

VISAYAS STATE UNIVERSITY
PERSONAL DATA SHEET
For Job Order Workers



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

1. SURNAME		E N A G E																																																									
FIRST NAME		R A F A E L																																																									
MIDDLE NAME		F L O R E S																				2. NAME EXTENSION (e.g. Jr., Sr.)																																					
3. DATE OF BIRTH (mm/dd/yyyy)										/ /					11. PRESENT ADDRESS																																												
4. PLACE OF BIRTH																																																											
5. SEX										☒ Male ☐ Female																																																	
6. CIVIL STATUS										☐ Single ☐ Widowed																		12. ZIP CODE					6521																										
										☒ Married ☐ Separated																		13. TEL. NO./CEL. NO.					0936-123-1663																										
										☐ Annulled ☐ Others, specify _____																		14. PHILHEALTH NO.					13-2013-87605-7																										
7. CITIZENSHIP															9. WEIGHT (kg)					67		15. TIN					288-337-102-000																																
8. HEIGHT (m)															10. BLOOD TYPE					O		16. PAG-IBIG ID NO.					1212-0655-5793																																
17. SPOUSE'S SURNAME FIRST NAME MIDDLE NAME		ENAGE																										18. NAME OF CHILD (Write full name and list all)					DATE OF BIRTH (mm/dd/yyyy)																										
		CHARICE MAE																										RALPH CHARL V. ENAGE					06/06/2009																										
		VILLEGAS																										DENZDY ALICIA JANE V. ENAGE					12/06/2011																										
19. HIGHEST EDUCATIONAL ATTAINMENT (Please check and underline the specific)										[] Elementary (Grade ____ / Graduated)																		DIMEBAG JOHN PAUL V. ENAGE					08/20/2014																										
										[] High School (1st, 2nd, 3rd, 4th, Graduated)																																																	
										[☒] College (1st, <u>2nd</u> , <u>3rd</u> , 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)					GOV'T SERVICE (Yes / No)																			
From					To																																																						
08/16/2013					03/31/2020					COMPUTER CENTER OPERATOR										VSU COMPUTER CENTER										40/HOUR					JO																								
04/01/2020					02/15/2022					ADMIN AIDE CLERK/ FRONT DESK, SPRING WATER, IGP DORMITORY										VSU IGP / ODRGAS OFFICE										450/DAY					JO																								
02/16/2022					PRESENT					UTILITY/MESSENGER										VSU IGP / ODRGAS OFFICE										561.80/DAY					JO																								
22. SPECIAL SKILLS (i.e. computer skills, typing, welding, plumbing, carpentry, auto mechanic, driving, et. al.)										Proficiency (Please check)																		REMARKS																															
										Highly Skilled										Average																		Fair																					
										CARPENTRY																												✓																					
										TYPING																												✓																					
										COMPUTER SKILLS																												✓																					
										PLUMBING																																						✓											
										MOTORCYCLE DRIVING																												✓																					
										HOUSEKEEPING										✓																																							
																				✓																																							
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										09/13/2021					09/13/2021															8 HOURS																			
										ISO 9001:2015 AWARENESS & RE-AWARENESS										08/29/2023					08/29/2023															8 HOURS																			
MASTERING THE ART OF HOUSEKEEPING SEMINAR										05/22/2024					05/22/2024					8 HOURS																																							

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.