

VISAYAS STATE UNIVERSITY PERSONAL DATA SHEET For Job Order Workers										PLEASE PASTE an ID picture taken within the last 6 months (2" x 2" or Passport Size) (-)			
Print legibly. Mark appropriate boxes with " <input type="checkbox"/> " and use separate sheet if necessary.													
1. SURNAME		P E T A L C O R I N											
FIRST NAME		J A N I C E											
MIDDLE NAME		L E G A R A Y								2. NAME EXTENSION (e.g. Jr., Sr.)		N/A	
3. DATE OF BIRTH (mm/dd/yyyy)		04/24/01		11. PRESENT ADDRESS		Brgy. Gabas Baybay City, Leyte							
4. PLACE OF BIRTH		Baybay Leyte											
5. SEX		<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female											
6. CIVIL STATUS		<input checked="" type="checkbox"/> Single		Widowed		12. ZIP CODE		6521					
		<input type="checkbox"/> Married		Separated		13. TEL. NO./CEL. NO.		09073116499					
		<input type="checkbox"/> Annulled		Others, specify _____		14. PHILHEALTH NO.		13-250339801-3					
7. CITIZENSHIP		Filipino		9. WEIGHT (kg)		47		15. TIN		637-829-532			
8. HEIGHT (m)		1.52		10. BLOOD TYPE		O		16. PAG-IBIG ID NO.		121335044816			
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							
MIDDLE NAME		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: Bachelor of Secondary Education Major in Social Studies											
20. CAREER SERVICE ELIGIBILITY		<input checked="" type="checkbox"/> Professional <input type="checkbox"/> Sub-Professional <input type="checkbox"/> Others, Specify: _____ NONE											
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		30-Jun-25		Administrative Aide- III		Quality Assurance Center		603.40		Job Order Yes			
2-Jan-24													
22. SPECIAL SKILLS (i.e. computer skills, typing, welding, plumbing, carpentry, auto mechanic, driving, et. al.)		Proficiency (Please check)						REMARKS					
		Highly Skilled		Average		Fair							
Communication Skills		/											
Basic Microsoft Skills		/											
Multi-task Skills		/											
Time Management Skills		/											
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 Seminar		9/10/2024 10/09/24		4		Visayas State University							
Seminar Workshop on Basic Records and Archives Management (BRAM)		07/30/24 07/31/24		16		Visayas State University							
From Policy to Practice: EODB, DPA of 2012, and PIA Reorientation for Visayas State University (VSU) Personnel		07/29/24 07/29/24		8		Visayas State University							
Gender Sensitivity Training		04/12/24 04/12/24		8		Visayas State University							
Women Inspiring Women Forum		03/22/24 03/22/24		8		Visayas State University							
Workshop on Program Accreditation		01/12/24 01/12/24		8		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. _____ ISSUED AT: <u>BAYBAY CITY, LEYTE</u> ISSUED ON (mm/dd/yy): _____													
SIGNATURE : _____ DATE ACCOMPLISHED: (mm/dd/yyyy) _____													

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

[illegible]

(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 skills			
typing			

(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)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	CONDUCTED/ SPONSORED BY (Write in full)
		From	To		
		/ /	/ /		
		/ /	/ /		

(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>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
	If YES, give details:	

[illegible]

(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	
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		
		/ /	/ /		
		/ /	/ /		
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?	If YES, give details: _____ <div><input type="checkbox"/> YES <input type="checkbox"/> NO</div>			
25. REFERENCES (Person not related by consanguinity or affinity to applicant / appointee)					
NAME		ADDRESS		TEL. NO.	
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>PLEASE PASTE an ID picture taken within the last 6 months (1"X1" or 2" x 2" or Passport Size) (REQUIRED)</div> <div>PHOTO</div>
<div>COMMUNITY TAX CERTIFICATE NO.</div>		<div>SIGNATURE (Sign inside the box)</div>			
<div>ISSUED AT</div>					
<div>/ /</div>					

ISSUED ON (mm/dd/yyyy)

DATE ACCOMPLISHED

RIGHT THUMBMARK
(REQUIRED)