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. 1. CS ID No. (Do not fill up. For CSC use only) Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. VILLAS 2. SURNAME NAME EXTENSION (JR., SR) FIRST NAME NORBERT JOHN MIDDLE NAME ORTEGA 3. DATE OF BIRTH 04/02/1994 16. CITIZENSHIP **☑** Filipino ☐ Dual Citizenship (mm/dd/yyyy) by birth by naturalization 4. PLACE OF BIRTH **BAYBAY CITY** If holder of dual citizenship. Pls_indicate country: please indicate the details ☐ Female **✓** Male 5. SEX **Philippines APARTMENT 49A** KILBOURNE ☐ Single ✓ Married 17. RESIDENTIAL ADDRESS 6 CIVIL STATUS House/Block/Lot No. Street ☐ Widowed ☐ Separated VSU PANGASUGAN Other/s: Subdivision/Villag Barangay BAYBAY LEYTE 7. HEIGHT (m) 1.7m City/Municipality Province 70kg 8. WEIGHT (kg) ZIP CODE 6521-A APARTMENT 49A KILBOURNE 18. PERMANENT ADDRESS 9. BLOOD TYPE B+ House/Block/Lot No. Street PANGASUGAN VSU 10. GSIS ID NO. NONE Subdivision/Village Barangay BAYBAY LEYTE 11 PAG-IBIG ID NO 1211-2893-4111 City/Municipality Province 12. PHILHEALTH NO. 13-025251633-7 ZIP CODE 6521 13. SSS NO. 06-353-4302-2 19. TELEPHONE NO. (053)563-7114 14. TIN NO. 457-121-653-0000 20 MOBILE NO +639951442430 15 AGENCY EMPLOYEE NO NONE 21. E-MAIL ADDRESS (if any) villasnorbert@gmail.com FAMILY BACKGROUND 22. SPOUSE'S SURNAME VILLAS 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) NORWAYNE JAN C. VILLAS FIRST NAME JANSEL JOI 09/20/2017 N/A MIDDLE NAME CABATAÑA OCCUPATION ADMINISTRATIVE AIDE III EMPLOYER/BUSINESS NAME VISAYAS STATE UNIVERSITY - PLANNING OFFICE BUSINESS ADDRESS BAYBAY CITY, LEYTE TELEPHONE NO. 565-0600 local 1004 24. FATHER'S SURNAME VILLAS NAME EXTENSION (JR., SR) NORBERTO FIRST NAME MIDDLE NAME CARANTUG 25. MOTHER'S MAIDEN NAME ORTEGA SURNAME NORMA FIRST NAME DANCIL MIDDLE NAME (Continue on separate sheet if necessary) SCHOLARSHIP HIGHEST LEVEL NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE PERIOD OF ATTENDANCE YEAR ACADEMIC LEVEL UNITS FARNED HONORS RECEIVED (Write in full) (Write in full) GRADUATED (if not graduated) From То ELEMENTARY VISCA FOUNDATION ELEMENTARY SCHOOL ELEMENTARY 6/5/2000 3/24/2006 GRADUATED 2006 N/A VISAYAS STATE UNIVERSITY LABORATORY HIGH SECONDARY HIGH SCHOOL 6/5/2006 3/19/2010 GRADUATED 2010 N/A SCHOOL VOCATIONAL / NONE NIA N/A N/A N/A N/A N/A TRADE COURSE COLLEGE VISAYAS STATE UNIVERSITY **BACHELOR OF SCIENCE IN AGRIBUSINESS** 6/7/2010 5/9/2014 NOT GRADUATED 2014 N/A MASTER IN MANAGEMENT MAJOR IN **GRADUATE STUDIES** VISAYAS STATE UNIVERSITY 6/27/2015 on-going 40 units N/A **BUSINESS MANAGEMENT** SIGNATURE DATE 1/3/2022

	SERVICE ELI EER SERVICE/ RA			DATE OF				LICENSE (if ap	plicable)
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE (If Applicable)		EXAMINATION / CONFERMENT	PLACE OF EXAMINA	TION / CONFERMENT		NUMBER &	Date of		
CIVIL SERVICE ELIGIBILITY PROFESSIONAL LEVEL 80.4 DRIVER'S LICENSE N/A			4/6/2014	KAPANGIAN ELEMENTARY SCHOOL,			N/A	Validity N/A	
			4/8/2016		ITY, LEYTE		H12-13-002396	N/A	
				-					
			(Con	tinue on separate sheet i	i necessaru)				
	EXPERIENCI	E ont. Start from your recent				Work Experi	ence sheet.		
8. INCLI	USIVE DATES	POSITION TI				MONTHLY	SALARY/ JOB/ PAY GRADE (if	CTATUS OF	GOVT
From	nm/dd/yyyy)	(Write in full/Do not a		DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)		SALARY	applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	SERVICE (Y/ N)
0/1/2021	12/31/2021	ADMINISTRATIV	/E AIDE I	ACCOUNTIN	G OFFICE - VSU	PHP 9,961.20	00-0	JOB ORDER	N
/8/2021	8/31/2021	DOCUMEN:			AGRIARIAN REFORM -	PHP	00-00	CONTRACT	N
/18/2017	12/31/2018	PROJECT DEVELOPM		DEPARTMENT OF	OC CITY SOCIAL WELFARE AND	25,000.00 PHP	SG-15	SERVICE CONTRACT	N
/18/2016	5/15/2017	CLERK		DEVELOPMENT - EASTERN SAMAR DEPARTMENT OF BUSINESS		31,403.33 300/day	00-0	SERVICE JOB ORDER	N
5/20/2016	7/15/2016	TECHNICAL SUPPORT R		MANAGEMENT - VSU ALORICA PHILIPPINES INC		14,000/mo	00-0	CONTRACTUAL	N
1/3/2014	1/5/2016	FIELD SALES O		SL AGRITECH CORPORATION		8,100/mo	00-0	REGULAR	N
/1/2010	9//1/2010	ENCODE		DEPARTMENT OF ECONOMICS		280/DAY	00-0	JOB ORDER	N
	0,7,120,10	ENGOSE		DEI AITIMEN	- Contonino	20010/11	00-0	JOB ONBER	
	IATURE	T.	(Con	ntinue on separate sheet i	f necessary) DATE		1/3	3/2022	

VI. VOLUNTARY WORK OR INVOLVEMENT							
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy)		POSITION / NATURE OF WORK		
NONE	From N/A	To N/A	N/A	N/A			
1							
II. LEARNING AND DEVELOPMENT (L&L tart from the most recent L&D/training program and inc) INTERVENTIONS/TRAINING		ATTENDED		lanagerial positions)		
30. TITLE OF LEARNING AND DEVELOPMENT IN (Write in fi	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) From To		Hours	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)		
tural Impact Sourcing Technical Training/Digital Jo	bs PH	9/3/2019	11/5/2019	96	Technical	Department of Information and Communication Technology	
SU-Agriculture and Food Technology Business Inc	cubator Bootcamp	7/16/2019	7/20/2019	32	Technical	Visayas State University	
HILIPPINE INSTITUTE DEVELOPMENT STUDIES IN	PACT EVALUATION	9/6/2017	9/7/2017	16	Technical	Philippine Institute Development Studies	
ield Operations Manual Training for Monitoring Pro		7/3/2017	7/7/2017	40	Technical	Department of Social Welfare and Developme	
Sustainable Livelihood Program PRE-EMPLOYMEN' NEWLY-HIRED STAFF	TORIENTATION TRAINING FOR	5/23/2017	5/26/2017	32	Technical	Department of Social Welfare and Developme	
MARKETING MANAGEMENT SEMINAR		5/19/2017	5/19/2017	8	Technical	Visayas State University	
GRIBUSINESS APPRENTICESHIP ORIENTATION/S	SEMINAR	12/13/2016	12/13/2016	8	Technical	Visayas State University	
HIV in the Workplace Seminar		12/9/2016	12/9/2016	8	Technical	Visayas State University	
Sender Awareness and Development Seminar	8/15/2016	8/15/2016	8	Technical	Visayas State University		
					-		
	1 1						
	2						
VIII. OTHER INFORMATION	(4	Continue on separa	te sheet if necessa	nry)			
	32. N	ON-ACADEMIC DIS		OGNITION	Contract the Contract of the C	33. MEMBERSHIP IN ASSOCIATION/ORGANIZAT	
31. SPECIAL SKILLS and HOBBIES	(Write in full)				(vvnte in tuli)		
Driving Skills					NONE		
Computer Skills					4		
Analytical Skills							
			5500 0	17.55			
		Continue on separa	Contract of the Contract of th	ary)	1		

The same of the same of								
34.	Are you related by consanguinity or affinity to the appointing chief of bureau or office or to the person who has immediately bureau or Department where you will be appropriated, a. within the third degree?		FI NO					
	b. within the fourth degree (for Local Government Unit - Ca	YES NO YES NO If YES, give details:						
35.	a. Have you ever been found guilty of any administrative of	☐ YES ☑ NO If YES, give details:						
	b. Have you been criminally charged before any court?	☐ YES ☑ NO If YES, give details: Date Filed: Status of Case/s:						
36.	Have you ever been convicted of any crime or violation of by any court or tribunal?	☐ YES ☑ NO If YES, give details:						
37.	Have you ever been separated from the service in any of tretirement, dropped from the rolls, dismissal, termination, out (abolition) in the public or private sector?	✓ YES □ NO If YES, give details: Looking for greener pasture						
38.	a. Have you ever been a candidate in a national or local el Barangay election)?	☐ YES ☑ NO If YES, give details:						
	b. Have you resigned from the government service during election to promote/actively campaign for a national or local	t YES INO If YES, give details:						
39.	Have you acquired the status of an immigrant or permane	☐ YES ☑ NO If YES, give details (country):						
40. a. b.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) M 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972 Are you a member of any indigenous group? Are you a person with disability? Are you a solo parent?	☐ YES If YES, please speci ☐ YES If YES, please speci ☐ YES If YES, please speci	I NO ify ID No: I NO					
41	REFERENCES (Person not related by consanguinity or affinity to applican	nt (annointee)						
	NAME	ADDRESS	TEL. NO.					
	ANALITA A. SALABAO	Visayas State University	563-7385					
	NILDA T. AMESTOSO	Visayas State University	563-7358					
	ROBERTO C. GUARTE	Visayas State University	563-7428	· Constitution				
42.	1 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: LTO Driver's License ID/License/Passport No.: H12-13-002396 Date/Place of Issuance: April 8, 2016 Signature (Sign inside the bound of Issuance) Date Accomplished			ox)	Right Thumbmark				
	SUBSCRIBED AND SWORN to before me this, affiant exhibiting his/her validly issued government ID as indicated above.							
		th						