



EMPLOYEE PERSONAL DATA SHEET

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

Schedule: _____

Team Lead: _____

I. PERSONAL INFORMATION

| | | |
|-------------------------------|---|--|
| 2. SURNAME | P O D A | |
| FIRST NAME | R H I A M A T | |
| MIDDLE NAME | B E B O L O | |
| 4. DATE OF BIRTH (mm/dd/yyyy) | 05 / 10 / 1993 | # 3 BELLAVILLE SUDD., LABANON, CEBU CITY |
| 5. PLACE OF BIRTH | BACOLOD CITY | |
| 6. SEX | D Male <input checked="" type="checkbox"/> Female | GOOD |
| 7. CIVIL STATUS | <input checked="" type="checkbox"/> Single D Widowed D Married D Separated D Annulled D Others, specify _____ | |
| 8. CITIZENSHIP | FILIPINO | MANDALAYAN, BACOLOD CITY |
| 9. HEIGHT (m) | | |
| 10. WEIGHT (kg) | 49 | |
| 11. BLOOD TYPE | OT | G100 |
| 12. GSSIS ID NO. | | |
| 13. PAG-IBIG ID NO. | | rhiamay.poda @ yahoo.com |
| 14. PHILHEALTH NO. | | |
| 15. SSS NO. | | 0926-925-7133 |
| 16. TIN | | |

II. FAMILY BACKGROUND

| | | |
|---|-----------|-----|
| 24. SPOUSE'S SURNAME | | |
| FIRST NAME | | |
| MIDDLE NAME | | / / |
| OCCUPATION | | / / |
| EMPLOYER'S NAME | | / / |
| BUSINESS ADDRESS | | / / |
| TELEPHONE NO. | | / / |
| (Continue on separate sheet if necessary) | | / / |
| 26. FATHER'S SURNAME | P O D A | / / |
| FIRST NAME | RENATO | / / |
| MIDDLE NAME | LATES | / / |
| 27. MOTHER'S MAIDEN NAME | | / / |
| SURNAME | P O D A | / / |
| FIRST NAME | JOSEPHINE | / / |
| MIDDLE NAME | BEBOLLO | / / |
| 25. NAME OF CHILD | | / / |
| (Write full name and sex) | | / / |
| | | / / |
| | | / / |
| | | / / |

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, 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 of the 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) Indigeneous People's Act (RA 8371), (b) Migrant Care 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 |
|--------------------|----------|-----------|-----------|
| TELETECH BALALOD | ISR | JUNE 2013 | MAY 2016 |
| CONCENTRIX BALALOD | ISR | JUNE 2016 | NOV. 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.

| | | |
|--|---|---|
| COMMUNITY TAX CERTIFICATE NO. _____ ISSUED AT _____ / / ISSUED ON (mm/dd/yyyy) _____ | RIGHT THUMBMARK  | 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 _____

SIGNATURE (Sign in the box)