

Republic of the Philippines
Department of Labor and Employment
NATIONAL SKILLS REGISTRY SYSTEM
REGISTRATION FORM

1 x 1
ID Photo
(Optional)

INSTRUCTIONS: Accomplish this form using ball-point pen. Print in block letters and write legibly. Submit accomplished form to the Public Employment Service Officer/ Manager in your City/Municipality of residence.

1. PERSONAL INFORMATION(Leave one space after entering each name)

Family Name	Given Name	Middle Name
Present Address: _____		
House No. /Street/Subdivision	Barangay	Municipality/City
Province		

Birthdate: _____	Height: _____ (cm.)	Civil Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Others	Contact Information: Landline: _____ Mobile: _____ Email Address: _____
Place of Birth: _____	Weight: _____ (kg.)		
Age: <input type="checkbox"/> Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Religion: _____		

Employment Status: <input type="checkbox"/> Wage Employed <input type="checkbox"/> Self Employed <input type="checkbox"/> Unemployed <input type="checkbox"/> New Entrant/ Fresh Graduate <input type="checkbox"/> Finished Contract <input type="checkbox"/> Resigned <input type="checkbox"/> Terminated/Laid off, local <input type="checkbox"/> Terminated/Laid off, abroad Specify the country where you worked and got terminated _____ Are you actively looking for work? <input type="checkbox"/> YES <input type="checkbox"/> NO	Preferred Occupation: Choice 1: _____ Choice 2: _____ Choice 3: _____ Choice 4: _____ Choice 5: _____	Preferred work location: Local: (Specify province) _____ Overseas: (Specify country) _____ Passport No. _____ Expiry Date: _____	Disability: <input type="checkbox"/> Visual <input type="checkbox"/> Hearing <input type="checkbox"/> Speech <input type="checkbox"/> Physical <input type="checkbox"/> Others, specify _____	Languages spoken, read and written at work: <input type="checkbox"/> Filipino <input type="checkbox"/> Others <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Japanese <input type="checkbox"/> Chinese <input type="checkbox"/> French <input type="checkbox"/> Arabic
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2. EDUCATIONAL BACKGROUND(List according to importance)

Highest Level Completed	Course/Degree	Name of School/University	Year Graduated	Year Last Attended

3. PROFESSIONAL LICENSE (Includes professional and non-professional driver's licenses)
Use extra sheets if necessary

License Title: _____	Expiry Date: _____
License Title: _____	Expiry Date: _____

3 A. ELIGIBILITY
Use extra sheets if necessary

Eligibility Title: _____	Year Taken: _____
Eligibility Title: _____	Year Taken: _____

4. VOCATIONAL/TECHNICAL TRAINING AND RELEVANT EXPERIENCE (Include programs taken as part of college education, ex. OJT, Internship)
Use extra sheets if necessary

Name of Training	Skills Acquired	Period of Training/ Experience (may be expressed in days/weeks/months/years)	Certificate Received	Issuing School/Agency

5. CERTIFICATE OF COMPETENCE (Certificates of competence issued and/or recognized by the Philippine government)
Use extra sheets if necessary

Certificate/s	Rating	Issued By	Date Issued

6. WORK EXPERIENCE (*Use extra sheets if necessary*)

Name of Company/Firm	Address	Inclusive Date From To	Position Held

7. FOR SEA-BASED WORKER (Onboard experience or land-based experience related to seamanship)

Use extra sheets if necessary

Position	Agency/Company	Type/Tonnage	Date of Service	
			From	To

8. OTHER SKILLS ACQUIRED WITHOUT FORMAL TRAINING

(CHECK ALL APPROPRIATE BOXES)

DEFINITION OF TERMS:

1. **What does the term SKILL mean for the Skills Registry System (SRS)?**
SKILL refers to any talent, ability, proficiency, competence, handiness, expertise, declared by the potential applicant/registrant.
2. **What are the TYPES OF SKILLS?**
 - a. **PEOPLE SKILLS** refer to "skills set" that involves working with people either through helping, entertaining, influencing the actions and/or thinking of other people.
 - b. **DATA SKILLS** refer to ability to handle details, facts, numbers, records or files in a quick and accurate way, develop efficient system for these tasks.
 - c. **THING SKILLS** refer to ability to operate, maintain or build machinery, or regulate or process equipment, understand and work with physical, chemical, or biological functions.
 - d. **IDEA SKILLS** refer to the ability to solve abstract problems and express thoughts or feelings in a creative and ingenious way.

People Skills	Data Skills	Thing Skills	Idea Skills	OTHERS (not included in the list provided)
<input type="checkbox"/> Teaching <input type="checkbox"/> Negotiating <input type="checkbox"/> Diverting <input type="checkbox"/> Persuading <input type="checkbox"/> Speaking <input type="checkbox"/> Serving <input type="checkbox"/> Helping <input type="checkbox"/> Encouraging <input type="checkbox"/> Motivating <input type="checkbox"/> Leading <input type="checkbox"/> Promoting <input type="checkbox"/> Selling	<input type="checkbox"/> Coordinating <input type="checkbox"/> Analyzing <input type="checkbox"/> Compiling <input type="checkbox"/> Computing <input type="checkbox"/> Tabulating <input type="checkbox"/> Comparing <input type="checkbox"/> Planning <input type="checkbox"/> Recording <input type="checkbox"/> Posting <input type="checkbox"/> Checking <input type="checkbox"/> Researching <input type="checkbox"/> Testing <input type="checkbox"/> Comparing <input type="checkbox"/> Copying	<input type="checkbox"/> Machine Work <input type="checkbox"/> Setting-up <input type="checkbox"/> Operating/ controlling <input type="checkbox"/> Driving/ Steering <input type="checkbox"/> Manipulating <input type="checkbox"/> Materials handling <input type="checkbox"/> Inspecting <input type="checkbox"/> Producing <input type="checkbox"/> Warehousing <input type="checkbox"/> Building <input type="checkbox"/> Precision Working <input type="checkbox"/> Restoring <input type="checkbox"/> Feeding/ Loading <input type="checkbox"/> Assembling <input type="checkbox"/> Repairing/ Adjusting	<input type="checkbox"/> Implementing <input type="checkbox"/> Synthesizing <input type="checkbox"/> Creating/ Inventing <input type="checkbox"/> Discovering <input type="checkbox"/> Interpreting <input type="checkbox"/> Expressing <input type="checkbox"/> Instructing <input type="checkbox"/> Organizing <input type="checkbox"/> Theorizing <input type="checkbox"/> Speculating <input type="checkbox"/> Predicting <input type="checkbox"/> Anticipating <input type="checkbox"/> Innovating	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____

CERTIFICATION/AUTHORIZATION

This is to certify that all the information that I have provided in this form are true to the best of my knowledge. This is also to authorize the Department of Labor and Employment (DOLE) to include me in the National Skills Registry, which is maintained in the PHIL-JOB.NET System.

It is understood that my name shall be made available to employers who may have access to the Registry. I am also aware that DOLE through the Public Employment Service Office (PESO) shall provide me with employment service assistance, but are not obliged to provide me with employment.

Signature of the Registrant

Date