

VISAYAS STATE UNIVERSITY PERSONAL DATA SHEET



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

1. SURNAME		GARCES										
FIRST NAME		MARK LOUIS										
MIDDLE NAME		LELIS				2. NAME EXTENSION (e.g. Jr., Sr.)		N/A				
3. DATE OF BIRTH (mm/dd/yyyy)		01/21/1997		11. PRESENT ADDRESS		BRGY. KILIM, BAYBAY CITY, LEYTE						
4. PLACE OF BIRTH		HILONGOS, LEYTE										
5. SEX		<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female										
6. CIVIL STATUS		<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.		+639094919643						
				14. PHILHEALTH NO.		13-250490350-1						
7. CITIZENSHIP		FILIPINO		9. WEIGHT (kg)		70		15. TIN	474-371-554			
8. HEIGHT (m)		1.69		10. BLOOD TYPE		B+		16. PAG-IBIG ID NO.	1211-9088-4558			
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				N/A		N/A				
MIDDLE NAME		N/A				N/A		N/A				
19. HIGHEST EDUCATIONAL ATTAINMENT (Please check and underline the specific)		<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: <u>BS IN COMPUTER SCIENCE</u>										
20. CAREER SERVICE ELIGIBILITY		<input checked="" 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										
06/01/2018		08/01/2019		ENCODER		OFFICE OF THE SCHOOL REGISTRAR - VSU MAIN		P25/HOUR		STUDENT'S ASSISTANT		YES
02/01/2018		05/31/2018		CLERK		LOCAL CIVIL REGISTRAR - LGU HILONGOS		P200/DAY		JOB ORDER		YES
09/13/2023		PRESENT		CLERK		SUPPLY AND PROPERTY OFFICE - VSU MAIN		P603.40/DAY		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 TROUBLESHOOTING		<input checked="" type="checkbox"/>										
MOTORCYCLE DRIVING		<input checked="" type="checkbox"/>										
WELDING				<input checked="" type="checkbox"/>								
AUTO MECHANIC						<input checked="" type="checkbox"/>						
COMPUTER LITERATE		<input checked="" type="checkbox"/>										
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								
DESO TECHNICAL SUPPORT STAFF TRAINING		02/25/2022		02/26/2022		16		COMMISSION ON ELECTIONS				
COMPUTER HARDWARE SERVICING TRAINING		05/08/2023		05/12/2023		40		LEYTE TECHNOLOGY LIVELIHOOD DEVELOPMENT & PRODUCTIVITY CENTER				
5S REVOLUTION FOR CLERKS & HEADS		11/29/2023		11/29/2023		5		VSU-MAIN CAMPUS				
N/A		N/A		N/A		N/A		N/A				
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. <u>CCI2022.09445871</u>				ISSUED AT: <u>LGU - BAYBAY</u>		ISSUED ON (mm/dd/yyyy): <u>01/02/2024</u>						
SIGNATURE:				DATE ACCOMPLISHED: (mm/dd/yyyy) <u>02/07/2024</u>								