CS Form No. 212 Revised 2017

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 boxe I. PERSONAL INFORMATION I. PERSONAL INFORMATION I. PERSONAL INFORMATION II. PERSONAL INFORMATION II. PERSONAL INFORMATION III. PERSONAL INFO	es () and use separate sheet if necessary. Indic ON	cate N/A if not applicable. DO	NOT ABBREVI	ATE.	1. CS ID No.		(Do not fill up. F	or CSC use only	
2. SURNAME	Villas								
FIRST NAME	Norbert John NAME EXTENSION (JR., SR) NAME								
MIDDLE NAME	Ortega								
3. DATE OF BIRTH (mm/dd/yyyy)	04/02/1994		✓ Fili	pino	Dual Citizenshi	p by natura	alization		
4. PLACE OF BIRTH	BAYBAY, LEYTE If holder of dual citizen					Pls. indicate			
5. SEX	✓ Male Female	please indicate the o	details.	Philippines	Philippines				
6. CIVIL STATUS	☐ Single ☑ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS		trnent 49-Annex se/Block/Lot No. VSU			Kilbourne Street Pangasungan		
7. HEIGHT (m)	1.64		Subdivision/Village BAYBAY				Barangay LEYTE		
8. WEIGHT (kg)	72.00	ZIP CODE		ty/Municipality 6521			Province		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	Apa	rtment 49-Ann	nex		Kilboume		
10. GSIS ID NO.	2006006991		Hou				Street Pangasungan		
11. PAG-IBIG ID NO.	121128934111			BAYBAY	La Ministra		Barangay LEYTE		
12. PHILHEALTH NO.	130252516337			ty/Municipality	У	6521	Province		
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.vi	llas@vsu.edu.ph	1		
II. FAMILY BACKGROUND									
22. SPOUSE\'S SURNAME	VILLAS		23. NAME of CH	ILDREN (Wri	te full name an	d list all)	DATE OF BIRT	TH (mm/dd/yyyy)	
FIRST NAME	JANSEL JOI	NAME EXTENSION (JR., SR)	N	ORWAYNE JAN C. VILLAS 0			09/20	0/2017	
MIDDLE NAME	CABATAÑA								
OCCUPATION	ADMINISTRATIVE AIDE IV				-				
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVE	ERSITY							
BUSINESS ADDRESS	VSU, BAYBAY CITY, LEYTE								
TELEPHONE NO.	(053) 565-0600	(053) 565-0600							
24. FATHERI'S SURNAME	VILLAS				***************************************				
FIRST NAME	NORBERTO	NAME EXTENSION (JR., SR)							
MIDDLE NAME	CABANTUG								
25. MOTHER\'S MAIDEN NAME	NORMA DANCIL ORT	ΓEGA							
SURNAME	VILLAS								
FIRST NAME	NORMA								
MIDDLE NAME	ORTEGA			(Continue on separate sheet if necessary)					
III. EDUCATIONAL BACKG	ROUND								
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGR (Write in full)	EE/COURSE	PERIOD OF	ATTENDANCE To	HIGHEST LEVEL/UNITS EARNED	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS	
ELEMENTARY	Visca Foundation Elementary School	Elementary		2000	2006	(if not graduated)	2006	RECEIVED 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 Agi	ribusiness	2010	2014		2014	N/A	
GRADUATE STUDIES	Visayas State University (0	Master in Management (Major in Bus Continue on separate sheet if nece	The second second second second second	2015	2022		2022	N/A	
SIGNATURE	H			DATE 12/09/2024					

CARE	AREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER RATING DATE OF					LICENSE (if applicable)			
BAI		VS/ CES/ CSEE TY / DRIVER'S LICENSE	(If Applicable)	EXAMINATION / PLACE OF EXAMINATION / CONFERMENT			RMENT	NUMBER	Date of Validity
Career Service Eligibility - Professional 80.40			04/06/2014	ementary Scho	ol	N/A	N/A		
							4		
			erana(i						
. WORK	EXPERIENC)E		(Continue on separate shee	t if necessary)				
nclude priv			work) Descript	ion of duties should be	indicated in the attached	Work Exper	ience sheet.		
	To	POSITION TITL (Write in full/Do not ab			NCY / OFFICE / COMPANY Do not abbreviate)	MONTHLY SALARY	PAY GRADE (if applicable)& STEP (Format*00-0*)/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVIC (Y/ N)
07/01/2024	12/31/2024	Education Research A	Assistant I	Visayas S	tate University	22,219.00	9-1	Casual	Y
01/01/2024	06/30/2024	Education Research A	Assistant I	Visayas S	tate University	22,219.00	9-1	Casual	Υ
07/01/2023	12/31/2023	Education Research A	Assistant I	Visayas State University		21,211.00	9-1	Casual	Υ
01/01/2023	06/30/2023	Education Research A	Assistant I	Visayas State University		21,211.00	9-1	Casual	Υ
07/01/2022	12/31/2022	Education Research A	Assistant I	Visayas State University		20,402.00	9-1	Casual	Υ
01/03/2022	06/30/2022	Education Research A	ssistant I	Visayas State University		20,402.00	9-1	Casual	Υ
10/04/2021	12/31/2021	Accounting Cle	rk	Accounting Division, Visayas State University		9,500.00	-	Job Order	N
03/01/2021	08/31/2021	Documentor		Department of	f Agrarian Reform	25,000.00	-	Contractual	N
05/18/2017	12/31/2018	Project Development	Officer II	Department of Social Welfare and Development - SLP		33,400.00	-	Contractual	N
7/11/2016	05/05/2017	Clerk		Department of Business and Management, Visayas State University		5,600.00	-	Job Order	N
05/03/2016	07/04/2016	Technical Support Repr	resentative	Alorica		14,000.00		Contractual	N
1/03/2014	01/04/2016	Field Sales Office	cer	SL Agritec	h Corporation	8,100.00	-	Permanent	N
							a		
				¥					
				(Continue on separate sheet					

Mote	PRK OR INVOLVEMENT IN CIVIC / NO	ON-GOVERNME	ENT / PEOPL	.E / VOLUNT	ARY ORGANI	ZATION/S	
THE OF LEWIS AND DEVELOPMENT (LSD) INTERVENTIONS FROM STATEMENT OF THE STA	NAME & ADDRESS OF ORGANIZATION INCLUSIVE DATES (Write in full) INCLUSIVE DATES (mm/dd/yyyy) NUMBER OF HOURS		POSITION / NATURE OF WORK				
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THE LEARNING AND DEVELOPMENT (LEO) INVERVENTIONS TRANSING PROCESSAMS ATTEMPOED THE TITLE OF LEARNING AND DEVELOPMENT ATTEMPOED AND SERVED AND		(C	Confinue on ceneral	a chaot if nacassaru			
Title OF Learning And DeVelopment Introvioritions/Training Processing (Water in Mi) Training		ONS/TRAINING	PROGRAM	IS ATTENDE	D	anneist positions)	
Basic Records and Activities Management University Strategic Foreign-Science Building Training Workshop Orizon2224 Orizon2225 Interview orizonal Contractive Orizonal Orizon2224 Interview orizonal Orizon	IING AND DEVELOPMENT INTERVENTIONS/TRAININ		INCLUSIVE ATTEN (mm/d	DATES OF DANCE d/yyyy)	NUMBER OF	Type of LD (Managerial/ Supervisory/	CONDUCTED/ SPONSORED BY (Write in full)
University Strategic Planning Training Workshop Or7292024 Or7192024 Or7192023 In Control or Con	Working Towards Personal Effectiveness				32	Technical	Personnel Officers Association of the Philippines (POAP)
Design Thinking Workshop 19/19/224 19/19/223 1	Basic Records and Archives Management		07/30/2024	07/31/2024	16	Technical	Visayas State University
Design Trivining Workshop 12/19/2023 12/14/2023 12/14/2023 12/14/2023 12/14/2023 12/14/2023 12/14/2023 12/14/2023 12/14/2023 13/14/2	niversity Strategic Planning Training Workshop		07/22/2024	07/26/2024	40	Supervisory	Visayas State University
HRIS Software Onboarding 1209/2023 1209/20	gic Foresight-Scenario Building Training Workshop		07/15/2024	07/19/2024	40	Supervisory	Visayas State University
Unicoking Excellence: The SS Revolution for Clarks and Heads at Visayas Safe University Unicoking Excellence: The SS Revolution for Clarks and Heads at Visayas Safe University 11/28/2023 11/28/20	Design Thinking Workshop		12/13/2023	12/14/2023	16	Technical	QUALITY ASSURANCE CENTER
Altended the ISO 901:2015 Awareness Re-awareness Webinar Workshop on Drug-Free Learning Institutions Altended the ISO 9001:2015 Awareness/Re-awareness Webinar Workshop on Drug-Free Learning Institutions 1028/2022 1125/2022 11	HRIS Software Onboarding			12/06/2023	8	Technical	HUMAN RESOURCE MANAGEMENT OFFICE, VISAYA: STATE UNIVERSITY
Student Internating Aboract Programs (SAP) for the Visayas and Mindman Clusters Attended the ISO 9001:2015 Awareness/Re-awareness Webinar Workshop on Drug-Free Learning Institutions 1072072023 1072172023 116 Technical Commission on Higher E Problem Solving and Decision-making 107207202 11725/202	Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University			11/29/2023	4	Technical	Visayas State University
Workshop on Drug-Free Learning Institutions 07/20/2023 07/21/2023 16 Technical Commission on Higher E Problem Solving and Decision-making 10/28/2022 11/25/2022 12 Technical Personnel Officers Association of the P 1SO 9001/2015 Awareness/ Re-awareness Seminar 08/90/2022 08/91/2022 16 Technical Visayas State University (VSU), Visayas State			10/26/2023	10/26/2023	8	Technical	Commission on Higher Education
Problem Solving and Decision-making 10/28/2022 11/25/2022 24 Technical Personnel Officers Association of the P ISO 9001:2015 Awareness Re-awareness Seminar 08/30/2022 08/31/2022 18 Technical Visayas State University (VSU), Visor 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), Visor Essentials of OBS 07/12/2022 08/12/2022 4 Technical National Commission for Culture and Development Council Development Council Council Development Council Council Development Council Development Council Development Council Council Development Council Council Development Council Development Council Council Development Council Council Development Council Council Development Council Council Council Council Development Council Counci	Attended the ISO 9001:2015 Awareness/Re-awareness Webinar		08/30/2023	08/30/2023	8	Technical	Visayas State University
ISO 9001-2015 Awareness/ Re-awareness Seminar 08/30/2022 08/31/2022 16 Technical Visayas State University (VSU), Visor Basic CPR and First Aid Lecture and Demonstration by the Philippine Red Cross 07/21/2022 2 Technical Visayas State University (VSU), Visor Essentials of OBS 07/12/2022 08/12/2022 4 Technical National Commission for Culture and Development Council Cyber Security and Digital Literacy 06/21/2022 08/21/2022 08/21/2022 4 Technical National Commission for Culture and Development Council Rural Impact Sourcing Technical Training - Digital Jobs PH 08/09/2019 11/05/2019 11/05/2019 135 Technical Department of Information and Commission for Culture and Pood Technology Incubator Bootcamp 07/16/2019 07/16/2019 32 Technical Visayas State University (VSU), Visor (Confinus on separate sheet if necessary) III. OTHER INFORMATION 31. SPECIAL SKILLS and HOBBIES 32 NON-ACADEMIC DISTINCTIONS / RECOGNITION N/A VSU ADMINISTRATIVE PERSON (VSU - ADPRA) Philography Vidgo Editing Social Media Management	Workshop on Drug-Free Learning Institutions		07/20/2023	07/21/2023	16	Technical	Commission on Higher Education
Basic CPR and First Aid Lecture and Demonstration by the Philippine Red Cross O7/21/2022	Problem Solving and Decision-making		10/26/2022	11/25/2022	24	Technical	Personnel Officers Association of the Philippines, Inc. (POA
Essentials of OBS 07/12/2022 08/12/2022 4 Technical National Commission for Culture and Development Council Cyber Security and Digital Literacy 06/21/2022 06/21/2022 4 Technical National Commission for Culture and Development Council Rural Impact Sourcing Technical Training - Digital Jobs PH 08/06/2019 11/05/2019 11/05/2019 135 Technical Department of Information and Commission for Culture and Food Technology Incubator Bootcamp 07/16/2019 07/16/2019 32 Technical Department of Information and Commission for Culture and Food Technology Incubator Bootcamp 07/16/2019 07/16/2019 32 Technical Visayas State University (VSU), Visco (Confinus on separate sheet if necessary) III. OTHER INFORMATION 31. SPECIAL SKILLS and HOBBIES 32 NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) Pholography VSU ADMINISTRATIVE PERSON (VSU-ADPA) Pholography Video Editing Social Media Management	ISO 9001:2015 Awareness/ Re-awareness Seminar		08/30/2022	08/31/2022	16	Technical	Visayas State University
Essentials of OBS O7/05/2022 O7/05/2022 O7/05/2022 A Technical National Commission for Culture as Development Council Cyber Security and Digital Literacy O6/21/2022 O6/21/2022 O6/21/2022 A Technical National Commission for Culture as Development Council Rural Impact Sourcing Technical Training - Digital Jobs PH O8/06/2019 O7/16/2019 O7/	rst Aid Lecture and Demonstration by the Philippine Re	d Cross	07/21/2022	07/21/2022	2	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte
Cyber Security and Digital Literacy 06/21/2022 06/21/2022 4 Technical Development Council Rural Impact Sourcing Technical Training - Digital Jobs PH 08/06/2019 11/05/2019 11/05/2019 135 Technical Department of Information and Community VSU Agriculture and Food Technology Incubator Bootcamp 07/16/2019 07/16/2019 32 Technical Visayas State University (VSU), Visco (Continue on separate sheet if necessary) III. OTHER INFORMATION 31. SPECIAL SKILLS and HOBBIES 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) VSU ADMINISTRATIVE PERSON (VSU-ADPA) Photography Vidgo Editing Social Media Management	Essentials of OBS		07/12/2022	08/12/2022	4	Technical	National Commission for Culture and Arts & Regional Development Council VIII
Rural Impact Sourcing Technical Training - Digital Jobs PH 08/08/2019 11/05/2019 135 Technical Department of Information and Commit VSU Agriculture and Food Technology Incubator Bootcamp 07/16/2019 07/19/2019 32 Technical "Visayas State University (VSU), Visco (Continue on separate sheet if necessary) III. OTHER INFORMATION 31. SPECIAL SKILLS and HOBBIES 32 NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) Diriving N/A VSU ADMINISTRATIVE PERSON (VSU-ADPA) Photography Video Editing Social Media Management	Essentials of Canva	h /	07/05/2022	07/05/2022	4	Technical	National Commission for Culture and Arts & Regional Development Council VIII
VSU Agriculture and Food Technology Incubator Bootcamp O7/16/2019 O7/19/2019 32 Technical "Visayas State University (VSU), Visco (Continue on separate sheet if necessary) III. OTHER INFORMATION 31. SPECIAL SKILLS and HOBBIES 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) Driving N/A VSU ADMINISTRATIVE PERSON (VSU-ADPA) Photography Video Editting Social Media Management	Cyber Security and Digital Literacy		06/21/2022	06/21/2022	4	Technical	National Commission for Culture and Arts & Regional Development Council VIII
(Continue on separate sheet if necessary) III. OTHER INFORMATION 31. SPECIAL SKILLS and HOBBIES 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) Driving N/A VSU ADMINISTRATIVE PERSON (VSU-ADPA) Photography Video Editting Social Media Management	mpact Sourcing Technical Training - Digital Jobs PH		08/06/2019	11/05/2019	135	Technical	Department of Information and Communications Technolo
31. SPECIAL SKILLS and HOBBIES 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION 33. MEMBERSHIP IN ASSOCIAT (Write in full) Driving N/A VSU ADMINISTRATIVE PERSON (VSU-ADPA) Photography Video Editting Social Media Management						Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte
31. SPECIAL SKILLS and HOBBIES 32. (Write in full) 33. (Write in full) Driving N/A VSU ADMINISTRATIVE PERSON (VSU-ADPA) Photography Video Editting Social Media Management	IATION		onunae on separac	e silver il necessary			
Driving N/A (VSU-ADPA) Photography Video Editting Social Media Management	SKILLS and HOBBIES 32.	NON			OGNITION		(write in full)
Video Editing Social Media Management	iving	N/A				VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)	
Social Media Management	graphy					100	
	Editting						
2 9 OEC 2024	a Management						
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A STATE OF THE STA	IATURE	Continue on separate sheet if necessary)				12/09/2024	

the chief	elated by consanguinity or affinity to the appoint of bureau or office or to the person who has imn reau or Department where you will be apppoint	nediate supervision over you in the		
	he third degree?	YES	✓NO ·	
b. within t	ne fourth degree (for Local Government Unit - C	YES If YES, give details:	✓NO	
35. a. Have y	ou ever been found guilty of any administrative	YES If YES, give details:	✓NO	
b. Have y	ou been criminally charged before any court?	☐YES If YES, give details: Date Filed: Status of Case/s:	✓NO	
	ever been convicted of any crime or violation of by any court or tribunal?	f any law, decree, ordinance or	TYES If YES, give details:	NO
retirement	ever been separated from the service in any of , dropped from the rolls, dismissal, termination, it (abolition) in the public or private sector?		YES If YES, give details:	✓NO
	ou ever been a candidate in a national or local ε arangay election)?	election held within the last year	YES If YES, give details	∑N0
	ou resigned from the government service during on to promote/actively campaign for a national o	YES If YES, give details	s:	
^{39.} Have you	acquired the status of an immigrant or permane	YES If YES, give details (o	☑NO country):	
7277); and	o: (a) Indigenous People\'s Act (RA 8371); (b) M d (c) Solo Parents Welfare Act of 2000 (RA 897) member of any indigenous group? person with disability?		☐YES If YES, please specif ☐YES If YES, please specif	✓NO
, a fac you a	solo parent:		If YES, please specif	
41. REFERENCI	ES (Person not related by consanguinity or affinity to applications)	ant /appointee)	4600	
	NAME	ADDRESS	TEL. NO.	Alle
T property	Merry Christ'l S. Guinocor	VSU, Baybay City, Leyte	565-0600 1047	2 8
	Raymund M. Igcasama	Baybay City, Leyte	09985663919	
	Aleli A. Villocino	565-0600 1064		
complete s Philippines agree tha	nder oath that I have personally accomplished statement pursuant to the provisions of pertine. I authorize the agency head/authorized represt any misrepresentation made in this docur live/criminal case/s against me.	ent laws, rules and regulations of the sentative to verify/validate the contents	Republic of the stated herein. I	NORBERT JOHN O VIOLAS
	SUED ID (i.e. Passport, GSIS, SSS, PRC, Drivert's License, IDICATE ID Number and Date of Issuance ued ID: DL	H		
ID/License/Pass	port No.: H1213002396	Signature (Sign inside the b	UX)	
Date/Place of Iss	uance: 11/30/-0001 / Baybay City	O.A.)	Right Thumbmark	
SUBSCRII	BED AND SWORN to before me this	Date Accomplished	piting his/her validly income	
		ATTY. RYSAN C. GUINOCOR	orung nis/ner validiy issu	ed government ID as indicated above.
		Person Administering Oath	ı	Search Search and Search and Search S

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.
 - o 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
 - o 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.
 - o Submit a bi-monthly report to the immediate supervisor
 - o 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)
 - o Parcelize the land titles for the Agrarian Reform Beneficiaries individually
 - Summary of Actual Duties
 - o Submit a Notice of Meeting to Agrarian Reform Beneficiaries
 - Document the meeting for minutes
 - o Fill up forms for the Land Titling for the Agrarian Reform Beneficiaries
 - o 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

- 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)
 - o Designed the Student Onboarding (2022-2023)
 - Designed the SAS Student HelpDesk via FB Page (2022)
 - o 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)
 - o Conducted Student Internship Program Workshop (2024)
 - o 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