

**${Employee\_name}**

${Address}

Contact No. : ${Contact\_no} | Email : ${email\_add}

Birthday : ${bday} | Status : ${status} | Gender : ${gender}

**Company Record**

Employee I.D : ${emp\_id}

Position : ${position}

Department : ${department}

Work Status : ${work\_stat}

Hired Date : ${hired\_date}

Regularization Date : ${reg\_date}

Resigned Date : ${res\_date}

Employment Type : ${emp\_type}

SSS : ${sss}

TIN : ${tin}

Philhealth : ${philhealth}

PAGIBIG Tracking No. : ${pag\_track}

PAGIBIG MID No. : ${pag\_mid}

Bank Name : ${bank\_name}

Bank Account : ${bank\_account}

**Educational Background**

School : ${school}

Location : ${school\_location}

Course : ${course}

Inclusive Dates : ${inclu\_date}

Year Graduated : ${year\_grad}

Vocational/Technical/Associate Degree

* ${degree}

Date Completed : ${degree\_comp}

**Previous Employment History**

Total Years of Experience

Year : ${exp\_year} Month : ${exp\_month}

Employment Period

From : ${emp\_period\_from} To : ${emp\_period\_to}

Company Name : ${company\_name}

Position : ${prev\_pos}

Main Responsibility : ${respon}

Contact Number : ${prev\_cn}

Address : ${prev\_add}

Salary (Monthly Gross)

Start : ${prev\_start} | Last : ${prev\_last}

Reason for Leaving : ${reason\_living}

**In Case Of Emergency, Notify:**

Name : ${notify\_name}

Relation : ${notify\_rel}

Contact No. 1 : ${notify\_cn1}

Contact No. 2 : ${notify\_cn2}

Address

* ${notify\_add}