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. Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. (Do not fill up. For CSC use only 2 SURNAME **VILLAS** NAME EXTENSION (JR., SR FIRST NAME NORMAN NA MIDDLE NAME ORTEGA 3. DATE OF BIRTH 11/5/1990 16 CITIZENSHIP ☑ Filipino Dual Citizenship (mm/dd/yyyy) by birth □ by naturalization 4. PLACE OF BIRTH BAYBAY, LEYTE If holder of dual citizenship, Pls. indicate country: please indicate the details. 5. SEX ✓ Male ☐ Female Ecuador V ☐ Single ✓ Married 17 RESIDENTIAL ADDRESS 461 STA BARBARA 6 CIVIL STATUS ☐ Widowed House/Block/Lot No Street ☐ Separated POBLACION Other/s: Subdivision/Village Barangay INOPACAN LEYTE 7. HEIGHT (m) 163 City/Municipality Province 8. WEIGHT (kg) ZIP CODE 6522 18. PERMANENT ADDRESS 461 STA BARABARA 9. BLOOD TYPE 0 House/Block/Lot No Street POBLACION 10. GSIS ID NO LP02004797138 Subdivision/Village Barangay INOPACAN LEYTE 11 PAG-IBIG ID NO 1210 7760 9186 City/Municipality Province 12. PHILHEALTH NO. 12-051133593-6 ZIP CODE 6522 13. SSS NO. N/A 19 TELEPHONE NO (053) 565-8283 14 TIN NO 296-021-641-000 20. MOBILE NO. 09176590003 15. AGENCY EMPLOYEE NO. V00893 21. E-MAIL ADDRESS (if anv) normanvillas@vsu.edu.ph/ villasnorman@gmail.com 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) GABRIELLE NORMAINE D. VILLAS FIRST NAME ME-AN 3/1/2012 NA MIDDLE NAME DOTOLLO OCCUPATION GOVERNMENT EMPLOYEE EMPLOYER/BUSINESS NAME **VISAYAS STATE UNIVERSITY BUSINESS ADDRESS** VSU, VISCA, BAYBAY, LEYTE TELEPHONE NO 09176758300 24. FATHER'S SURNAME VILLAS NAME EXTENSION (JR., SR) NORBERTO FIRST NAME MIDDLE NAME **CABANTUG** 25. MOTHER'S MAIDEN NAME ORTEGA SURNAME FIRST NAME NORMA MIDDLE NAME DANCIL (Continue on separate sheet if necessary) SCHOLARSHIP HIGHEST LEVEL 26 NAME OF SCHOOL PERIOD OF ATTENDANCE BASIC EDUCATION/DEGREE/COURSE YEAR ACADEMIC LEVEL UNITS EARNED (if not graduated) (Write in full) GRADUATED HONORS (Write in full) RECEIVED From To ELEMENTARY VISCA FOUNDATION ELEMENTARY SCHOOL PRIMARY EDUCATION 1/6/1997 03/30/2003 Graduated 2003 N/A LEYTE STATE UNIVERSITY LABORATORY HIGH SECONDARY IGH SCHOOL 1/6/2003 03/30/2007 Graduated 2007 N/A SCHOOL VOCATIONAL / N/A N/A N/A N/A N/A N/A TRADE COURSE **BACHELOR OF SCIENCE IN COMPUTER** COLLEGE VISAYAS STATE UNIVERSITY 1/6/2007 03/30/2011 Graduated 2011 N/A SCIENCE GRADUATE STUDIES NA NIA N/A N/A N/A N/A N/A SIGNATURE DATE

07/10/2020

	ER VICE ELIGI ER SERVICE/ RA 10			DATE OF				LICENSE (if ap	plicable)
SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE RATI			RATING (If Applicable)	EXAMINATION / PLACE OF EXAMINATI CONFERMENT PLACE OF EXAMINATI Aug-18 Saint Joseph College, M		TION / CONFER	RMENT	NUMBER	Date of
			82.0			Maasin City, So. Levte			Validity
CSC Professional EDP (Programming) 89.9			89.9	Oct-18 Department Of Information Technology,		on and Com	munications	44 -4	
MARK	EXPERIENCE		(C	ontinue on separate shee	et if necessary)				
		t. Start from your recent	work) Descriptio	n of duties should b	e indicated in the attached	Work Expe	rience sheet.	COLORS SERVICE COLOR SERVICE	
B. INCL	INCLUSIVE DATES (mm/dd/yyyy) POSITION T. (Write in full/Do not		ITLE	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)		MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format *00-0*)/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
0/30/2015	PRESENT	COMPUTER PROC	GRAMMER I	VISAYAS STATE UNIVERSITY-UNIVERSITY COMPUTER CENTER		943.36/day	11	CASUAL	Υ
4/15/2013	10/29/2015	COMPUTER PROGR	RAMMER (JO)	VISAYAS STATE UNIVERSITY - REGISTRAR'S OFFICE		360/DAY		JO	Υ
3/16/2012	01/30/2013	SYSTEM ADMINI		PFIZER INC.		15000.00		CONTRACTUA L	N
7/13/2011	03/15/2012		CTION ASSOCIATE / SPECS INNODATA KNOWLEDGE SERVICES INC		WLEDGE SERVICES INC.	12000.00		CONTRACTUA L	N
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SIGN	IATURE	(A)			DATE	1,00		10/2020 CS FORM 212 (Revised 2	

), NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
(Tino n na)		From	То			
ABALIKAT CIVICOM			Present	27672	OPERATIVE	
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I. LEARNING AND DEVELOPMENT (L&D) INTERVEN	TIONS/TRAINING PE	ROGRAMS A				
art from the most recent L&D/training program and include only the releva	int L&D training taken for th	Section 1	VE DATES OF	ief Executive Manage	rial positions) Type of LD	
 TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full) 			ENDANCE v/dd/yyyy)	NUMBER OF HOURS	(Managerial/ Supervisory/ Technical/etc)	CONDUCTED/SPONSORED BY (Write in full)
raining of Trainers on the Electronic Freedom of Information(eFOI) Portal for Focal ersons			6/29/2019	16 hours	Managerial	PCCO and CHED
ining of Trainers on Project Management and ICTD		6/26/2019	6/27/2019	16 hours	Managerial	Department of Information and Communicat technology
Competany Partners Summer		6/25/2019	6/25/2019	8 hours	Managerial	Department of Information and Communicat technology
ecutive Briefing on Transformative Technologies Towards Data I	Oriven Governance	6/24/2019	6/24/2019	8 hours	Managerial	Department of Information and Communicatechnology
ject Oriented Programming(JAVA)		09/24/2018	10/26/2018	96 hours	Technical	Department of Information and Communicatechnology
ta Privacy		6/1/2018	06/27/2018	6 hours	Technical	National Privacy Commission
sic Boarder Gateway Protocol (BGP) workshop		11/27/2017	11/28/2017	16 hours	Technical	Asia-Pacific Network Information Centre
TH NICT SUMMIT			11/11/2016	8 hours	Technical	NATIONAL ICT CONFEDERATION OF TH PHILIPPINES
NOG(Philippine Network Operators Group)		06/27/2016	06/27/2016	8 hours	Technical	PHNOG & DICT
gher Education Management Information System (HEMIS) Assess onference	sment andd Validation	12/2/2016	12/2/2016	8 hours	Technical	CHED
VEBMAP SERVER- TRAINING WORKSHOP			08/25/2015	72 hours	Technical	VSU-PHIL LIDAR
ANDS-ON TRAINING AND ORIENTATION ON IPEL ONLINE DATAS	BASES SUBSCRIPTIONS	7/9/2015	7/9/2015	8 hours	Technical	NATIONAL LIBRARY
OOGLE APPS FOR EDUCATION			11/20/2014	48 hours	Technical	GOOGLE & CHED
SCO NETWORKING ASSOCIATE		04/13/2014	11/17/2014	360 hours	Technical	CENTER FOR INTERNATIONAL EDUCATION
- P. M.						
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III. OTHER INFORMATION	(Con	tinue on separat	e sheet if necessa	n/)		
Programme in the control of the cont	NON-	-ACADEMIC DIST	TINCTIONS / RECO	OGNITION		MEMBERSHIP IN ASSOCIATION/ORGANIZA
grand contribution and contribution for the contribution of the co		(W	rite in full)		C DATED DEC	33. (Write in full)
trainings for LGU Web Savvy	BEST PRODUCTION ASSOCIATE - INNODATA KNOPWLEDGE SERVICES, INC. DATED DEC. 26, 2011					PERSONNEL ASSOCIATION (LSU-ADPA)
Multimedia set-up for Livestream						ware of the state
Design and Configure Local Area Network						
Servers Provisioning						1000
outers riotisticilly	in percentage and		2020			
	(Con	tique on separat	e sheet if necessa	ny)	ATE	

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 appointed,	가는 경에 없는 가능한 사람들이 되었다면 하는 것이 되었다면 하는 것이 없는 것이 없는데 되었다면 하는데 되었다.		, y , y , m		
	a. within the third degree?	☐ YES ☑ NO				
	b. within the fourth degree (for Local Government Unit - Caree	er Employees)?	☐ YES ☑ NO			
			If YES, give details:			
		r (n. 1964) - Star Stabil Historia de la production de la maria de la companya de la companya de la companya de la companya de la compa				
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			
	b. Have you been criminally charged before any courts	If YES, give details:				
			Date Filed:			
			Status of Case/s:			
36.	Have you ever been convicted of any crime or violation of any	ou ever been convicted of any crime or violation of any law, decree, ordinance or regulation by				
	any court or tribunal?		If YES, 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		If YES, give details:			
	in the public or private sector?	e del compression de la compression della comp	ER. 1			
38.	a. Have you ever been a candidate in a national or local elect	tion held within the last year (except	☐ YES ☑ NO If YES, give details:			
	Barangay election)?					
	b. Have you resigned from the government service during the		☐ YES ☑ NO			
	election to promote/actively campaign for a national or local or	andidate?	If YES, give details:			
39.	Have you acquired the status of an immigrant or permanent r	esident of another country?	☐ YES ☑ N	0		
			If YES, give details (count	ry):		
	99 (1994) 1994 (1994) 1994 (1994) 1994 (1994) 1994 (1994) 1994 (1994) 1994 (1994) 1994 (1994) 1994 (1994) 1994					
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magr		- 4			
	7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), p	please answer the following items:	- Land			
a.	Are you a member of any indigenous group?		☐ YES ☑ N If YES, please specify:	10		
b.	Are you a person with disability?		☐ YES ☑ N	10		
	The Self-Transformation of the Self-Transformati		If YES, please specify ID No:			
C.	Are you a solo parent?		☐ YES ☑ N			
			If YES, please specify ID No:			
41.	REFERENCES (Person not related by consanguinity or affinity to applicant /a	ppointee)				
	NAME	ADDRESS	TEL. NO.			
	DR. EDGARDO E. TULIN	VSU, BAYBAY, LEYTE	053 563 - 7067			
	PROF. MENOTON TARABA	VOLUMENT AND AN A FUTE	052 562 7069			
	PROF. WINSTON TABADA	VSU, BAYBAY, LEYTE	053 563 7068	13/		
	ENGR. SEAN O. VILLAGONZALO	VSU, BAYBAY, LEYTE	09953934540	AND		
42.	I declare under oath that I have personally accomplished	this Personal Data Sheet which is a t	rue, correct and			
	complete statement pursuant to the provisions of pertine	ent laws, rules and regulations of the	Republic of the	NORMANO VILLAS		
	Philippines. I authorize the agency head/authorized representagree that any misrepresentation made in this document.	ntative to verity/validate the contents stat ment, and, its attachments shall caus	ea nerein. I se the filina of	РНОТО		
	administrative/criminal case/s against me.			The second of th		
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	overnment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)	The second secon				
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G	overnment Issued ID: Driver's License	A				
10)/License/Passport No.: H12-13-002369	box)				
D	ate/Place of Issuance: BAYBAY CITY,LEYTE	07/10/2020 Date Accomplished		Right Thumbmark		
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	SUBSCRIBED AND SWORN to before me this	JUL 2020 , affiant exhibit	ing his/her validly issued governr	nent ID as indicated above.		
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	A	TTY. RYSAN C. GUINOCOR				
		USULEGAL OFFICER	uth.			
1		Person Administering Oa	iui			

WORK EXPERIENCE SHEET

- Duration: Oct 31, 2015 present
- Position: Computer Programmer I
- Name of Office/Unit: University Computer/Connectivity Office
- Immediate Supervisor: Engr. Sean O. Villagonzalo
- Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions (if any)
 - 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
 - o Responsible for the management of VSU Network, planning, commissioning, and
 - 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.

(Signature over Printed Name of Employee/Applicant)

Date: 67/10/2020