



# EMPLOYEE PERSONAL DATA SHEET

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

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

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

## I. PERSONAL INFORMATION

2. SURNAME	A B A T A Y O		
FIRST NAME	S W E E T		
MIDDLE NAME	PUGALES		3. NAME EXTENSION (e.g. Jr., Sr.)
4. DATE OF BIRTH (mm/dd/yyyy)	12 / 27 / 1981		17. RESIDENTIAL ADDRESS
5. PLACE OF BIRTH	ESCALANTE CITY NEGROS OCC		203 LLAMAS ST PUNTA PRINCESA CEBU CITY
6. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		ZIP CODE
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		18. TELEPHONE NO.
21. E-MAIL ADDRESS (if any)	rhydnef@gmail.com		19. PERMANENT ADDRESS
22. CELLPHONE NO. (if any)	09493482168		29 LOPEZ DRIVE BALINTAWAK ESCALANTE CITY NEGROS OCCIDENTAL
23. EMPLOYEE ID NO.			ZIP CODE
			6124

## II. FAMILY BACKGROUND

24. SPOUSE'S SURNAME	N/A		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	ABATAYO		05 / 31 / 1956
FIRST NAME	EDWIN		/ /
MIDDLE NAME	CANETE		/ /
27. MOTHER'S MAIDEN NAME			/ /
SURNAME	PUGALES		07 / 12 / 1955
FIRST NAME	JOCELYN		/ /
MIDDLE NAME	AYUNO		/ /
25. NAME OF CHILD			/ /
(Write full name and list all)			/ /
N/A			/ /
			/ /
			/ /

44. I declare under oath that this Personal Data Sheet has been accomplished by me, and is a true,

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 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.
JULIUS BAQUEQUE	BUSAI LAHUG CEBU CITY	09478758619
BENJIELYN PANGATAN	TUNGKOP MINGLANILUA	09759726362
JASON FILOMENDO	LIPATA	09422956792

43. EMPLOYMENT RECORD (latest)

COMPANY NAME	POSITION	FROM	TO
CONCENTRIX	CUSTOMER SUPPORT I	FEB 2015	DECEMBER 2018
SUPPORTSAVE SOLUTIONS	QUALITY ASSURANCE ANALYST TEAM LEAD	JULY 2012	JANUARY 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.

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

COMMUNITY TAX CERTIFICATE NO.

ISSUED AT