



PERSONAL DATA SHEET

NAME IN PASSPORT	ALSO KNOWN AS
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I. PERSONAL INFORMATION

1.	DATE OF BIRTH
	PLACE OF BIRTH
2.	RESIDENTIAL ADDRESS IN THE PHILIPPINES
3.	SEX
4.	CIVIL STATUS
5.	CITIZENSHIP
6.	HEIGHT (m)
7.	WEIGHT(kg)
8.	BLOOD TYPE
9.	E-MAIL ADDRESS (if any)
10.	PHILIPPINE CELPHONE NO. (if any)
11.	TIN
12.	COMPLETE NAME OF COUNTRY IN PASSPORT
	COUNTRY CODE IN PASSPORT
	PASSPORT NO.
	PASSPORT VALIDITY

II. FAMILY BACKGROUND

1.	SPOUSE'S NAME
12.	OCCUPATION
	EMPLOYER/BUSINESS NAME
	PERMANENT ADDRESS
	BUSINESS ADDRESS
	TELEPHONE NO.
13.	NAME OF CHILD/CHILDREN
14.	FATHER'S NAME
15.	MOTHER'S MAIDEN NAME

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III. EDUCATIONAL BACKGROUND

LEVEL	NAME OF SCHOOL AND COURSE	INCLUSIVE DATES OF ATTENDANCE
ELEMENTARY		
SECONDARY		
VOCATIONAL/TRADE COURSE		
COLLEGE		
GRADUATE STUDIES		

IV. WORK EXPERIENCE

POSITION	COMPANY NAME	INCLUSIVE DATES

V. TRAININGS / SEMINARS:

DATE	TITLE OF SEMINARS / TRAININGS	VENUE

VI. OTHER INFORMATION RELEVANT TO THE APPLICATION

TYPING ABILITY (WORDS PER MINUTE)
OFFICE SOFTWARE KNOWLEDGE (MS OFFICE (WORD, EXCEL, PPT), WORDPERFECT OFFICE, KIINGSOFT OFFICE, ETC.)
COMPUTER PROGRAMMING LANGUAGE KNOWLEDGE (C/C++, VISUAL BASIC, FOXPRO, JAVA, PHP, ASP, ETC.)
LANGUAGES/DIALECTS KNOWLEDGE (SPEAK AND/OR READ AND/OR WRITE)
OTHER SKILLS

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VII. SWORN STATEMENTS

1. Have you ever been formally charged?			YES		NO	
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If YES, give details

2. Have you ever been convicted of any crime or violation of any law, decree ordinance or regulation by any court or tribunal?			YES		NO	
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If YES, give details

3. Have you ever been seperated from the services in any of the following modes: dropped from the rolls, dismissal, termination, AWOL or phrase out, in the public or private sector?			YES		NO	
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If YES, give details

4. I declare under oath that this Personal Data Sheet consisting of four (4) pages, contains true and correct information about myself		ID picture taken w/in the last 6 months 3.5cm. X 4.5 cm
5. I also authorize the authorized representative to verify/validate the contents stated herein. I trust that this information shall remain confidential.		Computer generated/ xerox copy of picture is not acceptable PHOTO

SIGNATURE OF AFFIANT _____
 NAME OF AFFIANT (PRINTED) _____
 PASSPORT INFO (COUNTRY) _____
 PASSPORT INFO (NUMBER) _____
 PASSPORT INFO (DATE OF ISSUE) _____

ACKNOWLEDGEMENT

Republic of the Philippines
 City/Province of _____

Before me, a Notary Public for and in the City/Province of _____, Philippines, on this _____, personally appeared abovementioned affiant, who were identified by me through competent evidence of identity to be the same person who executed the foregoing instrument consisting of four (4) pages, including this page wherein the acknowledgement is written, and they acknowledged to me that the same is of their free will and voluntary act and deed.

Witness my hand and notarial seal on the date and place first above written.

Doc. No. _____
 Page No. _____
 Book No. _____
 Series of _____

NOTARY PUBLIC