



**2x2 RECENT PHOTO
W/ WHITE
BACKGROUND**

HR Employee Information Update Sheet YEAR 2024

LAST NAME		FIRST NAME		MIDDLE NAME	
EMPLOYEE					
MOTHER (Maiden Name)					
SPOUSE					
Spouse Occupation: _____ No. of Children: _____					
Spouse Contact No. _____					
CONTACT DETAILS:					
Home		Cellphone		Email add:	
<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 250px; height: 20px;" type="text"/>	
PERMANENT HOME ADDRESS					
No. (Include Building Name) Street Barangay/ Subdivision District/ Municipality City/Province					
PRESENT HOME ADDRESS					
No. (Include Building Name) Street Barangay/ Subdivision District/ Municipality City/Province					
✓ Check Appropriate box: <input type="checkbox"/> LIVING WITH PARENTS <input type="checkbox"/> RENTING <input type="checkbox"/> STAYING WITH RELATIVES <input type="checkbox"/> OWN HOUSE					
* If Boarding or Staying with relatives, write the name of your landlord or relative with their employment & contact details.					
NAME (Relative or Landlord)		Employer (If any)		Address & Contact No.	
DEPENDENTS					
NAME		RELATIONSHIP	DATE OF BIRTH	ADDRESS	
In case of emergency, whom should you wish to notify immediately?					
Address: same as stated above			Contact No.	Relationship:	
Please recognize the following signature/s in any transactions made/prepared/submitted by the undersigned.					
1. _____ 2. _____ 3. _____					
I HEREBY CERTIFY THAT THE INFORMATION GIVEN AND ALL STATEMENTS MADE HEREIN ARE TRUE AND CORRECT.					
_____ Signature Over Printed Name		_____ Position/ Department		_____ Date	
NOTE: KINDLY USE THE BACK PORTION OF THIS FORM FOR YOUR RESIDENCE SKETCH AND FULLY ACCOMPLISH THIS FORM BEFORE SUBMITTING TO HRD.					