



EMPLOYEE PERSONAL DATA SHEET

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

Sales Dept.

Team Lead.

I. PERSONAL INFORMATION

| | | | |
|-------------------------------|--|-----------------------------------|---|
| 2. SURNAME | REGINALDO | | |
| FIRST NAME | JASSIE MAY | | |
| MIDDLE NAME | MALABATE | 3. NAME EXTENSION (e.g. Jr., Sr.) | |
| 4. DATE OF BIRTH (mm/dd/yyyy) | 03 / 30 / 1993 | 17. RESIDENTIAL ADDRESS | Motel Biko, Busay, Cebu City |
| 5. PLACE OF BIRTH | Pasay City, Manila | ZIP CODE | 6000 |
| 6. SEX | <input type="radio"/> Male <input checked="" type="radio"/> Female | 18. TELEPHONE NO. | |
| 7. CIVIL STATUS | <input checked="" type="radio"/> Single <input type="radio"/> Widowed <input type="radio"/> Married <input type="radio"/> Separated <input type="radio"/> Annulled <input type="radio"/> Others, specify _____ | 19. PERMANENT ADDRESS | #004 ext. 2 Camban, Cagayan de Oro City |
| 8. CITIZENSHIP | Filipino | ZIP CODE | 9000 |
| 9. HEIGHT (m) | 1.67.64 | 20. TELEPHONE NO. | |
| 10. WEIGHT (kg) | 65 kg | 21. E-MAIL ADDRESS (if any) | jassiemay@gmail.com |
| 11. BLOOD TYPE | B | 22. CELLPHONE NO. (if any) | 0956 516 2012 |
| 12. SSIS ID NO. | | 23. EMPLOYEE ID NO. | |
| 13. PAG IBIG ID NO. | 1211-5110-2092 | | |
| 14. PHILHEALTH NO. | 01-051476425-9 | | |
| 15. BSS NO. | 08-2565130-4 | | |
| 16. TIN | 823094720-0000 | | |

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)

| | | | |
|-------------------------------|-----------|----------------------------|----------------|
| 25. FATHER'S SURNAME | Reginaldo | DATE OF BIRTH (mm/dd/yyyy) | 03 / 03 / 1969 |
| FIRST NAME | George | / / | |
| MIDDLE NAME | Cagas | / / | |
| 27. MOTHER'S MASHEN NAME | | / / | |
| SURNAME | Malabate | DATE OF BIRTH (mm/dd/yyyy) | 07 / 10 / 1971 |
| FIRST NAME | Jasmin | / / | |
| MIDDLE NAME | Igoy | / / | |
| 25. NAME OF CHILD | | / / | |
| (Write full name and Nat. ID) | | / / | |
| | | / / | |
| | | / / | |
| | | / / | |
| | | / / | |

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, finished contract

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 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? 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 (person not related by consanguinity or affinity to applicant/appointee)

| NAME | ADDRESS | TEL. NO. |
|-------------------------|------------------------|---------------|
| Reina Melchor Tabernera | Cebu City | 0998 845 9143 |
| Charly Yeates | Wilson, Cebu City | 0928 051 1312 |
| Elene Oliva | Mirel Hills, Cebu City | 0998 947 1499 |

43. EMPLOYMENT RECORD (latest)

| COMPANY NAME | POSITION | FROM | TO |
|---------------|---------------------------|---------------|----------------|
| EPor for many | CSR | Aug. 21, 2017 | April 10, 2019 |
| Umrogs-15 | TEA | Feb. 27, 2017 | July 20, 2017 |
| Sykes Asia | TSR (Contract) | Nov. 7, 2016 | Jan. 30, 2017 |
| Task US Inc. | Research and Data Analyst | July 31, 2015 | Feb. 24, 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.

10 picture taken within the last 5 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 _____

ISSUED ON (mm/dd/yyyy) _____

RIGHT 1 - UMBYARK

IN CASE OF EMERGENCY:
 Please Contact: Neena Ann Ibanez
 Contact Number: 0935 032 3756
 Relation: Roommate

Justine M. Reginaldo
 SIGNATURE (Sign in the box)

DATE ACCOMPLISHED _____