

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	Jansel Joi	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Cabataña		
3. DATE OF BIRTH (mm/dd/yyyy)	01/12/1994	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	Masbate, Masbate	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" 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 Street House/Block/Lot No. Street VSU Campus Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521
7. HEIGHT (m)	1.50	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province ZIP CODE
8. WEIGHT (kg)	49.00	19. TELEPHONE NO.	(053) 563-7114
9. BLOOD TYPE	O	20. MOBILE NO.	920-668-0311
10. GSIS ID NO.	2005336950	21. E-MAIL ADDRESS (if any)	janseljoi.villas@vsu.edu.ph
11. PAG-IBIG ID NO.	121179437496		
12. PHILHEALTH NO.	130254253457		
13. SSS NO.	3475245853		
14. TIN NO.	459966654		
15. AGENCY EMPLOYEE NO.	V01053		

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	NORBERT JOHN	NAME EXTENSION (JR., SR)	NORWAYNE JAN CABATAÑA VILLAS	09/20/2017
MIDDLE NAME	ORTEGA			
OCCUPATION	EDUCATION RESEARCH ASSISTANT I			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	BAYBAY CITY, LEYTE			
TELEPHONE NO.	563-7114			
24. FATHER'S SURNAME	CABATAÑA			
FIRST NAME	JOEL	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BELTRAN			
25. MOTHER'S MAIDEN NAME	LINA DELOS SANTOS ABINAL			
SURNAME	CABATAÑA			
FIRST NAME	LINA			
MIDDLE NAME	ABINAL			

(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	Judge Antonio R. Montilla, Sr. Elementary School	Elementary	1999	2006		2006	N/A
SECONDARY	Leyte National High School	High School	2006	2010		2010	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Eastern Visayas State University	Bachelor of Science in Statistics	2010	2014		2014	OWWA
GRADUATE STUDIES	Visayas State University	Master of Management	2015	2015	6 units	2015	N/A

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE	DATE	03/24/2025
-----------	------	------------

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
	Civil Service Examination Professional Level	80.92	04/06/2014	Tacloban City	N/A	N/A
	NC II - Bread and Pastry Production		N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)



DATE _____

03/24/2025

Attachment B.1

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			
	Regional Seminar-Workshop on Records Counter Disaster Preparedness and Business Continuity	08/15/2023	09/18/2023	24	Technical	National Archives of the Philippines (NAP)
	Mental Health Awareness	04/25/2023	04/25/2023	8	Technical	*Visayas State University (VSU), Visca, Baybay City, Leyte *
	R you Ready? Introduction to Structural Equation Model (SEM) using R	03/09/2023	03/09/2023	3	Technical	College of Management and Economics, Visayas State University
	Layo Na, Pero Layo Pa: Conversations on Creating a Gender-Equal and Socially-Inclusive University	03/08/2023	03/08/2023	3	Technical	GENDER RESOURCE CENTER
	Training-Workshop on Risk Assessment	11/24/2022	11/25/2022	16	Technical	*Visayas State University (VSU), Visca, Baybay City, Leyte *
	Attaining Work-Life Balance and Productivity	11/09/2022	11/11/2022	24	Technical	Personnel Officers Association of the Philippines, Inc. (POAP)
	Orientation / Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines	10/07/2022	10/07/2022	4	Technical	Quality Assurance Center, Visayas State University
	In-House Training on Public Financial Management	08/03/2022	08/05/2022	24	Technical	Department of Budget and Management-Region 8
	Seminar on Application of Virtual Reality to Agriculture, Land Use, and Transportation Plans	06/22/2022	09/22/2022	8	Technical	International Affairs Office
	Cybersecurity and Digital Literacy	06/21/2022	06/21/2022	4	Technical	RDC & DICT
	Orientation on the Google Workspace	06/14/2022	06/14/2022	4	Technical	RDC & DICT
	Disaster Risk Reduction and Management Training for LGU - Baybay City	06/04/2022	06/04/2022	8	Technical	Philippine KOICA Fellows Association, Inc.
	NWM A Webinar on Menopause and other Common Gynecological Problems	03/31/2022	03/31/2022	4	Technical	Office of the Chief of University Services for Health, Emergency, and Rescue
	Women Inspiring Women	03/07/2022	03/07/2022	8	Technical	VSU Gender Resource Center
	Online Training on the Eastern Visayas Project Monitoring System (EVPMS)	03/02/2022	03/02/2022	8	Technical	National Economic Development Authority RO8
	Webinar on RA11313 - Safe Spaces Act	12/08/2021	02/08/2022	8	Technical	Gender Resource Center
	Correcting Corrective Actions	05/28/2021	05/28/2021	1	Technical	AGF Consulting Group
	Graduate Research Forum	05/08/2021	05/08/2021	8	Research	The College of Maasin
	Risk-Based Thinking Explained	05/07/2021	07/07/2021	4	Technical	AGF Consulting Group
	Best Practices in Writing and Publishing Your Research Paper	04/16/2021	04/16/2021	4	Research	Researcher Academy
	Rebuilding the Economy from the COVID-19 Pandemic: The Role of SUCs and HEIs	03/05/2021	03/05/2021	2	Technical	College of Management and Economics, Visayas State University
	Gender, Climate, and Disaster Resilience: Challenges of Equity and Sustainability	03/01/2021	03/01/2021	8	Technical	Coastal Cities at Risk in the Philippines
	Control Your Records before They Control You: The Basics of Records Management and Records Control	01/27/2021	01/27/2021	4	Technical	Department of Science and Technology - Science and Technology Information Institute (DOST-STII)
	ISO 9001:2015 Awareness/ Re-awareness Webinar	11/27/2020	11/27/2020	4	Technical	Visayas State University
	Webinar on Organizing Your VSU Email for Stress-Free Productivity	11/20/2020	11/20/2020	4	Technical	Visayas State University
	Document Tracking System	11/13/2020	11/13/2020	3	Technical	Human Resource Information System, Visayas State University
	Data Driven Governance Training	11/09/2020	11/13/2020	20	Technical	Department of Information and Communications Technology - Leyte
	Information Security and Document Control	11/06/2020	11/06/2020	1	Technical	AGF Consulting Group
	Operational Planning Workshop and Reframing of the Strategic Plan	10/05/2020	10/07/2020	24	Technical	Visayas State University
	Workshop on the Assessment of Accomplishment and Target Settings of the Strategic Plan	09/30/2020	09/30/2020	8	Technical	Visayas State University
	ISO Document Control	09/21/2020	09/21/2020	8	Technical	International Skills Republic Academy
(Continue on separate sheet if necessary)						
SIGNATURE					DATE	03/24/2025

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:

RESIGNATION

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

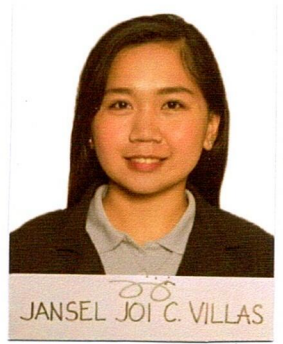
☒ NO

If YES, please specify ID No

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
LOUELLA C. AMPAC	ODFM, VSU	565-0600 (1061)
DILBERTO O. FERRAREN	OVPPRGAS, VSU	565-0600 (1004)
NORBERTO E. MILLA	DEPSTAT, VSU	565-0600 (1035)

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.



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

Government Issued ID: TIN

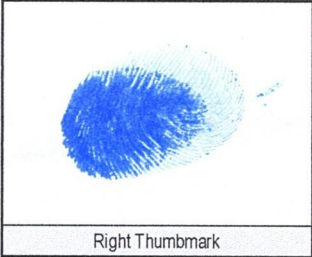
ID/License/Passport No.: 459966654

Date/Place of Issuance: 11/05/2014 / BIR, PALO, LEYTE

Signature (Sign inside the box)

03/24/2025

Date Accomplished



SUBSCRIBED AND SWORN to before me this 03 APR 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ABEGAIL S. MONTERON

VSU Director, Legal Affairs and Services

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: March 20, 2023 – present
- Position: Administrative Aide IV
- Name of Office/Unit: University Learning Commons
- Immediate Supervisor: Vicente A. Gilos
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Digitized records, designed materials, and supported various initiatives such as VSU Transparency Seal and ADPA bookkeeping.
- Summary of Actual Duties
 - **Records Management:** Organizes, tracks, and controls ULC (Library) documents using HRIS and other systems.
 - **Administrative and Financial Work:** Prepares travel requests, communications, financial documents, and staff-related requirements.
 - **Meetings and Reports:** Acts as secretary, prepares minutes, consolidates reports, and conducts statistical analysis.
 - **Customer Service:** Provides frontline assistance, facilitates library activities, and resolves queries.

- Duration: September 3, 2018 – March 19, 2023
- Position: Administrative Aide III
- Name of Office/Unit: Office of the Vice President for Planning Resource Generation and Auxiliary Services
- Immediate Supervisor: Dr. Dilberto O. Ferraren
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Digitizing records, developing online tools, initiating uniform standards, and enhancing collaboration.
 - Initiated the Bundy clock system for Job Order Workers in the administration Building
- Summary of Actual Duties
 - **Record Management:** Organizing, securing, and overseeing documents and records.
 - **IT Tasks:** Collecting, consolidating, and submitting data for reports and accreditation; creating designs and updating systems.
 - **Administrative & Financial Work:** Preparing travel, communication, and financial documents; managing procurement and reimbursements.
 - **Meeting & Survey Roles:** Acting as secretary for meetings, preparing documents, and gathering survey data.
 - **Frontline Service:** Providing excellent customer-oriented assistance.

JANSEL JOI C. VILLAS

(Signature over Printed Name
of Employee/Applicant)

Date: March 25, 2025