

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.
READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes (☐) and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.** 1. CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	Villas		
FIRST NAME	Norman	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Ortega		
3. DATE OF BIRTH (mm/dd/yyyy)	05/11/1990	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	☒ Male ☐ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	Sto Rosario Street House/Block/Lot No. Street Poblacion Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province
7. HEIGHT (m)	1.60	ZIP CODE	6522
8. WEIGHT (kg)	74.00		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	Sto Rosario Street House/Block/Lot No. Street Poblacion Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province
10. GSIS ID NO.	LP02004797138	ZIP CODE	6522
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	121077609186	19. TELEPHONE NO.	053 565 0600
13. SSS NO.	N/A	20. MOBILE NO.	9176590003
14. TIN NO.	296021641000	21. E-MAIL ADDRESS (if any)	normanvillas@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00893		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Villas		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Me-an	NAME EXTENSION (JR., SR)	Gabrielle Normaine D. Villas	01/03/2012
MIDDLE NAME	Dotollo			
OCCUPATION	Government Employee			
EMPLOYER/BUSINESS NAME	Visayas State University			
BUSINESS ADDRESS	VSU Main, Baybay City, Leyte			
TELEPHONE NO.	053 565 8283			
24. FATHER'S SURNAME	Villas			
FIRST NAME	Norbert	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Cabantug			
25. MOTHER'S MAIDEN NAME	Dancil			
SURNAME	Villas			
FIRST NAME	Norma			
MIDDLE NAME	Ortega		(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	Visca Foundation Elementary School	Elementary	1987	2003		2003	
SECONDARY	Visayas State University Laboratory High School	High School	2003	2007		2007	
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Computer Science	2007	2011		2011	
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	08/11/2021
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	N/A	N/A	N/A	N/A	N/A	
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)						
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	GRADUATE SCHOOL CONVOCATION: RESILIENCY IN THE MIDST OF CHANGES AND CHALLENGES IN THE PHILIPPINE EDUCATION SCENARIO	08/11/2020	08/26/2020	48	Technical	Department of Information and Communications Technology - Valenzuela Campus (DICT-Valenzuela Campus)
	Electronic Data Processing (Programming) using Java Language	08/15/2018	09/26/2018	48	Supervisory	DICT - Main Office, Diliman, Quezon City
	Higher Education Management Information System (HEMIS) Assessment and Validation Conference	12/02/2016	12/02/2016	8	Managerial	CHED
	PHNOG(Philippine Network Operators Group)	06/27/2016	06/27/2016	8	Technical	Department of Information and Communications Technology
	HANDS-ON TRAINING AND ORIENTATION ON IPEL ONLINE DATABASES SUBSCRIPTIONS	09/15/2015	09/15/2015	8	Technical	PACSA
	WEBMAP SERVER- TRAINING WORKSHOP	08/21/2015	08/25/2015	16	Technical	Phil-LiDAR 2 and Deutsche Gesellschaft fur Internationale Zusammenarbeit (GIZ)
	GOOGLE APPS FOR EDUCATION	11/19/2014	11/20/2014	16	Technical	PACSA
	CISCO NETWORKING ASSOCIATE	04/14/2014	11/17/2014	8	Technical	Leyte Normal University
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)		
	Computer Programming	Best Production Associate		PHNOG		
	Driving			Kabalikat Civicom		
	Information Technology					
	Systems Analysis					
	Music					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	08/11/2021	

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?			☐YES☒NO ☐YES☒NO If YES, give details: _____												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?			☐YES☒NO If YES, give details: _____ ☐YES☒NO If YES, give details: Date Filed: _____ Status of Case/s: _____												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?			☐YES☒NO If YES, give details: _____												
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?			☐YES☒NO If YES, give details: _____												
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?			☐YES☒NO If YES, give details: _____ ☐YES☒NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?			☐YES☒NO If YES, give details (country): _____												
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?			☐YES☒NO If YES, please specify: _____ ☐YES☒NO If YES, please specify ID No _____ ☐YES☒NO If YES, please specify ID No _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) <table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Winston M. Tabada</td><td>VSU, Baybay City, Leyte</td><td>(053)565 0600</td></tr><tr><td>Edgardo E. Tulin</td><td>VSU Main, Baybay City, Leyte</td><td>(053)565 0600</td></tr><tr><td>Sean O. Villagonzalo</td><td>VSU, Baybay, Leyte</td><td>(053)565 0600</td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	Winston M. Tabada	VSU, Baybay City, Leyte	(053)565 0600	Edgardo E. Tulin	VSU Main, Baybay City, Leyte	(053)565 0600	Sean O. Villagonzalo	VSU, Baybay, Leyte	(053)565 0600	ID picture taken within the last 6 months 3.5 cm x 4.5 cm (passport size) With full and handwritten name tag and signature over printed name Computer generated or photocopied picture is not acceptable PHOTO Right Thumbmark
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42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.															
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i> Government Issued ID: DL ID/License/Passport No.: H1213002369 Date/Place of Issuance: 05/11/2019 / Baybay, Leyte	Signature (Sign inside the box) 08/11/2021 Date Accomplished														
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath															