



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	Co		
FIRST NAME	Jan Michael Louie		
MIDDLE NAME	Lugtu	3. NAME EXTENSION (e.g. Jr., Sr.)	
4. DATE OF BIRTH (mm/dd/yyyy)	09 / 28 / 1994	17. RESIDENTIAL ADDRESS	Sitio Ylaya Talamban Cebu City
5. PLACE OF BIRTH	Manila	ZIP CODE	
6. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> D Female	18. TELEPHONE NO.	
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 _____	19. PERMANENT ADDRESS	Sitio Ylaya Talamban Cebu City
8. CITIZENSHIP	Filipino	ZIP CODE	
9. HEIGHT (m)	1.65 m	20. TELEPHONE NO.	
10. WEIGHT (kg)	55kg	21. E-MAIL ADDRESS (if any)	janco09281994@gmail.com
11. BLOOD TYPE		22. CELLPHONE NO. (if any)	09296585158
12. GSIS ID NO.		23. EMPLOYEE ID NO.	
13. PAG-IBIG ID NO.	1211-6469-1522		
14. PHILHEALTH NO.	12-025477274-2		
15. SSS NO.	06-3757948-3		
16. TIN	326-183-949		

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	Co	07 / 20 / 1966
FIRST NAME	Johnny	/ /
MIDDLE NAME	Co	/ /
27. MOTHER'S MAIDEN NAME		/ /
SURNAME	Lugtu	03 / 18 / 1973
FIRST NAME	Jennifer	/ /
MIDDLE NAME	Canonigo	/ /
25. NAME OF CHILD (Write full name and list all)		/ /
		/ /
		/ /
		/ /
		/ /
		/ /

37 a. Have you ever been formally charged?	DYES <input type="checkbox"/> NO If YES, give details _____
b. Have you ever been guilty of any administrative offense?	DYES <input type="checkbox"/> 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 <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details Resignation at Teletech
40. Have you ever been a candidate in a national or local election (except Barangay election)?	DYES <input type="checkbox"/> NO If YES, give details _____
41. Pursuant to: (a) Indigenouse 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 <input type="checkbox"/> NO If YES, give please specify: _____
b. Are differently abled?	DYES <input type="checkbox"/> NO If YES, give please specify: _____
c. Are you a solo parent?	DYES <input type="checkbox"/> NO If YES, give please specify: _____

42. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)		
NAME	ADDRESS	TEL NO.
Ar-jay Jumao-as	Cebu City	09064341072
Lawrence Tidalgo	Liloan City	09662187914
Jason Arcillas	Cebu City	09285218094

43. EMPLOYMENT RECORD (latest)			
COMPANY NAME	POSITION	FROM	TO
TELETECH	Escalation (CSR)	Feb. 11, 2016	April 7, 2020

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

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">COMMUNITY TAX CERTIFICATE NO.</td></tr> <tr><td style="padding: 2px;">ISSUED AT</td></tr> <tr><td style="padding: 2px;">/ /</td></tr> <tr><td style="padding: 2px;">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: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> </div> <p style="text-align: center; font-size: small; margin: 0;">RIGHT THUMBMARK</p>
COMMUNITY TAX CERTIFICATE NO.					
ISSUED AT					
/ /					
ISSUED ON (mm/dd/yyyy)					

IN CASE OF EMERGENCY: Please Contact: <u>Jennifer Co</u> Contact Number: <u>09176301941</u> Relation: <u>Mother</u>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;"> </td> </tr> <tr> <td style="text-align: center; padding: 5px;">SIGNATURE (Sign in the box)</td> </tr> <tr> <td style="text-align: center; padding: 5px;">DATE ACCOMPLISHED</td> </tr> </table>		SIGNATURE (Sign in the box)	DATE ACCOMPLISHED
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