

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	<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	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		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	Apartment 49-Annex Kilbourne House/Block/Lot No. Street VSU Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	2006006991	ZIP CODE	6521
11. PAG-IBIG ID NO.	121128934111		
12. PHILHEALTH NO.	130252516337		
13. SSS NO.	0635343022	19. TELEPHONE NO.	(053) 563-7114
14. TIN NO.	457121653000	20. MOBILE NO.	920-668-0310
15. AGENCY EMPLOYEE NO.	V02009	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	12/09/2024
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[illegible]

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

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(Continue on separate sheet if necessary)

**SIGNATURE**

DATE \_\_\_\_\_

12/09/2024



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)

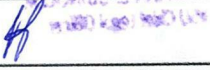
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Working Towards Personal Effectiveness	09/24/2024	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
	Rural Impact Sourcing Technical Training - Digital Jobs PH	08/06/2019	11/05/2019	135	Technical	Department of Information and Communications Technology
	VSU Agriculture and Food Technology Incubator Bootcamp	07/16/2019	07/19/2019	32	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "

(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				


(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/09/2024
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41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
Merry Christ'I 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.



**NORBERT JOHN O. VILLAS**  
PHOTO

SUBSCRIBED AND SWORN to before me this 09 DEC 2024, affiant exhibiting his/her validly issued government ID as indicated above.

  
ATTY. RYAN C. GUINOCOR  
YSU Chief Legal Officer

Person Administering Oath



## WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word *Present*, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: November 03, 2014 – January 04, 2016
- Position: Field Sales Officer
- Name of Office/Unit: SL Agritech Corporation
- Immediate Supervisor: Sopio Rim
- Name of Agency/Organization and Location: SL Agritech Corp @ Makati City
- List of Accomplishments and Contributions (if any)
  - Dominated the Market Share in Region VIII in terms of Sales
  - Dominated and won the bidding for the RAY Project (Rehabilitation Assistance for Yolanda Victims Project) Successfully conducted the Hilongos Area Demo Research Test Site w/ Hilongos Mayor
- Summary of Actual Duties
  - Forecast and Attain Target Sales each planting season (particularly every 3 months or twice a year)
  - Locate a prospective demo site for the product testing and launch a farmers festival day during harvest
  - Collaborate with the Department of Agriculture Region VIII for possible **biddings** and projects to help the rice farmers alleviate from poverty and economically participative.
  - Report to immediate supervisors of any data gather each week or month

- Duration: July 11, 2016 – May 5, 2017
- Position: Clerk
- Name of Office/Unit: Department of Business Management
- Immediate Supervisor: Dr. Antonio P. Abamo
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Receive and Release documents in the department
  - Assist the faculties in their exam test papers and classes (Proctor and Proxy Teaching)
  - Records and Create communication letter to other offices


- Duration: May 15, 2017 – December 31, 2018
- Position: Project Development Officer II
- Name of Office/Unit: Department of Social Welfare and Development
- Immediate Supervisor: Leonil Fabi
- Name of Agency/Organization and Location: SL Agritech Corp @ Makati City
- List of Accomplishments and Contributions (if any)
  - Conducted survey on impact assessment of 4Ps program through the PIDS
  - Monitored the Projects Implemented for the 4Ps beneficiaries
- Summary of Actual Duties
  - Monitor the Implemented Livelihood Projects for the 4Ps beneficiary
  - Data gathered during monitoring should be analyze and provide a recommendation that will have a significant result.
  - Submit a bi-monthly report to the immediate supervisor
  - Consolidate the report each semester to come up for a new project

- Duration: March 1, 2021 – August 31, 2021
- Position: Documentor
- Name of Office/Unit: Department of Agrarian Reform
- Immediate Supervisor: Artheiriza B. Manalo
- Name of Agency/Organization and Location: Department of Agrarian Reform @ Ormoc City
- List of Accomplishments and Contributions (if any)
  - Parcelize the land titles for the Agrarian Reform Beneficiaries individually
- Summary of Actual Duties
  - Submit a Notice of Meeting to Agrarian Reform Beneficiaries
  - Document the meeting for minutes
  - Fill up forms for the Land Titling for the Agrarian Reform Beneficiaries
  - Submit the Forms to the Provincial Office for the finalization of documents

- Duration: October 4, 2021 – December 31, 2021
- Position: Accounting Clerk
- Name of Office/Unit: Trust Unit
- Immediate Supervisor: Nick Freddy R. Bello
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Sort Documents for Filing
  - Obligate payroll for the project employees



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- Duration: January 3, 2022 - Present
- Position: Education Research Assistant I
- Name of Office/Unit: OVPSAS
- Immediate Supervisor: Dr. Aleli A. Villocino
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
  - Submission of Vaccination Data to CHEDRO VIII (2022)
  - Designed the Student Onboarding (2022-2023)
  - Designed the SAS Student HelpDesk via FB Page (2022)
  - Crafted the SIP Guidelines (2022)
  - Drafted the Student Internship Abroad Program Process Flow and Procedure Manual (2023)
  - Revised the Student Internship Program Procedure Manual (2023)
  - Conducted Student Internship Program Workshop (2024)
  - Proctor to the VSU College Admission Test (2022 & 2024)
  - Conduct Internship Orientation to Leyte Normal University student interns at University Learning Commons (2024)
- Summary of Actual Duties
  - Assist the Vice President in developing programs, projects, proposals to enhance the quality of the student experience;
  - Provide leadership and strategic direction to all unit offices working with student affairs & services;
  - Collaborate with departments/offices/units to provide services for undergraduate and graduate students;
  - Represent the OVPSAS in the community events that deal with student affairs and services;
  - Conducts research or survey on students' services and provide recommendation for the improvement in the delivery of services to students;
  - Maintain goodwill and collegial relationship with stakeholders and all other interested parties.

  
NORBERT JOHN O. VILLAS  
(Signature over Printed Name  
of Employee/Applicant)

Date: December 13, 2024