

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	Norbert John	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Ortega		
3. DATE OF BIRTH (mm/dd/yyyy)	04/02/1994	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 AT BIRTH	☒ Male ☐ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	Apartment 49-Annex Kilbourne House/Block/Lot No. Street VSU Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.64	ZIP CODE	6521
8. WEIGHT (kg)	72.00	18. PERMANENT ADDRESS	Apartment 49-Annex Kilbourne House/Block/Lot No. Street VSU Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
9. BLOOD TYPE	B+	ZIP CODE	6521
10. UMID ID NO.	2006006991	19. TELEPHONE NO.	(053) 563-7114
11. PAG-IBIG ID NO.	121128934111	20. MOBILE NO.	920-668-0310
12. PHILHEALTH NO.	130252516337	21. E-MAIL ADDRESS (if any)	norbert.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	JANSEL JOI	NAME EXTENSION (JR., SR)	NORWAYNE JAN C. VILLAS	09/20/2017
MIDDLE NAME	CABATAÑA			
OCCUPATION	ADMINISTRATIVE AIDE IV			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	VSU, BAYBAY CITY, LEYTE			
TELEPHONE NO.	(053) 565-0600			
24. FATHER'S SURNAME	VILLAS			
FIRST NAME	NORBERTO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CABANTUG			
25. MOTHER'S MAIDEN NAME	NORMA DANCIL ORTEGA			
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	2000	2006		2006	N/A
SECONDARY	Visayas State University Laboratory High School	High School	2006	2010		2010	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Agribusiness	2010	2014		2014	N/A
GRADUATE STUDIES	Visayas State University	Master in Management (Major in Business Management)	2015	2022		2022	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	11/09/2025
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IV. CIVIL SERVICE ELIGIBILITY					
27.	CES/CSEE/CAREER SERVICE/RA 1080 (BOARD/ BAR)/UNDER SPECIAL LAWS/CATEGORY III/ IV ELIGIBILITY and ELIGIBILITIES FOR UNIFORMED PERSONNEL	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)
					NUMBERValid Until
	Career Service Eligibility - Professional	80.40	04/06/2014	Kapangian Elementary School	N/AN/A

(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)	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To				
07/01/2025	12/31/2025	Education Research Assistant I	Visayas State University	Casual	Y
01/01/2025		Education Research Assistant I	Visayas State University	Casual	Y
07/01/2024	12/31/2024	Education Research Assistant I	Visayas State University	Casual	Y
01/01/2024	06/30/2024	Education Research Assistant I	Visayas State University	Casual	Y
07/01/2023	12/31/2023	Education Research Assistant I	Visayas State University	Casual	Y
01/01/2023	06/30/2023	Education Research Assistant I	Visayas State University	Casual	Y
07/01/2022	12/31/2022	Education Research Assistant I	Visayas State University	Casual	Y
01/03/2022	06/30/2022	Education Research Assistant I	Visayas State University	Casual	Y
10/04/2021	12/31/2021	Accounting Clerk	Accounting Division, Visayas State University	Job Order	N
03/01/2021	08/31/2021	Documentor	Department of Agrarian Reform	Contractual	N
05/18/2017	12/31/2018	Project Development Officer II	Department of Social Welfare and Development - SLP	Contractual	N
07/11/2016	05/05/2017	Clerk	Department of Business and Management, Visayas State University	Job Order	N
05/03/2016	07/04/2016	Technical Support Representative	Alorica	Contractual	N
11/03/2014	01/04/2016	Field Sales Officer	SL Agritech Corporation	Permanent	N

(Continue on separate sheet if necessary)

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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			
	ISO 9001:2015 Awareness & Re-awareness Webinar	09/05/2025	09/05/2025	8	Technical	Office of the Quality Assurance Center
	Working Towards Personal Effectiveness	09/24/2024	09/27/2024	32	Technical	Personnel Officers Association of the Philippines (POAP)
	Basic Records and Archives Management	07/30/2024	07/31/2024	16	Technical	Visayas State University
	University Strategic Planning Training Workshop	07/22/2024	07/26/2024	40	Supervisory	Visayas State University
	Strategic Foresight-Scenario Building Training Workshop	07/15/2024	07/19/2024	40	Supervisory	Visayas State University
	Design Thinking Workshop	12/13/2023	12/14/2023	16	Technical	QUALITY ASSURANCE CENTER
	HRIS Software Onboarding	12/06/2023	12/06/2023	8	Technical	HUMAN RESOURCE MANAGEMENT OFFICE, VISAYAS STATE UNIVERSITY
	Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University	11/29/2023	11/29/2023	4	Technical	Visayas State University
	National Public Orientation on CMO No. 10 s 2023: "Enhanced Policies, Standards & Guidelines (PSGs) on Student Internship Abroad Program (SIAP) for the Visayas and Mindanao Clusters	10/26/2023	10/26/2023	8	Technical	Commission on Higher Education
	Attended the ISO 9001:2015 Awareness/Re-awareness Webinar	08/30/2023	08/30/2023	8	Technical	Visayas State University
	Workshop on Drug-Free Learning Institutions	07/20/2023	07/21/2023	16	Technical	Commission on Higher Education
	Problem Solving and Decision-making	10/26/2022	11/25/2022	24	Technical	Personnel Officers Association of the Philippines, Inc. (POAP)
	ISO 9001:2015 Awareness/ Re-awareness Seminar	08/30/2022	08/31/2022	16	Technical	Visayas State University
	Basic CPR and First Aid Lecture and Demonstration by the Philippine Red Cross	07/21/2022	07/21/2022	2	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Essentials of OBS	07/12/2022	08/12/2022	4	Technical	National Commission for Culture and Arts & Regional Development Council VIII
	Essentials of Canva	07/05/2022	07/05/2022	4	Technical	National Commission for Culture and Arts & Regional Development Council VIII
	Cyber Security and Digital Literacy	06/21/2022	06/21/2022	4	Technical	National Commission for Culture and Arts & Regional Development Council VIII

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)
	Driving		N/A		VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)
	Photography				
	Video Editing				
	Social Media Management				

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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 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)		
NAME		OFFICE / RESIDENTIAL ADDRESS
CONTACT NO. AND/OR EMAIL		
Merry Christ'l S. Guinocor		VSU, Baybay City, Leyte
565-0600 1047		
Raymund M. Igcasama		Baybay City, Leyte
09985663919		
Aleli A. Villocino		VSU, Baybay City, Leyte
565-0600 1064		
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.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: DL ID/License/Passport No.: H1213002396 Date/Place of Issuance: 11/30/-0001 / Baybay City		Signature (Sign inside the box) 11/09/2025 Date Accomplished
		Passport-sized unfiltered digital picture taken within the last 6 months 4.5 cm. X 3.5 cm PHOTO Right Thumbmark
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.		
Person Administering Oath		