


VISAYAS STATE UNIVERSITY
PERSONAL DATA SHEET
For Job Order Workers



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

1. SURNAME		VALENZONA									
FIRST NAME		BRENDA ME									
MIDDLE NAME		PIAMONTE				2. NAME EXTENSION (e.g. Jr., Sr.)		NA			
3. DATE OF BIRTH (mm/dd/yyyy)		23/05/1983		11. PRESENT ADDRESS		BRGY. GABAS, BAYBAY CITY, LEYTE					
4. PLACE OF BIRTH		BAYBAY									
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.		CEL. NO. 09368250871					
		<input type="checkbox"/> Annulled <input type="checkbox"/> Others, specify _____		14. PHILHEALTH NO.		1300-0107-5722					
7. CITIZENSHIP		FILIPINO		9. WEIGHT (kg)		60 KG		15. TIN		460-072-107	
8. HEIGHT (m)		1.25		10. BLOOD TYPE		0		16. PAG-IBIG ID NO.		1212-0142-3741	
17. SPOUSE'S SURNAME		VALENZONA				18. NAME OF CHILD (Write full name and list all)		DATE OF BIRTH (mm/dd/yyyy)			
FIRST		CYR				CYRUS P. VALENZONA		November 28, 2007			
MIDDLE		VILLOCINO				CYBRIEL P. VALENZONA		October 9, 2018			
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, <u>Graduated</u>)									
		Degree: <u>BSBIO</u> -major in Ecology									
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									
1/2021		PRESENT		ADMIN AIDE I (Clerk)/dDRRC		DBS		603.40		JO YES	
1/3/2019		DEC. 2019		ADMIN AIDE I (Clerk)		DBS		603		JO YES	
11/201/2012		DEC. 2018		CLERK		DBS		260.00		JO YES	
SEPT. 2011		NOV. 2012		CLERK		DTE		6160.00		JO YES	
OCT. 2005		DEC. 2005		FIELD RESEARCHER		ACNIELSIN COMPANY		5200.00		CONTRACTUAL NO	
JAN. 2005		01/06/2005		STUDENT LABORATORY ASSISTANT		DBS		2000.00		JO 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					
computer literate		X									
Cooking		X									
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									
Procurement Planning Workshop		Sept. 13, 2016		8 HRS		CCE					
Workshop to Review and Improve Citizen's Charter		January 9, 2016		8 HRS		CCE					
HIV in the Workplace Seminar		Sept. 9, 2016		8HRS		CCE					
Orientation of Clerks on basic Customer Service and Development Based HRMPs On Personnel Documents/Requirements		Sept. 11, 2017		8HRS		CCE					
Orientation workshops among Jo Clerks and Lab Tech		15/01/2019		8HRS		CCE					
Document Tracking System		13/11/2020		3 hrs		VSU					
ISO- AWRFNESS AND REAWARENESS		27/11/2020		8 hrs		VSU					
Document Tracking System		2021		3 hrs		VSU-Virtual					
Orientation of Clerks on Basic Customer Service and Development Based HRMPs On Personnel Documents/Requirements		2021		8 hrs		VSU-Virtual					
Data Privacy Act Seminar		April 7,2022		9 hrs		VSU-Virtual					
Virtual Awareness Seminar on RA No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018)		June 28, 2022		8 hrs		VSU-Virtual					
Seminar on Typhoon Awareness & Calamity Readiness		June 29, 2022		4 hrs		VSU-Virtual					
ISO 9001:2015 Awareness/Re-awareness Seminar		August 30 ,2022		4 hrs		VSU RDE Hall					
Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs		September 7,2022		4 hrs		CCE Blg.VSU					
Re-Orientation on the Documentary Requirements for Financial & Administrative transaction		Dec.5, 2022		4 hrs		CCE Blg.VSU					
5S Revolution for clerks		Nov. 29, 2023		8 hrs		VSU					
HRIS Software Onbaording		Dec. 6, 2023		8 hrs		Zoom VSU					

Orientation of Guidelines and Procedures on Processes/Services of the Offices under (ASO)	Feb. 23, 2024	8 hrs	CCE, VSU
Financial Transaction Forum	March 20, 2024	8 hrs	CCE Blg.,VSU
Participation to the L&D activity entitled " Sparkling Spaces: Mastering the ART of Housekeeping"	March 26, 2024	8 hrs	CCE Blg.,VSU
Wellness Seminar	April 2, 2024	4 hrs	RDE Hall-VSU
Seminar Workshop on Basic Records and Archives Management (BRAM)	July 30-31, 2024	16 hrs	CCE Blg.,VSU
Orientation of Guidelines and Procedures on Processes/Services of the Offices under (ASO)	April 8, 2025	8 hrs	RDE, VSU
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.02706147 ISSUED AT: <u>BAYBAY</u> ISSUED ON (mm/dd/yy): January 3, 2025			
SIGNATURE : <u></u> DATE ACCOMPLISHED: (mm/dd/yyyy) <u>Nov. 25, 2025</u>			

IV. CIVIL SERVICE ELIGIBILITY

29. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE/ TESDA/NCC	RATING	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	DATE OF RELEASE
Sub-Prof Eligibility	80.00%	02/03/2025	MAASIN	009137	Sept. 24, 2025

(Continue on separate sheet if necessary)

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(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	
(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)				
36. 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, Bureau or Department where you will be appointed?	<div><input type="checkbox"/> YES <input type="checkbox"/> NO</div> <div>If YES, give details: _____</div>			
(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?

☐ YES ☐ NO

If YES, give details: _____

25. REFERENCES (Person not related by consanguinity or affinity to applicant / appointee)

NAME	ADDRESS	TEL. NO.
CHERYL C. BATISTEL	DBS, VSU	09186514081
ANALYN M. MAZO	DBS, VSU	09171624920
BEATRIZ S. BELONIAS	DBS, VSU	09173113309

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.



PHOTO

COMMUNITY TAX CERTIFICATE NO.

ISSUED AT

ISSUED ON (mm/dd/yyyy)

SIGNATURE (Sign inside the box)

DATE ACCOMPLISHED

RIGHT THUMBMARK (REQUIRED)