



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	R U B E N	3. NAME EXTENSION (e.g. Jr., Sr.)	
FIRST NAME	M E L V A	17. RESIDENTIAL ADDRESS	PIT-OS, LANTAWAN, SAN FERNANDO, CEBU
MIDDLE NAME	TAÑECA	ZIP CODE	6018
4. DATE OF BIRTH (mm/dd/yyyy)	04 / 14 / 1998	18. TELEPHONE NO.	N/A
5. PLACE OF BIRTH	CAFCAR CITY, CEBU	19. PERMANENT ADDRESS	PIT-OS, LANTAWAN, SAN FERNANDO, CEBU
6. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	ZIP CODE	6018
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.	N/A
8. CITIZENSHIP	FILIPINO	21. E-MAIL ADDRESS (if any)	melvajayano1919@gmail.com
9. HEIGHT (m)	1.524 m	22. CELLPHONE NO. (if any)	09226030871
10. WEIGHT (kg)	45	23. EMPLOYEE ID NO.	
11. BLOOD TYPE	A+		
12. GSIS ID NO.			
13. PAG-IBIG ID NO.	1212-3885-6051		
14. PHILHEALTH NO.	12-251817429-9		
15. SSS NO.	06-4209976-7		
16. TIN	734960686		

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	RODRIGO	DATE OF BIRTH (mm/dd/yyyy)	09 / 28 / 1973
FIRST NAME	RUBEN		
MIDDLE NAME	JUGALBOT		
27. MOTHER'S MAIDEN NAME		DATE OF BIRTH (mm/dd/yyyy)	04 / 20 / 1974
SURNAME	TAÑECA		
FIRST NAME	LOFIA		
MIDDLE NAME	TANGARD		
25. NAME OF CHILD (Write full name and list all)			
MEWIN T. RUBEN			03 / 24 / 1997
EMMANUEL T. RUBEN			03 / 27 / 2008

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?

YES NO
If YES, give details
RESIGNATION

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 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 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.
MAYLYN BAYONA	TOLEDO	

43. EMPLOYMENT RECORD (latest)

COMPANY NAME	POSITION	FROM	TO
ZPC TRAINING CENTER	REGISTRAR STAFF	FEB 2019	DEC 2019

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
/ /
ISSUED ON (mm/dd/yyyy)

RIGHT THUMBMARK

IN CASE OF EMERGENCY:

Please Contact: LORNA T. RUBEN
Contact Number: 0956 985 6621
Relation: MOTHER


SIGNATURE (Sign in the box)
DATE ACCOMPLISHED