



HUMAN RESOURCE DEVELOPMENT OFFICE

Central Philippine University
Jaro Iloilo City

HRD use only:
Employee No.: _____
Date Hired: _____

PERSONNEL INFORMATION SHEET

Please write legibly. Don't leave fields with * blank.

Title:		
*Family Name	*Given Name	*Middle Name
*Category : <input type="checkbox"/> - Faculty <input type="checkbox"/> - Staff	*Employment Status: <input type="checkbox"/> - FT-Probationary <input type="checkbox"/> - FT-Regular <input type="checkbox"/> - Part-Time <input type="checkbox"/> - Contractual	Rank Code: (HRD USE ONLY)
*Office		Position
Academic Unit 1	Academic Unit 2	Academic Unit 3

*Birth Date	*Birth Place	*Sex	*Civil Status
Email	Religious Affiliation	Home Address	Zip Code
Contact No(s).	*TIN No.	*SSS No.	*Phil. Health No.

Tax Exemption Status: <input type="checkbox"/> - Single <input type="checkbox"/> - Single w/ Dependent <input type="checkbox"/> - Married <input type="checkbox"/> - Head of the Family	Dependents		
	Name	Relationship	Birthdate
	1.		
	2.		
	3.		

1	Degree	Honors	School
2	Degree	Honors	School
3	Degree	Honors	School
4	Degree	Honors	School

License/s:

HRD-Form-10a
Rev.01
Effectivity: July 25, 2005