



# 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	V I T O	3. NAME EXTENSION (e.g. Jr., Sr.)	
FIRST NAME	J A N N A H M A R I E	17. RESIDENTIAL ADDRESS	296-L GONZALES COMPOUND KAMPUTHAW CEBU CITY
MIDDLE NAME	GURREA	ZIP CODE	6000
4. DATE OF BIRTH (mm/dd/yyyy)	12 / 29 / 1998	18. TELEPHONE NO.	
5. PLACE OF BIRTH	BULACAN	19. PERMANENT ADDRESS	296-L GONZALES COMPOUND KAMPUTHAW CEBU CITY
6. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	ZIP CODE	6000
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. E-MAIL ADDRESS (if any)	jannahmarievito@gmail.com
9. HEIGHT (m)	5'1	22. CELLPHONE NO. (if any)	09566516569
10. WEIGHT (kg)	60	23. EMPLOYEE ID NO.	1634
11. BLOOD TYPE	O		
12. GSIS ID NO.			
13. PAG-IBIG ID NO.			
14. PHILHEALTH NO.			
15. SSS NO.			
16. TIN			

## 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	MARIO VITO	10 / 17 / 1955
FIRST NAME	MARIO	/ /
MIDDLE NAME	GABICAN	/ /
27. MOTHER'S MAIDEN NAME		/ /
SURNAME	GURREA	02 / 10 / 1958
FIRST NAME	MA. LAUREN	/ /
MIDDLE NAME	FAVE	/ /
25. NAME OF CHILD (Write full name and list all)		/ /
		/ /
		/ /
		/ /
		/ /
		/ /



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 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.

43. EMPLOYMENT RECORD (latest)

COMPANY NAME	POSITION	FROM	TO

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.

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">COMMUNITY TAX CERTIFICATE NO.</td></tr> <tr><td style="text-align: center;">ISSUED AT</td></tr> <tr><td style="text-align: center;">/ /</td></tr> <tr><td style="text-align: center;">ISSUED ON (mm/dd/yyyy)</td></tr> </table>	COMMUNITY TAX CERTIFICATE NO.	ISSUED AT	/ /	ISSUED ON (mm/dd/yyyy)	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> <p style="text-align: center;">RIGHT THUMBMARK</p>
COMMUNITY TAX CERTIFICATE NO.					
ISSUED AT					
/ /					
ISSUED ON (mm/dd/yyyy)					

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: MA. LAUREN G. VITO  
 Contact Number: \_\_\_\_\_  
 Relation: MOTHER

 SIGNATURE (Sign in the box)	DATE ACCOMPLISHED
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