CS	Form	No.	212
Res	rised 20	117	

PERSONAL DATA SHEET

READ THE ATTACHED GUIDE TO FI	nade in the Personal Data Sheet and the Work Exper ILLING OUT THE PERSONAL DATA SHEET (PDS) BE	FORE ACCOMPLISHING THE PL	OS FORM.		se/s against	the person concern	eed.		
Print legibly. Tick appropriate boxe I. PERSONAL INFORMATIO	s () and use separate sheet if necessary. Indic	cate N/A if not applicable. DO N	NOT ABBREVIA	ATE.	1. CS ID No.		(Do not fill up. F	or CSC use only)	
2. SURNAME	Villas							-	
						NAME EXTENSION (J			
FIRST NAME	Norbert John						N/A		
MIDDLE NAME 3. DATE OF BIRTH	Ortega								
(mm/dd/yyyy)	04/02/1994	16. CITIZENSHIP		✓ Filipino □ Dual Citizenship □ by birth □ by natura		ralization			
4. PLACE OF BIRTH	BAYBAY, LEYTE If holder of dual citizen			by birth by naturalizar					
5. SEX	✓ Male	please indicate the de	details. Philippines						
6. CIVIL STATUS	Single ✓ Married Widowed Separated	17. RESIDENTIAL ADDRESS	Apartment 49-Annex			Kilbourne			
	Other/s:		House/Block/Lot No. VSU			Street Pangasungan			
7 UEIOUT ()	404		Sul	bdivision/Village BAYBAY	9	Barangay LEYTE			
7. HEIGHT (m)	1.64		Ci	ity/Municipality		Province			
8. WEIGHT (kg)	72.00	ZIP CODE				6521			
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	Apartment 49-Annex House/Block/Lot No.			Kilbourne Street			
10. GSIS ID NO.	2006006991		Cui	VSU			Pangasungan		
11. PAG-IBIG ID NO.	121128934111		Subdivision/Village BAYBAY				Barangay LEYTE		
12. PHILHEALTH NO.	130252516337	ZIP CODE	Ci	ity/Municipality		Province 6521			
13. SSS NO.	0635343022	19. TELEPHONE NO.			(053	3) 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			HILDREN (Write	LDREN (Write full name and list all)			DATE OF BIRTH (mm/dd/yyyy)	
FIRST NAME	JANSEL JOI	NAME EXTENSION (JR., SR)	NORWAYNE JAN C. VILLAS			LLAS	09/20/2017		
MIDDLE NAME	CABATAÑA								
OCCUPATION	ADMINISTRATIVE A	IDE IV							
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIV	RSITY		×					
BUSINESS ADDRESS	VSU, BAYBAY CITY,	LEYTE							
TELEPHONE NO.	(053) 565-0600				2				
24. FATHER\'S SURNAME	VILLAS								
FIRST NAME	NORBERTO	NAME EXTENSION (JR., SR)							
MIDDLE NAME	CABANTUG								
25. MOTHER\'S MAIDEN NAME	NORMA DANCIL OR	TEGA							
SURNAME	VILLAS		-						
FIRST NAME	NORMA								
MIDDLE NAME	ORTEGA			(Co	ontinue on sej	parate sheet if neces	sary)		
III. EDUCATIONAL BACKG	ROUND								
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGRE (Write in full)	EE/COURSE	PERIOD OF A	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 Agribusiness		2010	2014		2014	N/A	
GRADUATE STUDIES	Visayas State University	Master in Management (Major in Busi Continue on separate sheet if nece		2015	2022		2022	N/A	
SIGNATURE		ourraine on separate sneet if nece	oodiy)	DA	TE		12/05/2023		
	M								

V. CIVIL	SERVICE E	ELIGIBILITY							
7. CARE		1080 (BOARD/ BAR) UNDER AWS/ CES/ CSEE	RATING (If Applicable)	DATE OF EXAMINATION /	PLACE OF EXAMIN	AMINATION / CONFERMENT		LICENSE (if applicable) Date of	
BA	RANGAY ELIGIBI	LITY / DRIVER'S LICENSE	(II Applicable)	CONFERMENT			- 16 J. S. B. B. B. B.	NUMBER	Validity
Car	eer Service Elig	ibility - Professional	80.40	04/06/2014	Kapangian El	ementary School		N/A	N/A
	EXPERIEN	ICE ent. Start from your recen	t work) Descript	(Continue on separate sheet		d Work Exper	rience sheet.		
(mr	SIVE DATES m/dd/yyyy)	POSITION TITI (Write in full/Do not at			ICY / OFFICE / COMPANY to not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format*00-0*)/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/N)
From 07/01/2023	To 12/31/2023	Education Research	Assistant I	Vicavac 9	ate University	21,211.00	9-1	Casual	Y
01/01/2023	06/30/2023	Education Research			ate University	21,211.00	9-1	Casual	Y
07/01/2022	12/31/2022	Education Research			ate University	20,402.00	9-1	Casual	Y
01/03/2022	06/30/2022	Education Research			rate University	20,402.00	9-1	Casual	Y
0/04/2021	12/31/2021	Accounting CI	erk		Visayas State University	9,500.00	-	Job Order	N
03/01/2021	08/31/2021	Documento			Agrarian Reform	25,000.00	-	Contractual	N
5/18/2017	12/31/2018	Project Development	Officer II	Department of Social Wel	fare and Development - SLP	33,400.00	-	Contractual	N
07/11/2016	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 Rep	resentative	Alorica		14,000.00	-	Contractual	N
11/03/2014	01/04/2016	Field Sales Off	Field Sales Officer SL Agritech Corporation		8,100.00	-	Permanent	N	
				(Continue on separate sheet	if necessary)				
SIGNA	NATURE DATE 12/05/			2023					

29. NAME & ADDRESS OF OR (Write in full)	GANIZATION	(mm/d	VE DATES ld/yyyy)	NUMBER OF HOURS		POSITION / NATURE OF WORK
N/A		From N/A	To N/A	N/A		N/A
				0.00		
II. LEARNING AND DEVELOPMENT (L&D		Color (Webballer) diseases tragger was the co	te sheet if necessary			
tart from the most recent L&D/training program and include 30. TITLE OF LEARNING AND DEVELOPMENT INTER (Write in full)	The Grant Town	INCLUSIVE ATTEN	ears for Division C E DATES OF IDANCE Id/yyyy)	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/	CONDUCTED/ SPONSORED BY (Write in full)
Unlocking Excellence: The 5S Revolution for Clerks and	Heads at Visavas State University	From 11/29/2023	To 11/29/2023	4	Technical/etc)	Visayas State University
ational Public Orientation on CMO No. 10 s 2023: "Enhanced P	Policies, Standards & Guidelines (PSGs) on	10/26/2023	10/26/2023	8	Technical	Commission on Higher Education
Student Internship Abroad Program (SIAP) for the Vi Workshop on Drug-Free Learning	,	07/20/2023	07/21/2023	16	Technical	Commission on Higher Education
Problem Solving and Decision		10/26/2022	11/25/2022	24	Technical	Personnel Officers Association of the Philippines, Inc. (f
ISO 9001:2015 Awareness/ Re-awar		08/30/2022	08/31/2022	16	Technical	Visayas State University
Basic CPR and First Aid Lecture and Demonstration		07/21/2022	07/21/2022	2	Technical	"Visayas State University (VSU), Visca, Baybay City, L
Essentials of OBS		07/12/2022	08/12/2022	4	Technical	National Commission for Culture and Arts & Region
Essentials of Canva		07/05/2022	07/05/2022	4	Technical	Development Council VIII National Commission for Culture and Arts & Region
Cyber Security and Digital Li	iteracy	06/21/2022	06/21/2022	4	Technical	Development Council VIII National Commission for Culture and Arts & Region
Rural Impact Sourcing Technical Training		08/06/2019	08/30/2019	96	Technical	Development Council VIII
VSU Agriculture and Food Technology Ir		07/16/2019	07/19/2019	32	Technical	Department of Information and Communications Techr "Visayas State University (VSU), Visca, Baybay City, L
TOO Agricultura and Food Tookinoogy in	odeno convenip	07710/2010	0771072010	32	recinical	Visayas State Gillerisity (VSG), Visua, Daybay Sity, L
IIII. OTHER INFORMATION	((Continue on separa	te sheet if necessary	y)		
31. SPECIAL SKILLS and HOBBIES	32. NO		STINCTIONS / REC	OGNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZ/ (Write in full)
Driving		N	I/A			VSU ADMINISTRATIVE PERSONNEL ASSOCIA (VSU-ADPA)
Photography		74				
Video Editting						
Social Media Management			-			
			MAN A	N C		
			ate sheet if necessary	. 4		

34. Are you related by consanguinity or affinity to the at the chief of bureau or office or to the person who had Office, Bureau or Department where you will be app	as immediate supervision over you in the		
a. within the third degree?		YES ✓ NO	
b. within the fourth degree (for Local Government L	Init - Career Employees)?	☐YES ✓NO If YES, give details:	
35. a. Have you ever been found guilty of any administr	rative offense?	☐YES ✓NO If YES, give details:	
b. Have you been criminally charged before any co	☐YES ✓NO If YES, give details: Date Filed: Status of Case/s:		
36. Have you ever been convicted of any crime or viola regulation by any court or tribunal?	tion of any law, decree, ordinance or	☐YES ✓NO If YES, give details:	
37. Have you ever been separated from the service in a retirement, dropped from the rolls, dismissal, termin phased out (abolition) in the public or private sector	nation, end of term, finished contract or	☐YES ✓NO If YES, give details:	
a. Have you ever been a candidate in a national or (except Barangay election)?	local election held within the last year	☐YES ✓NO If YES, give details:	
b. Have you resigned from the government service last election to promote/actively campaign for a nati		☐YES ✓NO If YES, give details:	
39. Have you acquired the status of an immigrant or pe	rmanent resident of another country?	☐YES ✓NO If YES, give details (country):	
a. Are you a member of any indigenous group?b. Are you a person with disability?c. Are you a solo parent?		YES	
41. REFERENCES (Person not related by consanguinity or affinity to	o applicant /appointee)		_
NAME	ADDRESS	TEL. NO.	
Arlan Castillo	Ormoc City, Leyte	09270820223	
Artheiriza Manalo	Ormoc City, Leyte	09455678088	
Aleli A. Villocino	VSU, Baybay City, Leyte	(053) 565-0600	
42. I declare under oath that I have personally accomp complete statement pursuant to the provisions of Philippines. I authorize the agency head/authorized agree that any misrepresentation made in this administrative/criminal case/s against me.	pertinent laws, rules and regulations of the representative to verify/validate the contents	Republic of the stated herein. I	ĀŢ
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Drivert'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 bit 12/05/2023 Date Accomplished	box) Right Thumbmark	
SUBSCRIBED AND SWORN to before me this	1 9 JAN 2024 , affiant exh	nibiting his/her validly issued government ID as indicated above	/e.
	ATTY, KYSAN C. GUINOCOR VSU Crijef Legal Officer		
***	Person Administering Oat	th	

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
 - o Receive and Release documents in the department
 - Assist the faculties in their exam test papers and classes (Proctor and Proxy Teaching)
 - o 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)
 - Summary of Actual Duties
 - 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

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

Date: December 5, 2023