

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	Apartment 47 Kilbourne Street House/Block/Lot No. Street VSU Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.00	ZIP CODE	6521
8. WEIGHT (kg)	1.00		
9. BLOOD TYPE	A-	18. PERMANENT ADDRESS	Sto. Rosario 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.	917-659-0003
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		Gavin Melbert D. Villas	03/20/2020
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	N/A
SECONDARY	Visayas State University Laboratory High School	High School	2003	2007		2007	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Computer Science	2007	2011		2011	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/10/2025
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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 Professional	82.45	08/12/2018	Maasin City, Southern Leyte	08-181207-418	12/07/2018
	Electronic Data Processing Specialist Eligibility	89.90	09/14/2018	DICT Don Roces, Quezon City	320108190002	05/28/2019

(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						
07/01/2024	PRESENT	Information Technology Officer I	Visayas State University	53,873.00	19-1	Permanent	Y
07/01/2024		Information Technology Officer I	Visayas State University	51,357.00	19-1	Permanent	Y
01/01/2024	06/30/2024	Computer Programmer I	Visayas State University	28,512.00	11-1	Casual	Y
01/01/2024	06/30/2024	Computer Programmer I	Visayas State University	27,000.00	11-1	Casual	Y
07/01/2023	12/31/2023	Computer Programmer I	Visayas State University	27,000.00	11-1	Casual	Y
01/01/2023	06/30/2023	Computer Programmer I	Visayas State University	27,000.00	11-1	Casual	Y
07/01/2022	12/31/2022	Computer Programmer I	Visayas State University	25,439.00	11-1	Casual	Y
01/03/2022	06/30/2022	Computer Programmer I	Visayas State University	25,439.00	11-1	Casual	Y
01/01/2022	06/30/2022	Computer Programmer I	Visayas State University	23,877.00	11-1	Casual	Y
07/01/2021	12/31/2021	Computer Programmer I	Visayas State University	23,877.00	11-1	Casual	Y
07/01/2021	12/31/2021	Computer Programmer I	Visayas State University	23,877.00	11-1	Casual	Y
01/01/2021		Computer Programmer I	Visayas State University	23,877.00	11-1	Casual	Y
01/01/2021	06/30/2021	Computer Programmer I	Visayas State University	22,316.00	11-1	Casual	Y
07/01/2020	12/31/2020	Computer Programmer I	Visayas State University	22,316.00	11-1	Casual	Y
01/01/2020	06/30/2020	Computer Programmer I	Visayas State University	1,014.36	-	Casual	Y
01/01/2019	12/31/2019	Computer Programmer I	Visayas State University	943.36	-	Casual	Y
01/01/2018	12/31/2018	Computer Programmer I	Visayas State University	917.22	-	Casual	Y
01/01/2017	12/31/2017	Computer Programmer I	Visayas State University	891.82	-	Casual	Y
01/01/2016	12/31/2016	Computer Programmer I	Visayas State University	867.14	-	Casual	Y
11/02/2015	12/31/2015	Computer Programmer I	Visayas State University	843.14	-	Casual	Y
03/16/2012	03/01/2013	System and Network Administrator	Pfize Inc.	18,000.00	-	Contractual	N
07/15/2011	01/02/2012	Production Associate	Innodata Knowledge Service Inc.	15,000.00	-	Contractual	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/10/2025
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VI. VOLUNTARY WORK OR INVOLEMENT 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			
	Data Privacy Policy Writeshop for Health & Hospital Care Institutions	10/17/2024	10/18/2024	16	Technical	ORGANIZATION OF DATA PRIVACY PROFESSIONALS INC.
	Solar and Storage Convention	05/20/2024	05/21/2024	16	Technical	Terrapinn PTF limited
	Network Security Workshop	04/15/2024	04/19/2024	40	Technical	Asia Pacific Network Information Centre
	Data Privacy Awareness and Compliance Workshop	06/28/2023	06/30/2023	48	Managerial	YISRAEL SOLUTIONS AND TRANING CENTER INC.
	Training Workshop on Public Relations and Media Production	01/05/2022	01/07/2022	24	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Moodle Training for Site Administrator (MTSA)	09/17/2021	12/13/2021	255	Technical	Nephila Web Technology Inc.
	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)
	Cyber Security Essentials	10/01/2019	10/02/2019	24	Technical	DICT - Main Office, Diliman, Quezon City
	Mikrotik Certified User Management Engineer (MTCUME)	07/30/2019	08/04/2019	120	Technical	Philippine Society of Information and Technology Educators (PSITE) Region 8/ Visayas State University
	Mikrotik Certified Academy Trainer (MTCAT) Course	07/30/2019	08/04/2019	120	Technical	Philippine Society of Information and Technology Educators (PSITE) Region 8/ Visayas State University
	Mikrotik Certified Routing Engineer	07/30/2019	08/04/2019	120	Technical	Philippine Society of Information and Technology Educators (PSITE) Region 8/ Visayas State University
	Mikrotik Certified Network Associate (MTCNA)	07/30/2019	08/04/2019	120	Technical	Philippine Society of Information and Technology Educators (PSITE) Region 8/ Visayas State University
	Training of Trainers on the Electronic Freedom of Information(eFOI) Portal for Focal Persons	06/26/2019	06/27/2019	16	Supervisory	PCCO and CHED
	Electronic Data Processing (Programming) using Java Language	08/15/2018	09/26/2018	48	Supervisory	DICT - Main Office, Diliman, Quezon City
	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)
PLEASE SEE ATTACHMENT A						
(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		CSC PAGASA Award - Group Category		PHNOG	
	Driving		Best Production Associate		Kabalikat Civicom	
	Information Technology					
	Systems Analysis					
	Music					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	01/10/2025	

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><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><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></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
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Sean O. Villagonzalo	VSU, Baybay, Leyte	(053)565 0600															
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: DL ID/License/Passport No.: H1213002369 Date/Place of Issuance: 05/10/2024 / Baybay, Leyte			Signature (Sign inside the box) 01/10/2025 Date Accomplished														
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath																	