

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 | JANSEL JOI | NAME EXTENSION (JR., SR) N/A | |
| MIDDLE NAME | CABATAÑA | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 01/12/1994 | 16. CITIZENSHIP | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: |
| 4. PLACE OF BIRTH | Masbate, Masbate | If holder of dual citizenship, please indicate the details. | Philippines |
| 5. SEX | <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female | | |
| 6. CIVIL STATUS | <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS | Apartment 49-A Kilbourne Street House/Block/Lot No. Street VSU Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521 |
| 7. HEIGHT (m) | 1.50 | 18. PERMANENT ADDRESS | Maharlika Road House/Block/Lot No. Street Purok 4 Barangay 91 (Abucay) Subdivision/Village Barangay TACLOBAN CITY (Capital) LEYTE City/Municipality Province 6500 |
| 8. WEIGHT (kg) | 48.00 | | |
| 9. BLOOD TYPE | O- | | |
| 10. GSIS ID NO. | 2005336950 | | |
| 11. PAG-IBIG ID NO. | 121179437496 | | |
| 12. PHILHEALTH NO. | 130254253457 | | |
| 13. SSS NO. | 3475245853 | 19. TELEPHONE NO. | (053) 563-7114 |
| 14. TIN NO. | 459966654 | 20. MOBILE NO. | 920-668-0311 |
| 15. AGENCY EMPLOYEE NO. | V01053 | 21. E-MAIL ADDRESS (if any) | janseljoi.villas@vsu.edu.ph |

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 | NORBERT JOHN | NAME EXTENSION (JR., SR) | NORWAYNE JAN CABATAÑA VILLAS | 09/20/2017 |
| MIDDLE NAME | ORTEGA | | | |
| OCCUPATION | EDUCATION RESEARCH ASSISTANT I | | | |
| EMPLOYER/BUSINESS NAME | VISAYAS STATE UNIVERSITY | | | |
| BUSINESS ADDRESS | BAYBAY CITY, LEYTE | | | |
| TELEPHONE NO. | 563-7114 | | | |
| 24. FATHER'S SURNAME | CABATAÑA | | | |
| FIRST NAME | JOEL | NAME EXTENSION (JR., SR) | | |
| MIDDLE NAME | BELTRAN | | | |
| 25. MOTHER'S MAIDEN NAME | LINA DELOS SANTOS ABINAL | | | |
| SURNAME | CABATAÑA | | | |
| FIRST NAME | LINA | | | |
| MIDDLE NAME | ABINAL | | (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 | Judge Antonio R. Montilla, Sr. Elementary School | Elementary | 1999 | 2006 | | 2006 | |
| SECONDARY | Leyte National High School | High School | 2006 | 2010 | | 2010 | |
| VOCATIONAL/ TRADE COURSE | N/A | | | | | | |
| COLLEGE | Eastern Visayas State University | Bachelor of Science in Statistics | 2010 | 2014 | | 2014 | OWWA |
| GRADUATE STUDIES | Visayas State University | Master of Management | 2015 | 2015 | 6 units | 2015 | |
| PLEASE SEE ATTACHMENT A | | | | | | | |
| (Continue on separate sheet if necessary) | | | | | | | |
| SIGNATURE | | | DATE | | 11/29/2022 | | |

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 | College of Maasin | Master in Public Administration | 2019 | 2022 | | 2022 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| (Continue on separate sheet if necessary) | | | | | | | | |
| SIGNATURE | | | | DATE | | 11/29/2022 | | |

| 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 | | | |
| | Training-Workshop on Risk Assessment | 11/24/2022 | 11/25/2022 | 16 | Technical | "Visayas State University (VSU), Visca, Baybay City, Leyte " |
| | Attaining Work-Life Balance and Productivity | 11/09/2022 | 11/11/2022 | 24 | Technical | Personnel Officers Association of the Philippines, Inc. (POAP) |
| | Orientation / Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines | 10/07/2022 | 10/07/2022 | 4 | Technical | Quality Assurance Center, Visayas State University |
| | In-House Training on Public Financial Management | 08/03/2022 | 08/05/2022 | 24 | Technical | Department of Budget and Management-Region 8 |
| | Seminar on Application of Virtual Reality to Agriculture, Land Use, and Transportation Plans | 06/22/2022 | 09/22/2022 | 8 | Technical | International Affairs Office |
| | Cybersecurity and Digital Literacy | 06/21/2022 | 06/21/2022 | 4 | Technical | RDC & DICT |
| | Orientation on the Google Workspace | 06/14/2022 | 06/14/2022 | 4 | Technical | RDC & DICT |
| | Disaster Risk Reduction and Management Training for LGU - Baybay City | 06/04/2022 | 06/04/2022 | 8 | Technical | Philippine KOICA Fellows Association, Inc. |
| | NWM A Webinar on Menopause and other Common Gynecological Problems | 03/31/2022 | 03/31/2022 | 4 | Technical | Office of the Chief of University Services for Health, Emergency, and Rescue |
| | Women Inspiring Women | 03/07/2022 | 03/07/2022 | 8 | Technical | VSU Gender Resource Center |
| | Online Training on the Eastern Visayas Project Monitoring System (EVPMS) | 03/02/2022 | 03/02/2022 | 8 | Technical | National Economic Development Authority RO8 |
| | Webinar on RA11313 - Safe Spaces Act | 12/08/2021 | 02/08/2022 | 8 | Technical | Gender Resource Center |
| | Correcting Corrective Actions | 05/28/2021 | 05/28/2021 | 1 | Technical | AGF Consulting Group |
| | Graduate Research Forum | 05/08/2021 | 05/08/2021 | 8 | Research | The College of Maasin |
| | Risk-Based Thinking Explained | 05/07/2021 | 07/07/2021 | 4 | Technical | AGF Consulting Group |
| | Best Practices in Writing and Publishing Your Research Paper | 04/16/2021 | 04/16/2021 | 4 | Research | Researcher Academy |
| | Rebuilding the Economy from the COVID-19 Pandemic: The Role of SUCs and HEIs | 03/05/2021 | 03/05/2021 | 2 | Technical | College of Management and Economics, Visayas State University |
| PLEASE SEE ATTACHMENT B | | | | | | |
| (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) | |
| | Creativity | | N/A | | Personnel Officers Association of the Philippines | |
| | Customer Service | | | | Leyte State University – Administrative Personnel Association | |
| | Statistical Analysis | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| (Continue on separate sheet if necessary) | | | | | | |
| SIGNATURE | | | | DATE | 11/29/2022 | |

Attachment B.1

| 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 | | | |
| | Gender, Climate, and Disaster Resilience: Challenges of Equity and Sustainability | 03/01/2021 | 03/01/2021 | 8 | Technical | Coastal Cities at Risk in the Philippines |
| | Control Your Records before They Control You: The Basics of Records Management and Records Control | 01/27/2021 | 01/27/2021 | 4 | Technical | Department of Science and Technology - Science and Technology Information Institute (DOST-STII) |
| | ISO 9001:2015 Awareness/ Re-awareness Webinar | 11/27/2020 | 11/27/2020 | 4 | Technical | Visayas State University |
| | Webinar on Organizing Your VSU Email for Stress-Free Productivity | 11/20/2020 | 11/20/2020 | 4 | Technical | Visayas State University |
| | Document Tracking System | 11/13/2020 | 11/13/2020 | 3 | Technical | Human Resource Information System, Visayas State University |
| | Data Driven Governance Training | 11/09/2020 | 11/13/2020 | 20 | Technical | Department of Information and Communications Technology - Leyte |
| | Information Security and Document Control | 11/06/2020 | 11/06/2020 | 1 | Technical | AGF Consulting Group |
| | Operational Planning Workshop and Reframing of the Strategic Plan | 10/05/2020 | 10/07/2020 | 24 | Technical | Visayas State University |
| | Workshop on the Assessment of Accomplishment and Target Settings of the Strategic Plan | 09/30/2020 | 09/30/2020 | 8 | Technical | Visayas State University |
| | ISO Document Control | 09/21/2020 | 09/21/2020 | 8 | Technical | International Skills Republic Academy |
| | Graphic Design Using Canva | 09/10/2020 | 09/10/2020 | 2 | Technical | Department of Information and Communications Technology |
| | Cyber Security Training | 12/18/2019 | 12/19/2019 | 16 | Technical | Visayas State University |
| | Frontline and Customer Service | 09/24/2019 | 09/27/2019 | 32 | Technical | Personnel Officers Association of the Philippines, Inc. (POAP) |
| | Basic Statistical Methods Using R Commander | 06/17/2019 | 06/21/2019 | 40 | Research | Philippine Statistical Research and Training Institute |
| | Seminar-Workshop on Implementation Ready Project Proposal Preparation | 03/15/2019 | 03/15/2019 | 8 | Technical | Visayas State University |
| | Seminar Workshop on Open Data Kit | 03/07/2019 | 03/07/2019 | 8 | Research | Department of Statistics |
| | VSUCC Basic Cooperative Course Seminar | 11/17/2018 | 11/17/2018 | 8 | Technical | VisCA Credit Cooperative |
| | Target Setting Workshop | 08/20/2018 | 08/21/2018 | 16 | Technical | Visayas State University |
| | Career Guidance and Job-Seeking Seminar in Statistics | 03/17/2017 | 03/17/2017 | 8 | Technical | Department of Statistics, Visayas State University |
| | Statistics and Probability in Grade 11 in the Senior High School Curriculum | 11/05/2016 | 11/27/2016 | 32 | Instruction | Philippine Statistical Research and Training Institute |
| | Data Appreciation Seminar | 10/10/2016 | 10/10/2016 | 8 | Technical | Department of Statistics, Visayas State University |
| | Procurement Act Orientation | 09/09/2016 | 09/09/2016 | 8 | Technical | Visayas State University |
| | Workshop to Review and Improve Citizens' Charter per CSC MC No. 14, s. 2016 | 09/01/2016 | 09/01/2016 | 8 | Technical | Visayas State University |
| | Training on the Revised RA 9255 and its Related Memo Circulars | 06/25/2016 | 06/25/2016 | 8 | Technical | Philippine Statistics Authority |
| | Orientation Seminar on Human Resource Policies, Basic Customer Service Skills Training and Civil Registration Laws/Updates | 03/19/2016 | 03/19/2016 | 8 | Technical | Philippine Statistics Authority |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| (Continue on separate sheet if necessary) | | | | | | |
| SIGNATURE | | | | DATE | 11/29/2022 | |

| <div>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)?</div> | | <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div> | | | | | | | | | | | | | |
|---|--------------|---|----------------------------------|---|---|---|------------------|---------------------------------|------------|----------------------|--------------|--|-------------------|--------------|--|
| <div>35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?</div> | | <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div></div></div> | | | | | | | | | | | | | |
| <div>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</div> | | <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div> | | | | | | | | | | | | | |
| <div>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?</div> | | <div><div><input checked="" type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: RESIGNATION _____</div></div> | | | | | | | | | | | | | |
| <div>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?</div> | | <div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div></div> | | | | | | | | | | | | | |
| <div>39. Have you acquired the status of an immigrant or permanent resident of another country?</div> | | <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details (country): _____</div></div> | | | | | | | | | | | | | |
| <div>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?</div> | | <div><div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify: _____</div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No _____</div></div></div> | | | | | | | | | | | | | |
| <div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>LOUELLA C. AMPAC</td><td>ODFM, VSU</td><td></td></tr><tr><td>JACQUELINE M. GUARTE</td><td>DEPSTAT, VSU</td><td></td></tr><tr><td>NORBERTO E. MILLA</td><td>DEPSTAT, VSU</td><td></td></tr></table> | | | | NAME | ADDRESS | TEL. NO. | LOUELLA C. AMPAC | ODFM, VSU | | JACQUELINE M. GUARTE | DEPSTAT, VSU | | NORBERTO E. MILLA | DEPSTAT, VSU | |
| NAME | ADDRESS | TEL. NO. | | | | | | | | | | | | | |
| LOUELLA C. AMPAC | ODFM, VSU | | | | | | | | | | | | | | |
| JACQUELINE M. GUARTE | DEPSTAT, VSU | | | | | | | | | | | | | | |
| NORBERTO E. MILLA | DEPSTAT, VSU | | | | | | | | | | | | | | |
| <div>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.</div> | | <div><div><div>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</div><div>PHOTO</div></div><div></div></div> | | | | | | | | | | | | | |
| <table><tr><td>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i></td></tr><tr><td>Government Issued ID: TIN</td></tr><tr><td>ID/License/Passport No.: 459966654</td></tr><tr><td>Date/Place of Issuance: 11/30/-0001 / BIR, PALO, LEYTE</td></tr></table> | | 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: TIN | ID/License/Passport No.: 459966654 | Date/Place of Issuance: 11/30/-0001 / BIR, PALO, LEYTE | <table><tr><td>Signature (Sign inside the box)</td></tr><tr><td>11/29/2022</td></tr><tr><td>Date Accomplished</td></tr></table> | | Signature (Sign inside the box) | 11/29/2022 | Date Accomplished | | | | | |
| 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: TIN | | | | | | | | | | | | | | | |
| ID/License/Passport No.: 459966654 | | | | | | | | | | | | | | | |
| Date/Place of Issuance: 11/30/-0001 / BIR, PALO, LEYTE | | | | | | | | | | | | | | | |
| Signature (Sign inside the box) | | | | | | | | | | | | | | | |
| 11/29/2022 | | | | | | | | | | | | | | | |
| Date Accomplished | | | | | | | | | | | | | | | |
| <div>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</div> <div></div> <div>Person Administering Oath</div> | | | | | | | | | | | | | | | |