


VISAYAS STATE UNIVERSITY  
PERSONAL DATA SHEET  
For Job Order Workers



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

1. SURNAME		S   A   N   T   O   S																											
FIRST NAME		F   R   A   N   C   E   S																											
MIDDLE NAME		A   R   B   I   O   L																		2. NAME EXTENSION (e.g. Jr., Sr.)				NA					
3. DATE OF BIRTH (mm/dd/yyyy)				10/19/1987				11. PRESENT ADDRESS				Brgy. Sto. Rosario, Baybay City, Leyte																	
4. PLACE OF BIRTH		Baybay, Leyte																											
5. SEX		<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female																											
6. CIVIL STATUS		<input type="checkbox"/> Single <input type="checkbox"/> Widowed										12. ZIP CODE				6521													
		<input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated										13. TEL. NO./CEL. NO.				+639678501621													
		<input type="checkbox"/> Annulled <input type="checkbox"/> Others, specify _____										14. PHILHEALTH NO.				012000011648													
7. CITIZENSHIP		Filipino				9. WEIGHT (kg)		60		15. TIN				259853606000															
8. HEIGHT (m)		1.54				10. BLOOD TYPE		A+		16. PAG-IBIG ID NO.				121082041038															
17. SPOUSE'S SURNAME		Santos										18. NAME OF CHILD (Write full name and list all)								DATE OF BIRTH (mm/dd/yyyy)									
FIRST NAME		Christian										Jorgina Liane * Arbiol								12/15/2009									
MIDDLE NAME		Alkuino										Jaliyah Dianna Laine Arbiol Santos								02/26/2018									
19. HIGHEST EDUCATIONAL ATTAINMENT  (Please check and underline the specific)		[ ] Elementary (Grade _____ / Graduated)										Jorge Leo-Tanz Arbiol Santos								12/11/2020									
		[ ] High School (1st, 2nd, 3rd, 4th, Graduated)																											
		[X] College (1st, 2nd, 3rd, 4th, Graduated) Degree: <u>BSN</u>																											
20. CAREER SERVICE ELIGIBILITY		<input type="checkbox"/> Professional <input 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																											
07 / 16 / 2019		Present		Administrative Assistant				Visayas State University				18,000.00		Job Order		Yes													
02 / 21 / 2017		04 / 16 / 2018		Customer Service Representative (Banker)				Teleperformance				24,000.00		Perm.		No													
08 / 25 / 2015		08 / 01 / 2016		Education Consultant (English Teacher)				ABC Education Consulting Co., Ltd. (based in Mainland China)				51,000.00		Perm.		No													
22. SPECIAL SKILLS (i.e. computer skills, typing, welding, plumbing, carpentry, auto mechanic, driving, et. al.)		Proficiency (Please check)										REMARKS																	
Computer Skills		√												Include basic photo editing															
Events organizer (including master of ceremonies)		√												Including webinar training															
Project Management		√																											
Communication (written & verbal)		√																											
Driving (2 and 4 wheels vehicle)		√																											
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)																			
The Basics of Records Management and Records Control webinar		01 / 27 / 2021		01 / 27 / 2021		4 hours				DOST-STII																			
Cyber Security		12 / 18 / 2019		12 / 19 / 2019		16 hours				VSU-HRMIS with resource person from DICT. I serve as the events coordinator and host.																			
Global communications training		11 / 12 / 2010		11 / 12 / 2010		8 hours				Eperformax Contact center & BPO																			
ACE English training		04 / 04 / 2008		04 / 08 / 2008		40 hours				Teletech Inc.																			
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>CCI2019 13050671</u> ISSUED AT: <u>Baybay City, Leyte</u> ISSUED ON (mm/dd/yy): <u>01 / 07 / 2021</u>																													
SIGNATURE : <u>FRANCES ANN ARBIOL-SANTOS</u> DATE ACCOMPLISHED: (mm/dd/yyyy) <u>03 / 18 / 2021</u>																													

Revised 2015