

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	Norman	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Ortega		
3. DATE OF BIRTH (mm/dd/yyyy)	05/11/1990	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	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input 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	Sto Rosario Street House/Block/Lot No. Street Poblacion Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province 6522
7. HEIGHT (m)	1.60	18. PERMANENT ADDRESS	Sto Rosario Street House/Block/Lot No. Street Poblacion Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province 6522
8. WEIGHT (kg)	74.00		
9. BLOOD TYPE	O+		
10. GSIS ID NO.	LP02004797138		
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	121077609186	ZIP CODE	6522
13. SSS NO.	N/A	19. TELEPHONE NO.	053 565 0600
14. TIN NO.	296021641000	20. MOBILE NO.	9176590003
15. AGENCY EMPLOYEE NO.	V00893	21. E-MAIL ADDRESS (if any)	normanvillas@vsu.edu.ph

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	Me-an	Gabrielle Normaine D. Villas	01/03/2012
MIDDLE NAME	Dotollo	Gavin Melbert D. Villas	03/20/2020
OCCUPATION	Government Employee		
EMPLOYER/BUSINESS NAME	Visayas State University		
BUSINESS ADDRESS	VSU Main, Baybay City, Leyte		
TELEPHONE NO.	053 565 8283		
24. FATHER'S SURNAME	Villas		
FIRST NAME	Norbert		
MIDDLE NAME	Cabantug		
25. MOTHER'S MAIDEN NAME	Dancil		
SURNAME	Villas		
FIRST NAME	Norma		
MIDDLE NAME	Ortega		(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	Visca Foundation Elementary School	Elementary	1987	2003		2003	
SECONDARY	Visayas State University Laboratory High School	High School	2003	2007		2007	
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Computer Science	2007	2011		2011	
GRADUATE STUDIES	N/A						

SIGNATURE		DATE	
		07/11/2022	



#### 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
	Career Service Professional	82.45	08/12/2018	Maasin City, Southern Leyte	08-181207-418	12/07/2018
	Electronic Data Processing Specialist Eligibility	89.90	09/14/2018	DICT Don Rocas, Quezon City	320108190002	05/28/2019

(Continue on separate sheet if necessary)

## V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	07/11/2022
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

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			
	Training Workshop on Public Relations and Media Production	01/05/2022	01/07/2022	24	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Moodle Training for Site Administrator (MTSA)	09/17/2021	12/13/2021	255	Technical	Nephila Web Technology Inc.
	GRADUATE SCHOOL CONVOCATION: RESILIENCY IN THE MIDST OF CHANGES AND CHALLENGES IN THE PHILIPPINE EDUCATION SCENARIO	08/11/2020	08/26/2020	48	Technical	Department of Information and Communications Technology - Valenzuela Campus (DICT-Valenzuela Campus)
	Training of Trainers on the Electronic Freedom of Information(eFOI) Portal for Focal Persons	06/26/2019	06/29/2019	16	Managerial	PCCO and CHED
	Training of Trainers on Project Management and ICTD	06/26/2019	06/29/2019	16	Managerial	Department of Information and Communications Technology - Valenzuela Campus (DICT-Valenzuela Campus)
	Training of Trainers on the Electronic Freedom of Information(eFOI) Portal for Focal Persons	06/26/2019	06/27/2019	16	Supervisory	PCCO and CHED
	Executive Briefing on Transformative Technologies Towards Data Driven Governance	06/24/2019	06/24/2019	8	Managerial	Department of Information and Communications Technology - Valenzuela Campus (DICT-Valenzuela Campus)
	Electronic Data Processing (Programming) using Java Language	08/15/2018	09/26/2018	48	Supervisory	DICT - Main Office, Diliman, Quezon City
	PHNOG(Philippine Network Operators Group)	06/27/2016	06/27/2016	8	Technical	Department of Information and Communications Technology
	HANDS-ON TRAINING AND ORIENTATION ON IPEL ONLINE DATABASES SUBSCRIPTIONS	09/15/2015	09/15/2015	8	Technical	PACSA
	WEBMAP SERVER- TRAINING WORKSHOP	08/21/2015	08/25/2015	16	Technical	Phil-LIDAR 2 and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)
	GOOGLE APPS FOR EDUCATION	11/19/2014	11/20/2014	16	Technical	PACSA
	CISCO NETWORKING ASSOCIATE	04/14/2014	11/17/2014	8	Technical	Leyte Normal University

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Computer Programming		Best Production Associate		PHNOG
	Driving				Kabalikat Civicom
	Information Technology				
	Systems Analysis				
	Music				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/11/2022
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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:

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.
DR. EDGARDO E. TULIN	VSU, BAYBAY, LEYTE	053 563 - 7067
PROF. WINSTON TABADA	VSU, BAYBAY, LEYTE	053 563 7068
ENGR. SEAN O. VILLAGONZALO	VSU, BAYBAY, LEYTE	09953934540

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.



PHOTO

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: Driver's License

ID/License/Passport No.: H12-13-002369

Date/Place of Issuance: BAYBAY CITY,LEYTE

+

Signature (Sign inside the box)

7/11/2022

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 04 AUG 2022, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN S. GUINOCOR

VSU Chief Legal Officer

Person Administering Oath


CS FORM 212 (Revised 2017), Page 4 of 4



## 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)
    - Develop and maintained the Learning Management System (VSUEE)
    - 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 Programming and maintenance of Learning Management System(LMS) of VSU
  - 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.

  
 (Signature over Printed Name  
 of Employee/Applicant)  
 Date: 07/01/2022