



# 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		NARRA	
FIRST NAME		LAICIA MAE	
MIDDLE NAME		GARCIA	
3. NAME EXTENSION (e.g. Jr., Sr.)			
4. DATE OF BIRTH (mm/dd/yyyy)		09 / 13 / 1997	
5. PLACE OF BIRTH		Mandaue City	
6. SEX		D Male <input checked="" type="checkbox"/> Female	
7. CIVIL STATUS		<input checked="" type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Annulled <input type="checkbox"/> Others, specify _____	
8. CITIZENSHIP		FILIPINO	
9. HEIGHT (m)		5'4	
10. WEIGHT (kg)		45 kg	
11. BLOOD TYPE		TYPE O	
12. GSIS ID NO.			
13. PAG-IBIG ID NO.			
14. PHILHEALTH NO.			
15. SSS NO.			
16. TIN			
17. RESIDENTIAL ADDRESS		St. Theresa Homes, Pilit Cabanalan, Mandaue City Cebu	
18. TELEPHONE NO.		ZIP CODE 6014	
19. PERMANENT ADDRESS		Pilit Cabanalan Mandaue City Cebu	
20. TELEPHONE NO.		ZIP CODE 6014	
21. E-MAIL ADDRESS (if any)		Laicanarra97@gmail.com	
22. CELLPHONE NO. (if any)		09421840303	
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	NARRA	05 / 31 / 1968
FIRST NAME	JOSELITO	/ /
MIDDLE NAME	ABENOJA	/ /
27. MOTHER'S MAIDEN NAME		/ /
SURNAME	NARRA	09 / 30 / 1966
FIRST NAME	MA. GLORIA	/ /
MIDDLE NAME	GARCIA	/ /
25. NAME OF CHILD		/ /
(Write full name and list all)		/ /
		/ /
		/ /
		/ /
		/ /

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

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

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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

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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

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

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41. Pursuant to: (a) indigenouse 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 indigenouse 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.
John Vincent Derder	81 Tres Borces street Nabolo City Cebu	0943 207 1051

43. EMPLOYMENT RECORD (latest)

COMPANY NAME	POSITION	FROM	TO
Survey Sampling International	Market Researcher	October November 2016	November December 2016
Leap Communication Inc.	Home Voice CSR	July 14, 2017	August 10, 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.

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ISSUED AT

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ISSUED ON (mm/dd/yyyy)

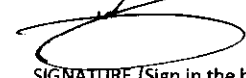
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RIGHT THUMBMARK

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: Ma. Gloria Nara  
 Contact Number: 0933 25 90008

  
 SIGNATURE (Sign in the box)