

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	Michael Carlo	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Catcharro		
3. DATE OF BIRTH (mm/dd/yyyy)	07/02/1985	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	TACLOBAN CITY	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	BLK. 13, LOT 25 House/Block/Lot No. Street NHA Baras Subdivision/Village Barangay PALO LEYTE City/Municipality Province
7. HEIGHT (m)	1.60	ZIP CODE	6501
8. WEIGHT (kg)	73.00		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	N/A	20. MOBILE NO.	917-304-1576
15. AGENCY EMPLOYEE NO.	V00843	21. E-MAIL ADDRESS (if any)	michaelcarlo.villas@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	VILLAS			
FIRST NAME	CARLITO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ACEBEDO			
25. MOTHER'S MAIDEN NAME	FLOR TAYONI CATCHARRO			
SURNAME	VILLAS			
FIRST NAME	FLOR			
MIDDLE NAME	CATCHARRO		(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	St. Therese Child Development Center	Elementary	1991	1998		1998	N/A
SECONDARY	Leyte National High School	High School	1998	2002		2002	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Leyte Normal University	Bachelor of Arts in Mass Communication	2002	2006		2006	N/A
GRADUATE STUDIES	Leyte Normal University	Master of Science in English	2008	2012		2012	N/A
PLEASE SEE ATTACHMENT A							
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		05/01/2023		

Attachment A

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			
	GRADUATE STUDIES	University of the Philippines-Diliman	Doctor of Philosophy in Literature	2016		36 units		
(Continue on separate sheet if necessary)								
SIGNATURE				DATE		05/01/2023		

IV. CIVIL SERVICE ELIGIBILITY

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	Career Service Eligibility - Professional	81.30	04/02/2006	Leyte Normal University	05-008928	05/09/2006

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format"00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
01/01/2023	PRESENT	Assistant Professor IV	Visayas State University	46,725.00	18-1	Permanent	Y
09/15/2022		Assistant Professor IV	Visayas State University	45,203.00	18-1	Permanent	Y
01/01/2022		Assistant Professor III	Visayas State University	41,508.00	17-1	Permanent	Y
01/01/2021		Assistant Professor III	Visayas State University	39,986.00	17-1	Permanent	Y
01/01/2020		Assistant Professor III	Visayas State University	38,464.00	17-1	Permanent	Y
07/01/2019		Assistant Professor III	Visayas State University	36,942.00	17-1	Permanent	Y
01/01/2019		Assistant Professor I	Visayas State University	30,531.00	-	Permanent	Y
01/01/2018	12/31/2018	Assistant Professor I	Visayas State University	29,010.00	-	Permanent	Y
01/01/2017	12/31/2017	Instructor I	Visayas State University	27,565.00	-	Permanent	Y
01/01/2017		Assistant Professor I	Visayas State University	21,387.00	-	Permanent	Y
06/01/2016	12/31/2016	Instructor I	Visayas State University	20,651.00	-	Permanent	Y
01/01/2016	05/31/2016	Instructor I	Visayas State University	20,651.00	-	Temporary	Y
06/01/2015	12/31/2015	Instructor I	Visayas State University	19,940.00	-	Temporary	Y
06/16/2014	05/31/2015	Instructor I	Visayas State University	19,940.00	-	Temporary	Y
01/01/2014	06/15/2014	Instructor I	Leyte Normal Unveristy	19,940.00	-	Permanent	Y
10/01/2013	12/31/2013	Instructor I	Leyte Normal Unveristy	19,940.00	-	Permanent	Y
01/01/2013	09/01/2013	Instructor I	Leyte Normal Unveristy	19,940.00	-	Temporary	Y
06/01/2012	12/31/2012	Instructor I	Leyte Normal Unveristy	19,940.00	-	Temporary	Y
01/01/2012	05/31/2012	Instructor I	Leyte Normal Unveristy	18,333.00	-	Temporary	Y
11/08/2011	12/31/2011	Instructor I	Leyte Normal Unveristy	18,333.00	-	Temporary	Y
06/01/2011	11/07/2011	Administrative Aide V	Leyte Normal Unveristy	11,145.00	-	Permanent	Y
01/01/2011	05/31/2011	Administrative Aide V	Leyte Normal Unveristy	10,271.00	-	Permanent	Y
06/24/2010	12/31/2010	Administrative Aide V	Leyte Normal Unveristy	123,252.00	-	Probational	Y
06/18/2010	06/23/2010	Administrative Aide IV	Leyte Normal Unveristy	112,752.00	-	Probational	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/01/2023
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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

[illegible]

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/01/2023
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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 ☐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><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>MERLIE M. ALUNAN</td><td>Tacloban City</td><td>9272441758</td></tr><tr><td>MARJORIE M. EVASCO</td><td>Mandaluyong City</td><td>9175422253</td></tr><tr><td></td><td></td><td></td></tr></table>					NAME	ADDRESS	TEL. NO.	MERLIE M. ALUNAN	Tacloban City	9272441758	MARJORIE M. EVASCO	Mandaluyong City	9175422253			
NAME	ADDRESS	TEL. NO.														
MERLIE M. ALUNAN	Tacloban City	9272441758														
MARJORIE M. EVASCO	Mandaluyong City	9175422253														
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.			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													
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: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A		Signature (Sign inside the box) 05/01/2023 Date Accomplished														
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath																