



# EMPLOYEE PERSONAL DATA SHEET

Print legibly. Mark appropriate boxes D with "7" and use separate sheet if necessary.

Schedule: \_\_\_\_\_

Team Lead: \_\_\_\_\_

## I. PERSONAL INFORMATION

2. SURNAME	POTOLIN		
FIRST NAME	JESSA JOYCE		
MIDDLE NAME	FAUSTE	3. NAME EXTENSION (e.g. Jr., Sr.)	
4. DATE OF BIRTH (mm/dd/yyyy)	01 / 07 / 1996	17. HOME PHONE NO.	SINDANGAN BRGY. TISH LABANON CEBU CITY
5. PLACE OF BIRTH	TALLOMAN CITY	18. TELEPHONE NO.	6000
6. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	19. PERMANENT ADDRESS	BRGY. 49 HILLSIDE VILLE YOUNGFIELD TALLOMAN CITY
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 _____	20. TELEPHONE NO.	
8. CITIZENSHIP	FILIPINO	21. CELLPHONE NO. (if any)	09472251994
9. HEIGHT (in)		22. EMPLOYEE ID NO.	
10. WEIGHT (kg)	58 kg		
11. HAIR COLOR			
12. EYES COLOR			
13. PASSPORT ID NO.	121152590010		
14. PHN HEALTH NO.	120514494571		
15. SSS NO.	0037313115		
16. TIN	322885846		

## 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	N/A	/ /
FIRST NAME		/ /
MIDDLE NAME		/ /
27. MOTHER'S MAIDEN NAME		/ /
SURNAME	POTOLIN	10 / 23 / 1977
FIRST NAME	HEKLIE	/ /
MIDDLE NAME	FAUSTE	/ /
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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38. Have you ever been guilty of any administrative offense?  
 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  
**RESIGNATION**

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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) Indigenous People's Act (RA 8371); (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.
JOSELUIT LARAYTE	LAMPANON CEBU CITY	09177716863
MAC KEVIN PAREJA	LALUG CEBU CITY	09455992463
RICHARD JUN MENDOZA		09396240670

43. EMPLOYMENT RECORD (latest)

COMPANY NAME	POSITION	FROM	TO
CONVERGYS PHIL. (NOW COMCENTRIX)	CSR	JULY 27, 2014	DEC. 21, 2018
APPFI (GOLDWORKS)	CASHER	SEPT. 01, 2015	FEB 25, 2016

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: IAN BRANDON DALTON

  
 SIGNATURE (Sign in the box)