



# EMPLOYEE PERSONAL DATA SHEET

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

## I. PERSONAL INFORMATION

2. SURNAME	A L - J A R I D		
FIRST NAME	Y H E L E N		
MIDDLE NAME	FLORES	3. NAME EXTENSION (e.g. Jr., Sr.)	
4. DATE OF BIRTH (mm/dd/yyyy)	08 / 20 / 1983	16. RESIDENTIAL ADDRESS	TUNGHAN MINGLANILLA CEBU
5. PLACE OF BIRTH	OPALAY NEGROS OCC.	ZIP CODE	
6. SEX	<input type="checkbox"/> Male <input type="checkbox"/> Female	17. TELEPHONE NO.	
7. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Widowed <input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Annulled <input type="checkbox"/> Others, specify _____	18. PERMANENT ADDRESS	
8. CITIZENSHIP	FILIPINO	ZIP CODE	
9. HEIGHT (m)	5'2	19. TELEPHONE NO.	
10. WEIGHT (kg)	50 kg	20. E-MAIL ADDRESS (if any)	yhelen2000@gmail.com
11. BLOOD TYPE		21. CELLPHONE NO. (if any)	09331410443
12. GSIS ID NO.		22. AGENCY EMPLOYEE NO.	
13. PAG-IBIG ID NO.		23. TIN	
14. PHILHEALTH NO.			
15. SSS NO.			

## II. FAMILY BACKGROUND

24. SPOUSE'S SURNAME	25. NAME OF CHILD (Write full name and list all)	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		
FIRST NAME		
MIDDLE NAME		
27. MOTHER'S MAIDEN NAME		
SURNAME		
FIRST NAME		
MIDDLE NAME		
(Continue on separate sheet if necessary)		

<p>37 a. Have you ever been formally charged?</p> <p>b. Have you ever been guilty of any administrative offense?</p>	<p>DYES <input type="checkbox"/> NO</p> <p>If YES, give details:</p> <hr/> <hr/> <p>DYES <input type="checkbox"/> NO</p> <p>If YES, give details:</p>
<p>38. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p>DYES <input type="checkbox"/> NO</p> <p>If YES, give details:</p>
<p>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?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details:</p> <p><i>I resigned because I want to enhance my skills. I'</i></p>
<p>40. Have you ever been a candidate in a national or local election (except Barangay election)?</p>	<p>DYES <input type="checkbox"/> NO</p> <p>If YES, give details:</p>
<p>41. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you differently abled?</p> <p>c. Are you a solo parent?</p>	<p>DYES <input type="checkbox"/> NO</p> <p>If YES, please specify:</p> <p>DYES <input type="checkbox"/> NO</p> <p>If YES, please specify:</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, please specify: <i>I'm separated but not legally</i></p>

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

NAME	ADDRESS	TEL. NO.

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

43. 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)

 SIGNATURE (Sign inside the box)
DATE ACCOMPLISHED

RIGHT THUMBMARK
-----------------