

VISAYAS STATE UNIVERSITY
PERSONAL DATA SHEET
For Job Order Workers



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

1. SURNAME		B U L A W A N													
FIRST NAME		J O N A L Y N													
MIDDLE NAME		A L K U I N O										2. NAME EXTENSION (e.g. Jr., Sr.)			
3. DATE OF BIRTH (mm/dd/yyyy)		09/08/1986		11. PRESENT ADDRESS											
4. PLACE OF BIRTH		BAYBAY, LEYTE													
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 _____													
7. CITIZENSHIP		FILIPINO		9. WEIGHT (kg)				12. ZIP CODE		6521					
8. HEIGHT (m)		1.55		10. BLOOD TYPE		O+		13. TEL. NO./CEL. NO.		09518232574					
								14. PHILHEALTH NO.		11-202664317-4					
								15. TIN		417-586-588-000					
								16. PAG-IBIG ID NO.		121285042922					
								17. EMAIL ADDRESS		jonalyn.bulawan@vsu.edu.ph					
18. SPOUSE'S SURNAME		BULAWAN										18. NAME OF CHILD (Write full name and list)		DATE OF BIRTH (mm/dd/yyyy)	
FIRST NAME		LEO										N/A		N/A	
MIDDLE NAME		GUMBA													
19. HIGHEST EDUCATIONAL ATTAINMENT (Please check and underline the)		<input type="checkbox"/> Elementary (Grade _____ / Graduated) <input type="checkbox"/> High School (1st, 2nd, 3rd, 4th, Graduated) <input checked="" type="checkbox"/> College (1st, 2nd, 3rd, 4th, Graduated) Degree/Course: <u>BACHELOR OF SCIENCE IN AGRIBUSINESS</u>													
20. CAREER SERVICE ELIGIBILITY		<input type="checkbox"/> Professional <input checked="" type="checkbox"/> Sub-Professional <input type="checkbox"/> Others, Specify: <u>N/A</u>													
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													
01 / 01 / 2025		PRESENT		CLERK		DMET		603.40		Job Order					
01 / 01 / 2024		12 / 31 / 2024		Admin Aide- AdDRC		RERC		603.40		Job Order					
07 / 01 / 2023		12 / 31 / 2023		Admin Aide- DDRC		RERC		603.40		Job Order					
02 / 16 / 2023		06 / 30 / 2023		Admin Aide- AdDRC		DOPAC		603.40		Job Order					
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				✓											
Typing				✓											
Bookbinding				✓											
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											
"Enhancing Digital Communication: VOIP Phone Mastery and Outbox Messenger Transition"		11/20/2024		11/20/2024		4 hours		Visayas State University							
Ease of Doing Business (EODB), Data Privacy Act (DPA) of 2021, and Privacy Impact Assessment (PIA)		7/29/2024		07/29/2024		8 hours		Visayas State University							
Use Seminar/Workshop on Basic Records Archives Manag		07/30/2024		07/31/2024		16 hours		Visayas State University							
ISO 9001:2015 Awareness/Re-awareness Webinar		07/09/2024		07/09/2024		4 hours		Visayas State University							
Financial Transactions Forum		03/20/2024		03/20/2024		8 hours		Visayas State University							
HRIS Software On-Boarding		12/06/2023		12/06/2023		8 hours		Visayas State University							
"Unlocking Excellence: The 5s Revolution for Clerks and Heads at Visayas State University"		11/09/2023		11/09/2023		8 hours		Visayas State University							
ISO 9001:2015 Awareness/Re-awareness Webinar		08/29/2023		08/29/2023		4 hours		Visayas State University							
Gender Sensitivity Orientation for VSU Faculty and Staff		11/07/2023		07/11/2023		4 hours		Visayas State University							

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. CCI2023 02708937 ISSUED AT: BAYBAY CITY ISSUED ON (mm/dd/yy): 01/13/2025
SIGNATURE: [Signature] DATE ACCOMPLISHED: (mm/dd/yy) 01/14/2025