9001:2015 Awareness and Re-awareness Webinar	8/29/2023	/ /	8HRS	via ZOOM		
Management of Hazardous Chemical and Biological Waste in the Laboratory	14/08/2023	/ /	8HRS	via ZOOM		
Capacity Building: Laboratory Techniques for Parasite Surveillance	20/10/2022	/ /	8HRS	DBS, VSU		
ISO: Awareness and Re-awareness Webinar	30/08/2022	/ /	8HRS	VSU RDE Hall		
Boosting Productivity in the Workplace Now and Beyond	24/03/2022	25/03/2022	16HRS	Webinar		
Seminar/Lecture on Intellectual Property Awareness and Commercialization of Technologies	25/08/2021	/ /	8HRS	via ZOOM		
ISO: Awareness and Re-awareness Webinar	27/11/2020	/ /	8HRS	VSU		
First General Assembly and Symposium of ICP-Leyte Chapter	26/04/2019	/ /	8HRS	CCE		
Orientation Workshop Among JO Clerks & Lab Tech.	1/15/2019	/ /	8 HRS	CCE		
Research on Animal Handling	09/10/2018	/ /	8 HRS	DBS, 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. 02706144 ISSUED AT: BAYBAY ISSUED ON (mm/dd/yy): 01/03/2025						
SIGNATURE : _____ DATE ACCOMPLISHED: (mm/dd/yyyy) JANUARY 10, 2025						

