



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	Donal		
FIRST NAME	April Ann		
MIDDLE NAME	Cuenda	3. NAME EXTENSION (e.g. Jr., Sr.)	
4. DATE OF BIRTH (mm/dd/yyyy)	April / 24 / 1998		17. RESIDENTIAL ADDRESS Sikahuna St., Bayay. Bay-as, Cebu City
5. PLACE OF BIRTH	Sampod, Cardona, Rizal		
6. SEX	D Male <input type="checkbox"/> Female <input checked="" type="checkbox"/>		
7. CIVIL STATUS	D Single <input checked="" type="checkbox"/> DWidowed <input type="checkbox"/> D Married <input type="checkbox"/> D Separated <input type="checkbox"/> D Annulled <input type="checkbox"/> D Others, specify _____		
8. CITIZENSHIP	Filipino		18. TELEPHONE NO.
9. HEIGHT (m)			19. PERMANENT ADDRESS
10. WEIGHT (kg)			Looc, Santander, Cebu
11. BLOOD TYPE			20. TELEPHONE NO.
12. GSIS ID NO.			21. E-MAIL ADDRESS (if any)
13. PAG-IBIG ID NO.	1212 - 2207 - 4720		aprilandonal62@gmail.com
14. PHILHEALTH NO.	03 - 252000130 - 0		22. CELLPHONE NO. (if any)
15. SSS NO.	39 - 7446079 - 8		23. EMPLOYEE ID NO.
16. TIN	360 - 871 - 302		

II. FAMILY BACKGROUND

24. SPOUSE'S SURNAME	N/A	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	Donal	11 / 27 / 1963
FIRST NAME	Medallon	/ /
MIDDLE NAME	Carab	/ /
27. MOTHER'S MAIDEN NAME		/ /
SURNAME	Cuenda	08 / 01 / 1964
FIRST NAME	Bingkita	/ /
MIDDLE NAME	Jugo	/ /
25. NAME OF CHILD (Write full name and list all)		/ /
N/A		/ /
		/ /
		/ /
		/ /

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.
Julie Ann Mercado	Consolacion, Dalaguete, Cebu / UN-DAMPAN CAMPUS	

43. EMPLOYMENT RECORD (latest)

COMPANY NAME	POSITION	FROM	TO
Thousand Cranes Philippines Inc.	HR Staff	May 6, 2019	October 14, 2020
All North Industries Inc.	HR & admin Assl.	June 2018	May 3, 2019
Personal Collection	HR Assl.	April 14, 2018	June 2018

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: Bingketa Cuenda
 Contact Number: 0939 451 6618

Nabil
 SIGNATURE (Sign in the box)