

RUSH

Dead Line: June 30, 2015

Please Fill up the given form (Personal Data sheet)
**and attach a 1x1 and 2x2
recent picture for personnel
audit.**

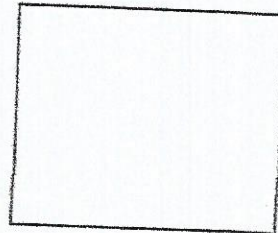
For strict compliance.

From: HRMD

Note: Dear Principals,
Please submit also the recommendation
for renewal of your Job order employees
direct to City Human Resource Management Department
not later than 4:00 pm today...
Thank you po...



**REPUBLIC OF THE PHILIPPINES
CITY OF MANDALUYONG
HUMAN RESOURCE MANAGEMENT DEPARTMENT
PERSONAL DATA SHEET**



Department/Division : _____ I.D. No. _____ BIO PIN: _____

SURNAME	FIRST NAME	MIDDLE NAME	MI	TAX STATUS
_____	_____	_____	_____	_____

POSITION/POSTITLE: _____

Date Hired _____ Emp. Status _____ Gender _____ Civil Status _____ Blood Type _____

Date of Birth _____ Place of Birth _____ Citizenship _____ Religion _____ L.B. Acct. No. _____ Mother's Maiden Name _____

T.I.N. _____ G.S.I.S. No. _____ H.D.M.F. No. _____ Philhealth No. _____ Weight/kg. _____ Height/Mtr. _____

Residence Address _____ Barangay _____ City/Mun. _____ Zip Code _____

Home-Tel. No. _____ Father's Name _____ Birth Place _____

Cellphone No. _____ Mother's Name _____ Birth Place _____

Name of Spouse _____ Occupation _____

Dependents:

Name/s	Date of Birth	Name/s	Date of Birth
_____	_____	_____	_____
_____	_____	_____	_____

Civil Service Eligibility/ Professional Board/Bar	Date of Examination	Rating	Place of Examination
_____	_____	_____	_____
_____	_____	_____	_____

Education:

	Name of School	Degree Earned	No. of Units	Inclusive Dates
Primary	_____	_____	_____	_____
Secondary	_____	_____	_____	_____
Vocational	_____	_____	_____	_____
College	_____	_____	_____	_____
POST Grad.	_____	_____	_____	_____
Skills	_____	_____	_____	_____

MUST FILL-UP
 *Tax Status=Single/Married/Head of the Family/ME1
 *Emp. Status=Regular/Casual/Service Contr./Med. Contractual/Job Order
 *Civil Status=Single/Married/Widow/Separated (documents needed)

SIGNATURE