



# EMPLOYEE PERSONAL DATA SHEET

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

Schedule: 10pm - 7am

Team Lead:

## I. PERSONAL INFORMATION

2. SURNAME	ALIMA		
FIRST NAME	MICHELLE		
MIDDLE NAME	Sabale		3. NAME EXTENSION (e.g. Jr., Sr.)
4. DATE OF BIRTH (mm/dd/yyyy)	07/07/1999		17. RESIDENTIAL ADDRESS
5. PLACE OF BIRTH	Calecan City		Camia Village, Punta Princesa, Sabangan, Cebu (6000)
6. SEX	D Male D Female		ZIP CODE
7. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> DWidowed <input type="checkbox"/> DMarried <input type="checkbox"/> DSeparated <input type="checkbox"/> DAnnulled <input type="checkbox"/> DOthers, specify _____		18. TELEPHONE NO.
8. CITIZENSHIP	Filipino		19. PERMANENT ADDRESS
9. HEIGHT (m)	5'3		San Vicente Sur, Jagbayan, Babel
10. WEIGHT (kg)	49 kgs		ZIP CODE
11. BLOOD TYPE	B+		20. TELEPHONE NO.
12. GSIS ID NO.			21. E-MAIL ADDRESS (if any)
13. PAG-IBIG ID NO.			michellealima 2019@gmail.com
14. PHILHEALTH NO.	12-025483075-0		22. CELLPHONE NO. (if any)
15. SSS NO.			09309438854
16. TIN			23. EMPLOYEE ID NO.
			1669

## 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	ALIMA	04/29/1969
FIRST NAME	SEGUNDINO	/ /
MIDDLE NAME	BONGATO	/ /
27. MOTHER'S MAIDEN NAME		/ /
SURNAME	SABALLE	12/08/1968
FIRST NAME	MARIVIC	/ /
MIDDLE NAME	COSARES	/ /
25. NAME OF CHILD (Write full name and list all)		/ /
Klay Ezekiel Bambe		09/13/19
		/ /
		/ /
		/ /
		/ /

37 a. Have you ever been formally charged?  
 DYES " DNO "  
 If YES, give details

b. Have you ever been guilty of any administrative offense?  
 DYES " DNO "  
 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 " DNO "  
 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 " DNO  
 If YES, give details  
 Resignation

40. Have you ever been a candidate in a national or local election (except Barangay election)?  
 DYES " DNO "  
 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 " DNO "  
 If YES, give please specify: \_\_\_\_\_

b. Are differently abled?  
 DYES " DNO "  
 If YES, give please specify: \_\_\_\_\_

c. Are you a solo parent?  
 DYES " DNO "  
 If YES, give please specify: \_\_\_\_\_

42. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)

NAME	ADDRESS	TEL NO.
Kenneth Raris	Nival Hills, Busay, Cebu City	
Daisy Cobalen	Comuna Village, Labangon, Cebu	

43. EMPLOYMENT RECORD (latest)

COMPANY NAME	POSITION	FROM	TO
Conduent	Billing Specialist	NOV 2018	MAY 2019
Support Lane	TSR	NOV 2015	DEC 2017

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: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Relation: \_\_\_\_\_

SIGNATURE (Sign in the box)

01-13-2020

DATE ACCOMPLISHED