

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		C O N D E																			
		A L L E N B R I A N																			
		Y A M I T																			
3. DATE OF BIRTH (mm/dd/yyyy)		08/19/1988				11. PRESENT ADDRESS				Brgy. Candadam, Baybay City, Leyte											
4. PLACE OF BIRTH		Butuan City, Agusan Del Norte																			
5. SEX		<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female				12. ZIP CODE				6521 - A											
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"/>						13. TEL. NO./CEL. NO.				099-9880-3433											
						14. PHILHEALTH NO.				12 - 050571-8327											
						15. TIN				274 - 015 - 544 - 000											
7. CITIZENSHIP		FILIPINO		9. WEIGHT (kg)		75		16. PAG-IBIG ID NO.				167001916478									
8. HEIGHT (m)		5'10"		10. BLOOD TYPE		O+		17. EMAIL ADDRESS				allenconde36@gmail.com / allen.conde@vsu.edu.ph									
SPOUSE'S SURNAME FIRST NAME MIDDLE NAME		PALERMO										18. NAME OF CHILD (Write full name and list all)				DATE OF BIRTH (mm/dd/yyyy)					
		LADIE ANNE										ALFONZO SEBASTIAN P. CONDE				05/03/2016					
		GASES																			
S & R HIGHEST EDUCATIONAL ATTAINMENT (Please check and underline the specific)		[] Elementary (Grade ____ / Graduated)																			
		[] High School (1st, 2nd, 3rd, 4th, Graduated)																			
		<input checked="" type="checkbox"/> College (1st, 2nd, 3rd, 4th, <u>Graduated</u>) Degree: <u>Bachelor in ICT</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																			
January 01, 2025		Present		Deputy Data Records Controller				Visayas State University (Sports Development Office)				P603.40/day		Job Order		YES					
October 17, 2023		December 31, 2024		Deputy Data Records Controller				Visayas State University (IHK)				P603.40/day		Job Order		YES					
April 17, 2023		October 17, 2023		AACCUP Data Gatherer				Visayas State University (IHK)				P603.40/day		Job Order		YES					
January 16, 2022		February 24, 2023		Health Care Assistant				MaryCare Limited						Casual		NO					
February 2, 2020		March 10, 2023		Front of House Servery Supervisor				University of Otago						Permanent		NO					
November 2017		December 31, 2019		Administrative Aide				Visayas State University Integrated High School				P300.00 daily		Job Order		YES					
July 2014		July 2017		Research Associate				Visayas State University Phil-LIDAR				P35,000.00/Month		Job Order		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 Skills		✓																			
Keyboard Typing		✓																			
Driving Car and Motorcycle		✓																			
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 LIFE SUPPORT WITH CPR 2020 GUIDELINES WITH AED, FBAO & BVM APPLICATION, FIRST AID TRAINING		03/04/2024		03/06/2024		24 hrs				UNIVERSITY DISASTER RISK REDUCTION MANAGEMENT AND SECURITY SERVICES OFFICE (UDRRMSSO) - VSU											

Essential First Aide Course	12/03/2020	12/04/2020	16 hrs	New Zealand Red Cross
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: <u>BAYBAY CITY, LEYTE</u> ISSUED ON (mm/dd/yy): _____				
SIGNATURE : _____ DATE ACCOMPLISHED: (mm/dd/yyyy) _____				
				Revised 2015

IV. CIVIL SERVICE ELIGIBILITY

29. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE/ TESDA/NCC	RATING	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	DATE OF RELEASE
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
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(Continue on separate sheet if necessary)

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(Continue on separate sheet if necessary)

VI. SPECIAL SKILLS

31. SPECIAL SKILLS (i.e. computer skills, typing, welding, plumbing, carpentry, auto mechanic, driving, et. al.)	Proficiency			
	Highly Skilled	Average	Fair	
Computer Skill Software / Hardware Repair	✓			
Computer Typing	✓			
Driving Car and Motorcycle	✓			

(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) HUMA	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	CONDUCTED/ SPONSORED BY (Write in full)
	From	To		
REORIENTATION SEMINAR ON THE EASE OF DOING BUSINESS ACT, DATA PRIVACY ACT OF 20212, AND PRIVACY IMPACT ASSESSMENT	06/10/2025	06/10/2025	8	ATTY. RYSAN GUINOCOR / DATA PRIVACY OFFICER
BASKETBALL COACHING ON STRENGHT AND CONDITIONING	10/23/2024	10/24/2024	16	REY F. EVANGELISTA / LGU ORMOG
ISO 9001:2015 AWARENESS & RE-AWARENESS SEMINAR	09/09/2024	09/09/2024	8	HUMAN RESOURCE MANAGEMENT OFFICE - VSU
"UNLOCKING EXCELLENCE " THE 5S REVOLUTION FOR CLERKS AND HEADS	03/04/2024	03/06/2024	24	HUMAN RESOURCE MANAGEMENT OFFICE - VSU
ISO 9001:2015 AWARENESS & RE-AWARENESS WEBINAR	12/06/2023	12/06/2023	8	QUALITY ASSURANCE CENTER - VSU
"UNLOCKING EXCELLENCE " THE 5S REVOLUTION FOR CLERKS AND HEADS	11/29/2023	11/29/2023	8	HUMAN RESOURCE MANAGEMENT OFFICE - VSU
ISO 9001:2015 AWARENESS & RE-AWARENESS WEBINAR	08/29/2023	08/29/2023	8	QUALITY ASSURANCE CENTER - VSU
	/ /	/ /		

(Continue on separate sheet if necessary)

<p>36. Are you related by consanguinity or affinity to any of the following :</p> <p>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?</p>	<p>If YES, give details:</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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(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	
Computer Skill Software / Hardware Repair	✓			
Computer Typing	✓			
Driving Car and Motorcycle	✓			
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		
ISO 9001:2015 AWARENESS & RE-AWARENESS SEMINAR	09/09/2024	09/09/2024	8	QUALITY ASSURANCE CENTER - VSU
BASKETBALL COACHING ON STRENGHT AND CONDITIONING	10/23/2024	10/24/2024	16	REY F. EVANGELISTA / LGU ORMOC
BASIC LIFE SUPPORT WITH CPR 2020 GUIDELINES WITH AED, FBAO & BVM APPLICATION, FIRST AID TRAINING	03/04/2024	03/06/2024	24	UNIVERSITY DISASTER RISK REDUCTION MANAGEMENT AND SECURITY SERVICES OFFICE (UDRRMSSO) - VSU
HUMAN RESOURCES INFORMATION SYSTEM SOFTWARE ONBOARDING VIA ZOOM	12/06/2023	12/06/2023	8	HUMAN RESOURCE MANAGEMENT OFFICE - VSU
"UNLOCKING EXCELLENCE " THE 5S REVOLUTION FOR CLERKS AND HEADS	11/29/2023	11/29/2023	8	HUMAN RESOURCE MANAGEMENT OFFICE - VSU
ISO 9001:2015 AWARENESS & RE-AWARENESS WEBINAR	08/29/2023	08/29/2023	8	QUALITY ASSURANCE CENTER - VSU
Essential First Aid Course	12/03/2020	12/04/2020	16	New Zealand Red Cross
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?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div>_____</div> <div>_____</div>			
25. REFERENCES (Person not related by consanguinity or affinity to applicant / appointee)				
NAME	ADDRESS	TEL. NO.		
Dr. Aleli Villocino	Visayas State University			
Dr. Charis B. Limbo-Rivera	Visayas State University	+63 948 5105 847		
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.				
<div>COMMUNITY TAX CERTIFICATE NO.</div> <div>BAYBAY CITY, LEYTE</div> <div>ISSUED AT</div> <div>ISSUED ON (mm/dd/yyyy)</div>		<div>SIGNATURE (Sign inside the box)</div> <div>DATE ACCOMPLISHED</div>	<div>RIGHT THUMBMARK (REQUIRED)</div>	
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