



EMPLOYEE PERSONAL DATA SHEET

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

I. PERSONAL INFORMATION

2. SURNAME	ZATA	3. NAME EXTENSION (e.g. Jr., Sr.)	
FIRST NAME	LITZEL		
MIDDLE NAME	CANJAMO		
4. DATE OF BIRTH (mm/dd/yyyy)	06 / 27 / 88	16. RESIDENTIAL ADDRESS	OPAL ST. STA. TERESITA VILL. TISA CEBU CITY
5. PLACE OF BIRTH	CEBU CITY	ZIP CODE	6000
6. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	17. TELEPHONE NO.	262-2229
7. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Annulled <input type="checkbox"/> Others, specify _____	18. PERMANENT ADDRESS	PEARL ST. STA. TERESITA VILL. TISA CEBU CITY
8. CITIZENSHIP	FILIPINO	ZIP CODE	6000
9. HEIGHT (m)	5'4 ft.	19. TELEPHONE NO.	277-8491
10. WEIGHT (kg)	65 kg	20. E-MAIL ADDRESS (if any)	sebgab061@gmail.com
11. BLOOD TYPE	A+	21. CELLPHONE NO. (if any)	09326089362
12. GSIS ID NO.		22. AGENCY EMPLOYEE NO.	
13. PAG-IBIG ID NO.		23. TIN	425-518-473-000
14. PHILHEALTH NO.	12-051193891-6		
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	SEBASTIAN GABRIELE ARCAHAN	06 / 11 / 2013
MIDDLE NAME		/ /
OCCUPATION		/ /
EMPLOYER/BUS. NAME		/ /
BUSINESS ADDRESS		/ /
TELEPHONE NO.		/ /
(Continue on separate sheet if necessary)		
26. FATHER'S SURNAME	ZATA	/ /
FIRST NAME	JOSE	/ /
MIDDLE NAME	OPRIL	/ /
27. MOTHER'S MAIDEN NAME		/ /
SURNAME	CANJAMO	/ /
FIRST NAME	ELISA	/ /
MIDDLE NAME	ABACAHAN	
(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> <p>_____</p> <p>_____</p> <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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details:</p> <p>I WAS SICK AND NEEDED SOME REST</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>_____</p> <p>_____</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>DYES <input type="checkbox"/> NO</p> <p>If YES, please specify:</p>

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

NAME	ADDRESS	TEL. NO.
JEROME SADILI		

ID picture taken within the last 6 months
3.5 cm. X 4.5 cm
(passport size)

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.

Computer generated or xerox copy of picture is not acceptable

COMMUNITY TAX CERTIFICATE NO.	SIGNATURE (Sign inside the box)	RIGHT THUMBMARK
ISSUED AT		
/ /	DATE ACCOMPLISHED	
ISSUED ON (mm/dd/yyyy)	06-15-17	



Attendance Policy

Punctuality and regular attendance are important conditions of employment. To ensure that the Company and our clients are serviced in a productive and professional manner, all employees have to report promptly for work and be at their assigned workstations/computers with the tools required to perform the job responsibilities according to their established work schedules.

All employees are required to log in and log out their time using the company's timekeeping system to mark their attendance. Failure to do so will merit a corrective action.

If you are going to be absent or tardy, you must inform your immediate supervisor at least one (1) hour before your schedule. Failure to do so could lead to disciplinary actions including termination. If you fail to inform your immediate supervisor, such absence may be considered as unauthorized or an instance of No Call No Show.

Should you remain absent from work, without any reasonable explanation, for more than three (3) consecutive days, you shall be tagged as on **Absence Without Leave (AWOL)** from the first day of absence where necessary repercussions shall be met.

Employees with perfect attendance shall receive Php1,000.00 attendance bonus per month.

Attendance violations and corresponding penalties:

Offense	Type of Offense	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
Failure to log-in and log-out in Biometrics and other required attendance monitoring tool.	Level 1	Documented Coaching / Verbal Warning	Documented Written Warning	Final Written Warning	Suspension	Dismissal
Tardiness	Level 1	Documented Coaching / Verbal Warning	Documented Written Warning	Final Written Warning	Suspension	Dismissal
Unscheduled Absence	Level 1	Documented Coaching / Verbal Warning	Documented Written Warning	Final Written Warning	Suspension	Dismissal
No Call No Show	Level 1	Documented Coaching / Verbal Warning	Final Written Warning	Suspension	Dismissal	
Failure to report back on time from scheduled breaks	Level 2	Written Warning	Final Written Warning	Dismissal		

RECEIPT OF THE ATTENDANCE POLICY

This is to acknowledge that I have read the Company's Attendance Policy and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities, and obligations of employment with the Company. I understand and agree that it is my responsibility to read the Attendance Policy and abide by the rules, policies, and standards set forth. I also acknowledge that the Company reserves the right to revise, delete, and modify to the provisions of this Attendance Policy.

NAME LITZEL C. ZATA
 DATE 06-15-17
 EMPLOYEE SIGNATURE *[Signature]*