



# EMPLOYEE PERSONAL DATA SHEET

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

School: \_\_\_\_\_

Dept./Unit: \_\_\_\_\_

## I. PERSONAL INFORMATION

2. SURNAME	VALENZONA		
FIRST NAME	IAN GILES		
MIDDLE NAME	VIOVICENTE	3. NAME EXTENSION (e.g. II, Sr.)	
4. DATE OF BIRTH (mm/dd/yyyy)	02 / 21 / 84	17. RESIDENTIAL ADDRESS	NCA STUDIO APARTMENT UNIT 8 FLARDEL ST PARRAAN MANDALUE CEBU
5. PLACE OF BIRTH	CEBU CITY	ZIP CODE	6014
6. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	18. TELEPHONE NO.	
7. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Annulled <input type="checkbox"/> Others, specify _____	19. PERMANENT ADDRESS	NCA STUDIO APARTMENT UNIT 8 FLARDEL ST PARRAAN MANDALUE CEBU
8. CITIZENSHIP	FILIPINO	ZIP CODE	6014
9. HEIGHT (m)	5.5	20. TELEPHONE NO.	
10. WEIGHT (kg)	74 kg	21. EMAIL ADDRESS (if any)	ian.valenzona@yahoo.com -ph
11. BLOOD TYPE		22. CELLPHONE NO. (if any)	09939112524
12. GRS ID NO.		23. EMPLOYEE ID NO.	
13. PAG-IBIG ID NO.			
14. PHILHEALTH NO.			
15. SES NO.			
16. TIN			

## II. FAMILY BACKGROUND

24. SPOUSE'S SURNAME	VALENZONA	DATE OF BIRTH (mm/dd/yyyy)	
FIRST NAME	RUBIE		
MIDDLE NAME	MARULLA	08 / 15 / 1999	
OCCUPATION	N/A	/ /	
25. BUSINESS ADDRESS		/ /	
TELEPHONE NO.		/ /	
(Continue on separate sheet if necessary)		/ /	
26. FATHER'S SURNAME	VALENZONA	/ /	
FIRST NAME	MARCIANO	/ /	
MIDDLE NAME	ETAOC	/ /	
27. MOTHER'S MAIDEN NAME		/ /	
SURNAME	VALENZONA	/ /	
FIRST NAME	MARIA TITA	/ /	
MIDDLE NAME	VIOVICENTE	/ /	
28. NAME OF CHILD (Write full name and list all)		/ /	
AISLYN CLYNE M. VALENZONA		10 / 02 / 2013	
LIAM GREY M. VALENZONA		06 / 12 / 2014	
		/ /	
		/ /	

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

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

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

41. Pursuant to: (a) Indigenous Peoples Act (RA 8174); (b) Magna Carta for Disabled Persons (RA 7277); and State Parents Welfare Act 2000 (RA 8172), please answer the following items:

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

b. Are differently abled?  
 YES  NO   
 If YES, give please specify: \_\_\_\_\_

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

42. REFERENCES (Please list related by consanguinity or affinity to applicant/appointee)

NAME	ADDRESS	TEL. NO.

43. EMPLOYMENT RECORD (latest)

COMPANY NAME	POSITION	FROM	TO
QUALIFON PHILIPPINES	CSM / TSM	2015	2019
UNIVERSAL FEEDS MILK CORP	PRODUCTION OPERATOR	MARCH 2015	SEPT 2015

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.

1D 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

COMMUNITY TAX CERTIFICATE NO. \_\_\_\_\_

ISSUED BY \_\_\_\_\_

ISSUED ON (mm/dd/yyyy) \_\_\_\_\_

RIGHT THUMBMARK \_\_\_\_\_

IN CASE OF EMERGENCY:  
 Please Contact: RUBIE M. VAENZONA

SIGNATURE (Sign in the box)