


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 | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: Philippines |
| 4. PLACE OF BIRTH | Baybay, Leyte | If holder of dual citizenship, please indicate the details. | |
| 5. SEX | <input checked="" type="checkbox"/> Male <input 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 | Sto Rosario Street House/Block/Lot No. Street Poblacion Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province 6522 |
| 7. HEIGHT (m) | 1.60 | | |
| 8. WEIGHT (kg) | 74.00 | ZIP CODE | 6522 |
| 9. BLOOD TYPE | O+ | 18. PERMANENT ADDRESS | Sto Rosario Street House/Block/Lot No. Street Poblacion Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province 6522 |
| 10. GSIS ID NO. | LP02004797138 | | |
| 11. PAG-IBIG ID NO. | N/A | | |
| 12. PHILHEALTH NO. | 121077609186 | ZIP CODE | 6522 |
| 13. SSS NO. | N/A | 19. TELEPHONE NO. | 053 565 0600 |
| 14. TIN NO. | 296021641000 | 20. MOBILE NO. | 9176590003 |
| 15. AGENCY EMPLOYEE NO. | V00893 | 21. E-MAIL ADDRESS (if any) | normanvillas@vsu.edu.ph |

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|---|------------------------------|---|------------------------------|
| 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 |
| MIDDLE NAME | Dotollo | | |
| 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) | | | |

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|---|---|--|----------------------|------|--|----------------|---------------------------------------|
| 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 | |
| SECONDARY | Visayas State University Laboratory High School | High School | 2003 | 2007 | | 2007 | |
| VOCATIONAL/ TRADE COURSE | N/A | | | | | | |
| COLLEGE | Visayas State University | Bachelor of Science in Computer Science | 2007 | 2011 | | 2011 | |
| GRADUATE STUDIES | N/A | | | | | | |
| (Continue on separate sheet if necessary) | | | | | | | |

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|-----------|---|------|------------|
| SIGNATURE |  | DATE | 01/21/2022 |
|-----------|---|------|------------|

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 Rocas, Quezon City | 320108190002 | 05/28/2019 |
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(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

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(Continue on separate sheet if necessary)

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|-----------|---|------|------------|
| SIGNATURE |  | DATE | 01/21/2022 |
|-----------|---|------|------------|

| 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 | |
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| (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 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) |
| | Training of Trainers on the Electronic Freedom of Information(eFOI) Portal for Focal Persons | 06/26/2019 | 06/29/2019 | 16 | Managerial | PCCO and CHED |
| | Training of Trainers on Project Management and ICTD | 06/26/2019 | 06/29/2019 | 16 | Managerial | Department of Information and Communications Technology - Valenzuela Campus (DICT-Valenzuela Campus) |
| | Executive Briefing on Transformative Technologies Towards Data Driven Governance | 06/24/2019 | 06/24/2019 | 8 | Managerial | Department of Information and Communications Technology - Valenzuela Campus (DICT-Valenzuela Campus) |
| | 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 für Internationale Zusammenarbeit (GIZ) |
| | GOOGLE APPS FOR EDUCATION | 11/19/2014 | 11/20/2014 | 16 | Technical | PACSA |
| | CISCO NETWORKING ASSOCIATE | 04/14/2014 | 11/17/2014 | 8 | Technical | Leyte Normal University |
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| (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 | | Best Production Associate | | PHNOG | |
| | Driving | | | | Kabalikat Civicom | |
| | Information Technology | | | | | |
| | Systems Analysis | | | | | |
| | Music | | | | | |
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| | | | | | | |
| (Continue on separate sheet if necessary) | | | | | | |
| SIGNATURE | |  | | DATE | 01/21/2022 | |

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 | ADDRESS | TEL. NO. |
|----------------------------|--------------------|----------------|
| DR. EDGARDO E. TULIN | VSU, BAYBAY, LEYTE | 053 563 - 7067 |
| PROF. WINSTON TABADA | VSU, BAYBAY, LEYTE | 053 563 7068 |
| ENGR. SEAN O. VILLAGONZALO | VSU, BAYBAY, LEYTE | 09953934540 |

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.

PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: Driver's License

ID/License/Passport No.: H12-13-002369

Date/Place of Issuance: BAYBAY CITY, LEYTE

Signature (Sign inside the box)

01/21/22

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 17 FEB 2022, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR
VSU Chief Legal Officer

Person Administering Oath

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WORK EXPERIENCE SHEET

- Duration: Oct 31, 2015 – present
- Position: Computer Programmer I
- In-charge Management Information System (MIS)
- Name of Office/Unit: Information and Communications Management Center
- Immediate Supervisor: Engr. Sean O. Villagonzalo
- Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions (if any)
 - Develop and maintained the Learning Management System (VSUEE)
 - Development of Human Resource Information System
 - Project Leader for the following Modules:
 - Automation of Personal Data Sheet (CSC Compliant)
 - Electronic Daily Attendance Tracking System(Biometrics)
 - Recruitment, Selection and Placement(RSP) Module
 - Document Tracking System(DTS)
 - Electronic Records Management System
 - Developed Fiber Optic Network Plan
 - Migrated from slow wireless network backhaul to FOBN and Implemented Fiber Optic Network Backbone Switching and Routing.
 - Developed Web-based Online Enrollment System with the following Modules:
 - Registrar Module
 - Cashiering Module
 - Teacher's Module
 - Student Module
- Summary of Actual Duties
 - Responsible for Programming and maintenance of Learning Management System(LMS) of VSU
 - Responsible for the management of VSU Network, planning, commissioning, and testing
 - Responsible for the maintenance and enhancement of Information Systems developed by the University.
 - Maintenance of Server farm/ Data Center that houses the Information Systems and other Applications

- Duration: April 15, 2013 – Oct 29, 2015
- Position: Computer Programmer (JO)
- Name of Office/Unit: REGISTRAR'S OFFICE
- Immediate Supervisor: Eliezer Velasco
- Name of Agency/Organization and Location: VISAYAS STATE UNIVERSITY
 - List of Accomplishments and Contributions (if any)
 - Enhanced Enrollment System by migrating from MS Access to MySQL back-end
 - Developed a database for easy retrieving of student records.
 - Summary of Actual Duties
 - Responsible for enhancing the existing program of the office for faster and productive workflow. Performing technical task e.g. Database Back-up and Restore, SQL to Excel Generated Reports, populating data from Student Database to ID machine for easy retrieval of records. Developed Transcript of Records Program. Repair and maintenance of Servers and workstations.

(Signature over Printed Name
of Employee/Applicant)

Date: 01/09/2022