



EMPLOYEE PERSONAL DATA SHEET

Print legibly. Mark appropriate boxes D with "/" and use separate sheet if necessary.

Schedule: _____

I. PERSONAL INFORMATION

Team Lead: _____

2. SURNAME	G E N O N		
FIRST NAME	A I S A		
MIDDLE NAME	M I N I A O		3. NAME EXTENSION (e.g. Jr., Sr.)
4. DATE OF BIRTH (mm/dd/yyyy)	04 / 21 / 1995		17. RESIDENTIAL ADDRESS Sector 6 Pagsabungan Mandaue City
5. PLACE OF BIRTH	Bacolod Linao del Norte		
6. SEX	D Male <input checked="" type="checkbox"/> Female		ZIP CODE 6014
7. CIVIL STATUS	<input checked="" type="checkbox"/> Single D Widowed		18. TELEPHONE NO. NA
	D Married D Separated		
	D Annulled D Others, specify _____		
8. CITIZENSHIP	Filipino		19. PERMANENT ADDRESS Sector 6 Pagsabungan Mandaue City
9. HEIGHT (m)	5'2		
10. WEIGHT (kg)	65		ZIP CODE 6014
11. BLOOD TYPE	O		20. TELEPHONE NO.
12. GSIS ID NO.			21. E-MAIL ADDRESS (if any) aisa_genon@ yahoo.com
13. PAG-IBIG ID NO.	1		
14. PHILHEALTH NO.	12-051368349-4		22. CELLPHONE NO. (if any) 09158408934
15. SSS NO.	06-3576819-9		
16. TIN	318909255		23. EMPLOYEE ID NO.

II. FAMILY BACKGROUND

24. SPOUSE'S SURNAME		DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		/ /
MIDDLE NAME		/ /
OCCUPATION		/ /
EMPLOYER/BUS. NAME		/ /
BUSINESS ADDRESS		/ /
TELEPHONE NO.		/ /
(Continue on separate sheet if necessary)		
26. FATHER'S SURNAME	GENON	/ /
FIRST NAME	ERWIN	/ /
MIDDLE NAME	ARILA	/ /
27. MOTHER'S MAIDEN NAME		/ /
SURNAME	M I N I A O	/ /
FIRST NAME	I S A D O R A	/ /
MIDDLE NAME	M I G A D R E	/ /
25. NAME OF CHILD (Write full name and list all)		/ /
Alexis Rae Genon		10 / 08 / 2017

37 a. Have you ever been formally charged? DYES NO
If YES, give details

b. Have you ever been guilty of any administrative offense? DYES NO
If YES, give details

38. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal? DYES NO
If YES, give details

39. Have you ever been separated from the service in any following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract, AWOL or phased out, in the public or private sector? DYES NO
If YES, give details

40. Have you ever been a candidate in a national or local election (except Barangay election)? DYES NO
If YES, give details

41. Pursuant to: (a) Indigenous People's Act (RA 83710); (b) Magna Carta for Disabled Persons (RA 7277); and Solo Parents Welfare Act 2000 (RA 8972), please answer the following items:

a. Are you a member of any indigenous group? DYES NO
If YES, give please specify: _____

b. Are differently abled? DYES NO
If YES, give please specify: _____

c. Are you a solo parent? DYES NO
If YES, give please specify: _____

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

NAME	ADDRESS	TEL NO.

43. EMPLOYMENT RECORD

COMPANY NAME	POSITION	FROM	TO
SSI Inc.	Market Researcher	August 2014	July 2016
The French Baker	Service crew	July 2014	October 2016
CONVERGYS INC.	CSR	November 2016	April 2018

44. 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.

COMMUNITY TAX CERTIFICATE NO.
ISSUED AT
/ /
ISSUED ON (mm/dd/yyyy)

RIGHT THUMBMARK

ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size)

Computer generated or xerox copy of picture is not acceptable

IN CASE OF EMERGENCY:
Please Contact: Elise Vigilacion

