

# 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 box ( ) 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	MICHAEL CARLO		
MIDDLE NAME	CATCHARRO		3. NAME EXTENSION (e.g. Jr., Sr.) NA
3. DATE OF BIRTH (mm/dd/yyyy)	07/02/1985	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	TACLOBAN CITY	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	BLK. 13 LOT 25 House/Block/Lot No. Street NHA BARAS Subdivision/Village Barangay PALO LEYTE City/Municipality Province
7. HEIGHT (m)	159.5 M.	ZIP CODE	
8. WEIGHT (kg)	73 KG.		
9. BLOOD TYPE	A	18. PERMANENT ADDRESS	BLK. 13, LOT 25 House/Block/Lot No. Street NHA BARAS Subdivision/Village Barangay PALO LEYTE City/Municipality Province
10. GSIS ID NO.	2002365862	ZIP CODE	6501
11. PAG-IBIG ID NO.	80149828403		
12. PHILHEALTH NO.	01-050343475-5		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	245-906-991	20. MOBILE NO.	09173041576
15. AGENCY EMPLOYEE NO.	V000843	21. E-MAIL ADDRESS (if any)	michaelcarlo.villas@vsu.edu.ph

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	VILLAS		N/A	N/A
FIRST NAME	CARLITO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	ACEBEDO		N/A	N/A
25. MOTHER'S MAIDEN NAME	CATCHARRO		N/A	N/A
SURNAME	VILLAS		N/A	N/A
FIRST NAME	FLOR		N/A	N/A
MIDDLE NAME	TAYONI		(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	ST. THERESE CHILD DEVELOPMENT CENTER	PRIMARY EDUCATION	1991	1998	N/A	1998	N/A
SECONDARY	LEYTE NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	1998	2002	N/A	2002	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	LEYTE NORMAL UNIVERSITY	BACHELOR OF ARTS IN COMMUNICATION	2002	2006	N/A	N/A	N/A
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY/UNIVERSITY OF THE PHILIPPINES-DILIMAN	MASTER IN ENGLISH/PH.D. COMPARATIVE LITERATURE	2008	2012/PRES ENT	36 UNITS	2012/ ONGO INC	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	SEPTEMBER/15/2022
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[illegible]

## V. WORK EXPERIENCE

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

[illegible]

SIGNATURE		DATE	SEPTEMBER 15, 2022
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[illegible]

VII. LEARNING AND DEVELOPMENT (L&amp;D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

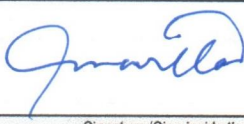

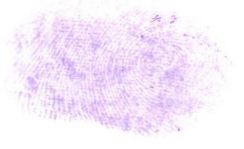

### VIII. OTHER INFORMATION

[illegible]

SIGNATURE		DATE	SEPTEMBER 15, 2022
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**SEPTEMBER 15, 2022**



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)?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
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?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>PROF. MERLIE M. ALUNAN</td><td>TACLOBAN CITY</td><td>9272441758</td></tr><tr><td>DR. MARJORIE M. EVASCO</td><td>MANDALUYONG CITY</td><td>9175422253</td></tr><tr><td>DR. RUTH JORDANA L. PISDA</td><td>QUEZON CITY</td><td>09175617171</td></tr></table>		NAME	ADDRESS	TEL. NO.	PROF. MERLIE M. ALUNAN	TACLOBAN CITY	9272441758	DR. MARJORIE M. EVASCO	MANDALUYONG CITY	9175422253	DR. RUTH JORDANA L. PISDA	QUEZON CITY	09175617171
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DR. RUTH JORDANA L. PISDA	QUEZON CITY	09175617171											
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.													
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: GSIS UMID</div> <div>ID/License/Passport No.: 006-0175-0334-5</div> <div>Date/Place of Issuance: 7/2010/TACLOBAN CITY</div>	<div></div> <div>Signature (Sign inside the box)</div> <div>09/15/2022</div> <div>Date Accomplished</div>												
<div> MICHAEL CARLO C. VILLAS</div> <div> Right Thumbmark</div>													
SUBSCRIBED AND SWORN to before me this 13 OCT 2022, affiant exhibiting his/her validly issued government ID as indicated above.													
<div></div> <div>ATTY. RYSAN G. GUINOCOR</div> <div>Person Administering Oath</div>													



## WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

- Duration: January 1, 2020-present
- Position: Assistant Professor III
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Jett C. Quebec, Ph.D.
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City Leyte
- List of Accomplishments and Contributions (if any)
  - Published articles in reputable journals such as *Likhaan: The Journal of Contemporary Philippine Literature* (UP Likhaan: Institute of Creative Writing) and *Unitas* (University of Santo Tomas)
  - Published translations of literary works in Waray in *Lochraven Review*, *Anomaly*, and *Ubod* (National Commission for Culture and the Arts)
  - Delivered a lecture entitled "The Litorral in Edith L. Tiempo's *His Native Coast*" at the 60<sup>th</sup> Silliman University National Writers Workshop
  - Delivered a lecture entitled "Folk Tradition and Orality in Waray Literature" at the 18<sup>th</sup> Lamiraw Creative Writing Workshop
  - Paneled and moderated a session in the Writing the Forest Workshop (De La Salle University), Silliman University National Writers Workshop (Silliman University), and Lamiraw Creative Writing Workshop (Katig Writers Network, Inc.)
  - Delivered contextualized language learning lessons for intended language learners
  - Submitted copy of grades every end of the semester
  - Aside from serving as adviser and panel in undergraduate thesis in Visayas State University, Villas also served in master's thesis panels of respectable institutions such as University of the Philippines-Diliman and Ateneo de Manila University.
  - Served as component leader of the extension project entitled "Saving Minamanwa: An Initiative to Preserve Minamanwa and the Mamanwa Indigenous Knowledge System and Practices," Visayas State University, 15 February-31 December 2022
  - Served as the Research Coordinator of the department, member of the DLABS Graduate Admissions Committee, member of the DLABS Instructional Materials Development Committee, member of the Task Force for Area V: Research in the Level I Accreditation for ABELS and MSLT on September 2022, and committee chair of the Special Committee on the AB Literature (Literary and Cultural Studies) Program Offering.
- Summary of Actual Duties
  - Develops language learning materials for the language learners in the tertiary level of VSU Baybay Campus
  - Deliver language learning lessons for the different language learners in the tertiary level in VSU Baybay Campus
  - Participates scheduled activities and programs in the department, as well as, in the university.
  - Submit copies of the class record every end semester.



- Duration: January 1, 2017-December 31, 2019
- Position: Assistant Professor I
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Guiraldo C. Fernandez, Jr., Ph.D.
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Published articles in reputable journals
- Published poetry in respectable literary journals
- Contributed articles to the CCP Encyclopedia for the Arts, a multi-volume encyclopedia published by the Cultural Center of the Philippines
- Conducted research on folk beliefs and practices of bagong rootcrop farmers in San Roque, Northern Samar
- Delivered lectures and papers in national conferences on literature and literature teaching sponsored by the Unyon ng mga Manunulat sa Pilipinas (National Writers' Congress, Cultural Center of the Philippines, Manila, 2019) and the UP Likhaan: Institute of Creative Writing (Creative Writing in the Philippines Today, Tagaytay, 2018)
- Panelled in the annual Lamiraw Creative Writing Workshop
- Delivered appropriate language learning lessons for intended language learners
- Submitted copy of grades every end of the semester
- Served as the Research Coordinator of the department

- Summary of Actual Duties

- Develops language learning materials for the language learners in the tertiary level of VSU Baybay Campus
- Deliver language learning lessons for the different language learners in the tertiary level in VSU Baybay Campus
- Participates scheduled activities and programs in the department, as well as, in the university.
- Submit copies of the class record every end semester.

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- Duration: June 16, 2014– January 1, 2017
  - Position: Instructor 1
  - Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
  - Immediate Supervisor: Annie Gravoso, Ed.D./ Guiraldo Fernandez, Ph.D.
  - Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Hold lectures and conducts evaluation for students
- Participated in various university activities
- Edited Mga Retrato han Akon Bungto at iba pang akda ni Iluminado Lucente for the Komisyon ng Wikang Filipino
- Published poetry in reputable literary journals

- Summary of Actual Duties
  - Develops language learning materials for the language learners in the tertiary level of VSU Baybay Campus
  - Deliver language learning lessons for the different language learners in the tertiary level in VSU Baybay Campus
  - Participates scheduled activities and programs in the department, as well as, in the university.
  - Submit copies of the class record every end semester.



MICHAEL CARLO C. VILLAS

(Signature over Printed Name  
of Employee/Applicant)

Date: September 15, 2022