## VISAYAS STATE UNIVERSITY PERSONAL DATA SHEET For Job Order Workers



																			P	-	10 m	
Print legibly, Ma	ark appropriate boxes	with " ☑	" and use	e sepa	arate	sheet if	fnece	sarv.														
VSU ID No.			filled up by F					, ,														
1. SURNAME	C 0 S 1				1																	
FIRST NAME	J E N N Y			i	i	ĪĪ	i i	i	Ī			<u> </u>	1	Ī	Ī	Ť	i	i i	i i			
MIDDLE NAME	O C A L E Ñ A		<u> </u>	i	i	<del>i i</del>	<del> </del>	2. NAN	/E EXT	ENSION	N (e.	g. Jr., S	Sr.)				Ė		Ė	NOI	NE	
3. DATE OF BIRTH (m		02/09/19	79	11. PR	ESENT	ADDRESS	<del>' '</del>					-										
4. PLACE OF BIRTH	POLOMOLOK, SOUTH C			1				BRG	Y PA	ALHI, E	ЗАҮ	BAY	CIT	Y . I F	YTI	F						
5. SEX	Male √Female	0							, _	-,	_,	•	.,									
6. CIVIL STATUS	ed	12. ZIP	CODE		652	1																
	ea ted	13. TEI		14642	125																	
	specify		13. TEI				<u> </u>															
7 OITIZENOUID				.TH NO.		17-050080948-8 929-305-234																
7. CITIZENSHIP	FILIPINO	9. WEIGHT (kg)	15. TIN		1890-0051-0446																	
8. HEIGHT (m)	4'11"	10. BLOOD TYPE	В	16. PA	G-IBIG	NO.																
17. SPOUSE	N/A				18. NAME OF CHILD (Write full name and list all)							DATE OF BIRTH (mm/dd/yyyy)										
SURNAME	N/A				NON	ΝE																
FIRST NAME	N/A																					
MIDDLE NAME	N/A																					
19. HIGHEST EDUCATIONAL ATTAINMENT																						
		☐ High Sch	High School (1st, 2nd, 3rd, 4th year, Graduated)																			
		High School (1st, 2nd, 3rd, 4th year, Graduated)																				
		▼ Collegel	(1st, 2nd	d, 3rd	, 4th	year, <u>G</u>	radua <sup>-</sup>	<u>:ed</u> )		Degre	e :	_	BA	CHE	:LO	K OF	SCIE	NCE	N ACC	OUNT	<u>ANCY</u>	
		☐ Vocatio	nal																			
20. CAREER SERV	TOT THOUBILITY	□ Drofessi		10l	D f					\4l= = ==		·:	£									
OARLEROLIV	ICE ELIGIBILITY	☐ Professi	onai L	JSub-		essiona				Others		peci	ту: _	_	_		ATUCO		ICOV/IT C	EDVICE		
21. WOF	POSITION TITLE			EPARTMEN	NT / AGE	NCY / OFF	ICE / C	OMPAN	١Y		SALARY			STATUS OF APPOINTMENT			GOV'T SERVICE					
INCLUSIV			PRC	JECT	(Write in	Write in full)				(Daily or Monthly)			(Perm/Temp/				0/	(NL)				
From					(Willow)	uii)							Job Order)			<u> </u>	(Yes	/ No)				
02/11/2020	ADMINISTRATI	<u> </u>	LIMI	VERSITY	TRAR	PAP DA					ΙV	Т	IOE	ORD	ED	П	NO	<u> </u>				
1/1/2014	ACCOUNTING		4								,	PERMANENT										
1/1/2014	+		CANNERY MULTI-PUF							_			_									
	BOOKKEEPER		CANNERY MULTI-PUF							IV	IONT		_	PERMANENT								
11/19/2002	12/31/2006 3/31/2001		ACCOUNTING CLERK SALES REPRESENTATIVE			CANNERY MULTI-PUR				JP.			DAI				ASUA			N(		
10/10/2000	SALES REPRE	E	E ELECTROLUX MARKE				INC.			-	DAI	LY		CASUAL N				N	0			
00 SF	PECIAL SKILLS				<b>c</b>	(5																
(i.e. computer skills, typing, welding,			PI	rotici	ency (F	cneci	check)															
plumbing, carpentry, auto mechanic,		Highly Sk	Average					Fair									F	REMARKS				
driving et al.)			7 Wordgo					r an														
BOOKKEEPING		√																				
BUDGETTING		V																				
PAYROLL		V																				
COMPUTER SKILLS, TYPING		V																				
23 RELEY	INCLUSIVE DATES O	E																				
SEMII	(r		N	NUMBER OF HOURS			CONDUCTED/ SPONSORED BY															
ATTENDED		From			5(0)									(Writ	e in ful	)						
(Write in full) YUNG SUMAKSES KA: TOOLKITS FOR		TIOIII																				
FLOURISHING		4/3/2005	4/3/20	005	4		GAD	- VSL	J													
ENHANCING DIGITAL COMMUNICATION:																						
VOIP PHONE MASTERY AND OUTPUT		11/20/2024	2024		4			C - V	SH													
MESSENGER TRANSITION		11/20/2024	-024					ICTMC - VSU														
HRIS SOFTWARE ONBOARDING		12/06/2023 12/06/2		2023					VSU													
UNLOCKING EXCELLENCE:THE 5S									VSU													
REVOLUTION FOR CLERKS AND HEADS		11/29/2023	11/29/2023 11/29/2			4			V30													
VIRTUAL DATA PRIVACY ACT OF 2012		4/7/2023 4/7/20		123		7			VSU LEGAL OFFICE- ATTY, RYSAN S. GUINOCOR													
AWARENESS SEMINAR		4/1/2023 4/1/20		ری ا																		
ROLE OF BSP AND RECENT ECONOMIC		06/14/2021 06/17/2		2021		6			BANGKO SENTRAL NG PILIPINAS - EFLO													
DEVELOPMENT DOCUMENT TRACKING SYSTEM																						
DOCUMENT TRACK		11/13/2023 11/13/2			3			VSU MAIN HRIS														
AWADENESS.	11/27/2020	11/27/2			4			VSU MAIN - ELVIRA E. ONGY														
SEMINAR ON BASIC	4/15/2019	4/16/2			8			DTI NEGOSYO CENTER - GENERAL SANTOS CITY														
STATEMENT OF CA	10/21/2015	10/22/2			12			MASS-SPECC COOPERATIVE DEVELOPMENT CENTER														
STRATEGIC PLANN	11/7/2013	2013		20		NEX	「LEV	ING A	NG ADVOCACY COOPERATIVE													

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. 02707292

DATE ACCOMPLISHED: (mm/dd/yyyy) 7/15/2025

ISSUED AT: BAYBAY CITY, LEYTE ISSUED ON (mm/dd/yy): 01/08/2025

SIGNATURE: