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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 READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM. (Do not fill up. For CSC use only 1. CSID No. 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 NORMAN MIDDLE NAME **ORTEGA** 3. DATE OF BIRTH 16. CITIZENSHIP 11/05/90 **☑** Filipino Dual Citizenship (mm/dd/yyyy) by birth by naturalization Pls. indicate country: BAYBAY, LEYTE If holder of dual citizenship. 4. PLACE OF BIRTH please indicate the details. Ecuador ☑ Male ☐ Female 5 SEX 461 STA BARBARA Married 7. RESIDENTIAL ADDRESS Single 6 CIVIL STATUS Street House/Block/Lot No ☐ Widowed ☐ Separated POBLACION Other/s: Subdivision/Village Barangay LEYTE INOPACAN 7. HEIGHT (m) City/Municipality Province ZIP CODE 6522 8. WEIGHT (kg) STA BARABARA 461 18. PERMANENT ADDRESS 9. BLOOD TYPE 0 House/Block/Lot No. Street POBLACION LP02004797138 10. GSIS ID NO. Barangay Subdivision/Village INOPACAN LEYTE 11. PAG-IBIG ID NO 1210 7760 9186 City/Municipality Province 12-051133593-6 ZIP CODE 6522 12 PHILHEALTH NO (053) 839-1982 13. SSS NO. NIA 19 TELEPHONE NO 20. MOBILE NO. 09176590003 14. TIN NO. 296-021-641-000 V00893 21. E-MAIL ADDRESS (if any) normanvillas@vsu.edu.ph/ villasnorman@gmail.com 15 AGENCY EMPLOYEE NO 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) 22. SPOUSE'S SURNAME VILLAS NAME EXTENSION (JR., SR) GABRIELLE NORMAINE D. VILLAS 01/03/12 ME-AN FIRST NAME GAVIN MELBERT D. VILLAS 03/20/20 DOTOLLO MIDDLE NAME OCCUPATION **GOVERNMENT EMPLOYEE VISAYAS STATE UNIVERSITY** EMPLOYER/BUSINESS NAME VSU, VISCA, BAYBAY, LEYTE **BUSINESS ADDRESS** TELEPHONE NO. 09176758300 VILLAS 24. FATHER'S SURNAME AME EXTENSION (JR., SR) NORBERTO FIRST NAME CABANTUG MIDDLE NAME MOTHER'S MAIDEN NAME ORTEGA SURNAME NORMA FIRST NAME DANCIL (Continue on separate sheet if necessary) MIDDLE NAME EDUCATIONAL BACKGROUND SCHOLARSHIP HIGHEST LEVEL PERIOD OF ATTENDANCE ACADEMIC BASIC EDUCATION/DEGREE/COURSE NAME OF SCHOOL LEVEL UNITS EARNED GRADUATED HONORS (Write in full) (Write in full) (if not graduated) RECEIVED From To N/A Graduated 2003 **VISCA FOUNDATION ELEMENTARY SCHOOL** PRIMARY EDUCATION 04/06/97 03/30/2003 **ELEMENTARY** LEYTE STATE UNIVERSITY LABORATORY HIGH 01/06/03 03/30/2007 Graduated 2007 N/A IGH SCHOOL SECONDARY SCHOOL VOCATIONAL / N/A N/A N/A N/A TRADE COURSE BACHELOR OF SCIENCE IN COMPUTER N/A 2011 VISAYAS STATE UNIVERSITY 01/06/07 03/30/2011 Graduated COLLEGE SCIENCE N/A N/A N/A NIA GRADUATE STUDIES DATE SIGNATURE

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| | MATERIAL PROPERTY. | nt. Start from your recent | t work) Descriptio | n of duties should b | e indicated in the attached | Work Expe | salary/JOB/PAY | | |
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| 29. NAME & ADDRESS OF ORGANIZATION | | INCLUSIVE DATES (mm/dd/yyyy) | | | DOCITION IN ATTURE OF HORSE |
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| (II. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TI | | | | | |
| tart from the most recent L&D/training program and include only the relavant L&D/tr | CARROLL STATE OF THE STATE OF T | years for Division | Chief Executive/Man | | |
| 30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PR (Write in full) | ROGRAMS ATT | ATTENDANCE (mm/dd/yyyy) | | Type of LD (Managerial/ Supervisory/ | CONDUCTED/ SPONSORED BY |
| (Manual 2012) | From | To | 8 MG 9/1-10 Y | Technical/etc) | (Write in full) |
| raining of Trainers on the Electronic Freedom of Information(eFOI) Portal for ersons | r Focal 06/26/19 | 06/29/19 | 16 hours | Managerial | PCCO and CHED |
| aining of Trainers on Project Management and ICTD | 06/26/19 | 06/27/19 | 16 hours | Managerial | Department of Information and Communicati |
| T Competany Partners Summer | 06/25/19 | 06/25/19 | 8 hours | Managerial | Department of Information and Communicati |
| cecutive Briefing on Transformative Technologies Towards Data Driven Gov | vernance 06/24/19 | 06/24/19 | 8 hours | Managerial | technology Department of Information and Communicati |
| bject Oriented Programming(JAVA) | 09/24/2018 | 10/26/2018 | 96 hours | Technical | technology Department of Information and Communicati |
| | Sustances | Shops to te | much leaner | marine trees | technology |
| ata Privacy Day Salar Sa | 06/01/18 | 06/27/2018 | 6 hours | Technical | National Privacy Commission |
| asic Boarder Gateway Protocol (BGP) workshop | 11/27/2017 | 11/28/2017 | 16 hours | Technical | Asia-Pacific Network Information Centre |
| TH NICT SUMMIT | 10/11/16 | 11/11/16 | 8 hours | Technical | NATIONAL ICT CONFEDERATION OF THE PHILIPPINES |
| HNOG(Philippine Network Operators Group) | 06/27/2016 | 06/27/2016 | 8 hours | Technical | PHNOG & DICT |
| igher Education Management Information System (HEMIS) Assessment and onference | d Validation 12/02/16 | 12/02/16 | 8 hours | Technical | dig eton-etibrii viti CHED admam n yoʻ |
| /EBMAP SERVER- TRAINING WORKSHOP | 08/21/2015 | 08/25/2015 | 72 hours | Technical | VSU-PHIL LIDAR |
| ANDS-ON TRAINING AND ORIENTATION ON IPEL ONLINE DATABASES SUB | SCRIPTIONS 07/09/15 | 07/09/15 | 8 hours | Technical | NATIONAL LIBRARY |
| OOGLE APPS FOR EDUCATION | 11/19/2014 | 11/20/2014 | 48 hours | Technical | GOOGLE & CHED |
| ISCO NETWORKING ASSOCIATE | 04/13/2014 | 11/17/2014 | 360 hours | Technical | CENTER FOR INTERNATIONAL EDUCATIO |
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| III. OTHER INFORMATION | (Costinue on separe | es sheet if necess. | ·y) | | |
| | NON-ACADEMIC DIS | TINCTIONS / DECO | OGNITION | | MEMBERSHIP IN ASSOCIATION/ORGANIZAT |
| 31. SPECIAL SKILLS and HOBBIES 32. | CA | Vrite in full) | | El artisti | (Write in full) |
| Volunteer mentor during ICT seminars and trainings for LGU | ON ASSOCIATE - INNODA DEC. : | ATA KNOPWLE 26, 2011 | DGE SERVICES | , INC. DATED | LEYTE STATE UNIVERSITY ADMINISTRATIVE PERSONNEL ASSOCIATION (LSU-ADPA) |
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| Multimedia set-up for Livestream | 7 | | - Produce | | ent lesued ID Ortver's License |
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| SIGNATURE | | or o | | ATE | 06/29/21 |
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Are you related by consanguinity or attinity to the appointing or recommending authority or to the coloring of the coloring of

| 34. | Are you related by consanguinity or affinity to the appointing of chief of bureau or office or to the person who has immediate a Bureau or Department where you will be appropriated, | | | Mary . | | |
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| | a. within the third degree? | | YES NO | | | |
| | b. within the fourth degree (for Local Government Unit - Care | ☐ YES ☑ NO | | | | |
| | | Thereas Electron | If YES, give details: | | | |
| 35. | a. Have you ever been found guilty of any administrative offer | nse? | 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 any | v law decree ordinance or regulation by | | | | |
| 30. | any court or tribunal? | y law, decree, ordinarios of regulation by | ☐ YES ☑ NO If YES, give details: | | | |
| | The content of the co | ii 1E5, give details. | | | | |
| 37. | Have you ever been separated from the service in any of the | following modes: resignation, retirement, | ☐ YES ☑ NO | | | |
| | dropped from the rolls, dismissal, termination, end of term, fin the public or private sector? | ished contract or phased out (abolition) in | If YES, give details: | | | |
| 38. | a. Have you ever been a candidate in a national or local elect | tion held within the last year (except | ☐ YES ☑ N | O Proping of Industry | | |
| | Barangay election)? | ent of the second secon | If YES, give details: | त्वारी इन्स्तानारी प्रमहत्वा त्वार है। | | |
| | b. Have you resigned from the government service during the election to promote/actively campaign for a national or local or | ☐ YES ☑ NO If YES, give details: | | | | |
| 39. | Have you acquired the status of an immigrant or permanent r | esident of another country? | ☐ YES ☑ N | 10 | | |
| | | If YES, give details (country): | | | | |
| 40 | D | - O - L (D) - LL - D) - (D4 7077) | | Titles of the state | | |
| 40. | Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magi and (c) Solo Parents Welfare Act of 2000 (RA 8972), please | | perators Cons | | | |
| a. | Are you a member of any indigenous group? | another the following floride. | nemekaanA (2005h) case (a consumated in | Higher Endalfor Macagement | | |
| | 710 you a monitor of any malgorious group? | Ser Recorded assessed | ☐ YES ☑ N If YES, please specify: | VO | | |
| b. | Are you a person with disability? | | ☐ YES ☑ NO | | | |
| | TAKE A PROJECT SERVICES SERVIC | | If YES, please specify ID No: ☐ YES | | | |
| C. | Are you a solo parent? | | | | | |
| 41. | REFERENCES (Person not related by consanguinity or affinity to applicant | /appointee) | | | | |
| | NAME | ADDRESS | TEL. NO. | | | |
| | DR. EDGARDO E. TULIN | VSU, BAYBAY, LEYTE | 053 563 - 7067 | | | |
| | PROF. WINSTON TABADA | VSU, BAYBAY, LEYTE | 053 563 7068 | 500 | | |
| | ENGR. SEAN O. VILLAGONZALO | VSU, BAYBAY, LEYTE | 09953934540 | | | |
| 42. | I declare under oath that I have personally accomplished | I this Personal Data Sheet which is a tr | ue, correct and | | | |
| | complete statement pursuant to the provisions of pertine | ent laws, rules and regulations of the | Republic of the | Aloe To | | |
| | Philippines. I authorize the agency head/authorized represe | | | NOTION CHURS | | |
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| ID | //License/Passport No.: H12-13-002369 | Signature (Sign inside the bo | ox) | Samuel Post of Commence | | |
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WORK EXPERIENCE SHEET

- Duration: Oct 31, 2015 present
- Position: Computer Programmer I
- In-charge Management Information System (MIS)
- Name of Office/Unit: Information and Communications Management Center
- Immediate Supervisor: Engr. Sean O. Villagonzalo
- Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions (if any)
 - o Development of Human Resource Information System
 - Project Leader for the following Modules:
 - Automation of Personal Data Sheet (CSC Compliant)
 - Electronic Daily Attendance Tracking System(Biometrics)
 - Recruitment, Selection and Placement(RSP) Module
 - Document Tracking System(DTS)
 - Electronic Records Management System
 - Developed Fiber Optic Network Plan
 - Migrated from slow wireless network backhaul to FOBN and Implemented Fiber Optic Network Backbone Switching and Routing.
 - Developed Web-based Online Enrollment System with the following Modules:
 - Registrar Module
 - Cashiering Module
 - Teacher's Module
 - Student Module
 - Summary of Actual Duties
 - Responsible for the management of VSU Network, planning, commissioning, and testing
 - Responsible for the maintenance and enhancement of Information Systems developed by the University.
 - Maintenance of Server farm/ Data Center that houses the Information Systems and other Applications
 - Duration: April 15, 2013 Oct 29, 2015
 - Position: Computer Programmer (JO)
 - Name of Office/Unit: REGISTRAR'S OFFICE
- Immediate Supervisor: Eliezer Velasco
- Name of Agency/Organization and Location: VISAYAS STATE UNIVERSITY
 - •List of Accomplishments and Contributions (if any)
 - Enhanced Enrollment System by migrating from MS Access to MySQL back-end
 - Developed a database for easy retrieving of student records.
 - Summary of Actual Duties
 - Responsible for enhancing the existing program of the office for faster and productive workflow. Performing technical task e.g. Database Back-up and Restore, SQL to Excel Generated Reports, populating data from Student Database to ID machine for easy retrieval of records. Developed Transcript of Records Program. Repair and maintenance of Servers and workstations.

NOTE D. VILLAS

(Signature over Printed Name of Employee/Applicant)

Date: