

VISAYAS STATE UNIVERSITY
PERSONAL DATA SHEET

For Job Order Workers

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



1. SURNAME		G O F R E D O											
FIRST NAME		D A N I L O											
MIDDLE NAME		M I S A								2. NAME EXTENSION (e.g. Jr., Sr.)		Jr.	
3. DATE OF BIRTH (mm/dd/yyyy)		10/11/1995				11. PRESENT ADDRESS				BRGY. HIBUNAWAN BATBAT CITY - LEYTE			
4. PLACE OF BIRTH		BATBAT CITY, LEYTE				12. ZIP CODE				6521-A			
5. SEX		☒ Male ☐ Female				13. TEL. NO./CEL. NO.				09358235844			
6. CIVIL STATUS		☐ Single ☐ Widowed ☒ Married ☐ Separated ☐ Annulled ☐ Others, specify _____				14. PHILHEALTH NO.				13-025281926-7			
7. CITIZENSHIP		FILIPINO		9. WEIGHT (kg)		75		15. TIN		489-370-017-000			
8. HEIGHT (m)		5'5		10. BLOOD TYPE		B+		16. PAG-IBIG ID NO.		1212-0319-9283			
17. SPOUSE'S SURNAME		G O F R E D O						18. NAME OF CHILD (Write full name and list all)				DATE OF BIRTH (mm/dd/yyyy)	
FIRST NAME		N I F F A						D A N I E L L A B L A I R E C G O F R E D O				12/19/2012	
MIDDLE NAME		C A L L E J A						M A R K I F F D A N N C - G O F R E D O				08/20/2021	
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: _____											
20. CAREER SERVICE ELIGIBILITY		☐ Professional ☒ Sub-Professional ☐ 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)		GOVT SERVICE (Yes / No)			
From		To											
APRIL 2015		JUNE 2020		UTILITY / MESSENGER		URC / CCE		553		J.O. YES			
JULY 2020				UTILITY / MESSENGER		OURGAS		553		J.O. 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							
HOW TO OPERATE SOUND SYSTEM													
HOW TO OPERATE RIGID MASTER													
GARDENING													
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									
ISO 9001:2015 AWARENESS / RE AWARENESS		NOV. 27, 2020		8 HRS		OAC / OP							
HIV in the Workplace Seminar		DECEMBER 9, 2016		8 HRS		VSO / HOSPITAL							
ISO 9001:2015 AWARENESS / RE AWARENESS		SEPTEMBER 13, 2021		8 HRS		ODQA / OP							
ALAY LINES		NOVEMBER 29, 2021		16 HRS		GSO							
RE ORIENTATION OF EMPLOYEE DUTIES		SEPTEMBER 27, 2021		8 HRS		ODHRM / OP							
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.		17048869		ISSUED AT		BAYBAY CM		ISSUED ON (mm/dd/yyyy)		11/22/22			
SIGNATURE :				DATE ACCOMPLISHED (mm/dd/yyyy)		2/22/22							