

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	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Masbate, Masbate	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 49 - Annex Kilbourne Street House/Block/Lot No. Street VSU Campus Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.50	ZIP CODE	6521
8. WEIGHT (kg)	49.00		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
10. GSIS ID NO.	2005336950	ZIP CODE	
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	N/A
SECONDARY	Leyte National High School	High School	2006	2010		2010	N/A
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	N/A
PLEASE SEE ATTACHMENT A							
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		03/24/2025		

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		03/24/2025		

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			
	Enhancing Digital Communication VOIP Phone Mastery and Output Messenger Transition	11/20/2024	11/20/2024	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Public Financial Management Workshop 2024	09/18/2024	09/20/2024	24	Technical	Department of Budget and Management Regional Office VIII
	Seminar Workshop on Basic Records and Archives Management (BRAM)	07/30/2024	07/31/2024	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	From Policy to Practice: EODB, DPA of 2012, and PIA Reorientation for Visayas State University (VSU) Personnel	07/29/2024	07/29/2024	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Data Visualization, Storytelling, and Infographics In-Depth Training Workshop	07/15/2024	07/19/2024	40	Technical	Strategic One Business Management Consultancy Firm - Davao City
	Standard First Aid Training - LAY RESCUER	05/23/2024	05/24/2024	16	Technical	(DOH) Department of Health
	Basic Life Support Provider's Course - LAY RESCUER	05/22/2024	05/23/2024	16	Technical	(DOH) Department of Health
	Gender Sensitivity Training	04/12/2024	04/12/2024	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Financial Transactions Forum	03/20/2024	03/20/2024	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Seminar-Workshop on Cultural Mapping of VSU Heritage Properties	03/14/2024	03/15/2024	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Orientation of Guidelines and Procedures on Processes/ Services of the Offices under Administrative Services Office (ASO)	02/23/2024	02/23/2024	8	Technical	HRMO Visayas State University
	Design Thinking Workshop	12/13/2023	12/14/2023	16	Technical	Office of the Director for Quality Assurance, Visayas State University
	HRIS Software Onboarding	12/06/2023	12/06/2023	8	Technical	HRMO Visayas State University
	Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University	11/29/2023	11/29/2023	8	Technical	HRMO Visayas State University
	4th Tripartite Summit "Innovative Leadership Strategies Amidst the Evolving Challenges in the Post-COVID Workplace Landscape"	11/25/2023	11/26/2023	16	Technical	Visayas State University System Faculty Union
	5th Eastern Visayas Librarians' Summit	09/13/2023	09/15/2023	24	Technical	PLAI Eastern Visayas Region Librarians Council
	ISO 9001:2015 Awareness & Re-awareness Webinar	08/29/2023	08/29/2023	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "

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	03/24/2025
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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			
	Regional Seminar-Workshop on Records Counter Disaster Preparedness and Business Continuity	08/15/2023	09/18/2023	24	Technical	National Archives of the Philippines (NAP)
	Mental Health Awareness	04/25/2023	04/25/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	R you Ready? Introduction to Structural Equation Model (SEM) using R	03/09/2023	03/09/2023	3	Technical	College of Management and Economics, Visayas State University
	Layo Na, Pero Layo Pa: Conversations on Creating a Gender-Equal and Socially-Inclusive University	03/08/2023	03/08/2023	3	Technical	GENDER RESOURCE CENTER
	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
	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
(Continue on separate sheet if necessary)						
SIGNATURE					DATE	03/24/2025

Attachment B.2

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			
	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	03/24/2025	

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: RESIGNATION												
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>LOUELLA C. AMPAC</td><td>ODFM, VSU</td><td>565-0600 (1061)</td></tr><tr><td>DILBERTO O. FERRAREN</td><td>OVPPRGAS, VSU</td><td>565-0600 (1004)</td></tr><tr><td>NORBERTO E. MILLA</td><td>DEPSTAT, VSU</td><td>565-0600 (1035)</td></tr></table>			NAME	ADDRESS	TEL. NO.	LOUELLA C. AMPAC	ODFM, VSU	565-0600 (1061)	DILBERTO O. FERRAREN	OVPPRGAS, VSU	565-0600 (1004)	NORBERTO E. MILLA	DEPSTAT, VSU	565-0600 (1035)
NAME	ADDRESS	TEL. NO.												
LOUELLA C. AMPAC	ODFM, VSU	565-0600 (1061)												
DILBERTO O. FERRAREN	OVPPRGAS, VSU	565-0600 (1004)												
NORBERTO E. MILLA	DEPSTAT, VSU	565-0600 (1035)												
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.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: TIN ID/License/Passport No.: 459966654 Date/Place of Issuance: 11/05/2014 / BIR, PALO, LEYTE	Signature (Sign inside the box) 03/24/2025 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														