## **PERSONAL DATA SHEET**

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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 1. CS ID No. (Do not fill up. For CSC use only) Print legibly. Tick appropriate boxes ( n and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. 2. SURNAME VILLAS NAME EXTENSION (JR., SR) FIRST NAME NORMAN MIDDLE NAME ORTEGA 3. DATE OF BIRTH 11/05/90 16 CITIZENSHIP ☑ Filipino Duai 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 7 Single ✓ Married 17 RESIDENTIAL ADDRESS 461 STA. BARBARA 6 CIVIL STATUS ☐ Widowed House/Block/Lot No Street Separated POBLACION Other/s: INOPACAN LEYTE 7. HEIGHT (m) 163 City/Municipality Province 8. WEIGHT (kg) 71 ZIP CODE 6522 10. PERMANENT ADDRESS 45 STA DARADARA 9. BLOOD TYPE 0 House/Block/Lot No Street POBI ACION 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 6522 7IP CODE NIA 13 SSS NO 19. TELEPHONE NO. (053) 565-8283 14. TIN NO. 296-021-641-000 09176590003 20. MOBILE NO. 15. AGENCY EMPLOYEE NO. V00893 21. E-MAIL ADDRESS (if anv) normanvillas@vsu.edu.ph/ villasnorman@gmail.com FAMILY BACKGROUND VILLAS 22. SPOUSE'S SURNAME 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 03/01/12 MIDDLE NAME DOTOLLO GOVERNMENT EMPLOYEE OCCUPATION EMPLOYER/BUSINESS NAME **VISAYAS STATE UNIVERSITY** VSU, VISCA, BAYBAY, LEYTE BUSINESS ADDRESS TELEPHONE NO. 09176758300 24. FATHER'S SURNAME **VILLAS** NAME EXTENSION (JR., SR) NORBERTO FIRST NAME MIDDLE NAME CABANTUG 5 MOTHER'S MAIDEN NAME SURNAME ORTEGA NORMA FIRST NAME DANCIL MIDDLE NAME (Continue on separate sheet if necessary) SCHOLARSHIP HIGHEST LEVEL NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE PERIOD OF ATTENDANCE ACADEMIC HONORS LEVEL UNITS EARNED (Mirito in full) GRADUATED (White in full) (if not graduated) RECEIVED From To ELEMENTARY VISCA FOUNDATION ELEMENTARY SCHOOL 03/30/2003 Graduated PRIMARY EDUCATION 01/06/97 2003 N/A LEYTE STATE UNIVERSITY LABORATORY HIGH SECONDARY HIGH SCHOOL 01/06/03 03/30/2007 Graduated 2007 NIA SCHOOL VOCATIONAL / NA N/A N/A N/A NIA TRADE COURSE BACHELOR OF SCIENCE IN COMPUTER VISAYAS STATE UNIVERSITY COLLEGE 01/06/07 03/30/2011 Graduated 2011 NA SCIENCE GRADUATE STUDIES NA NA NA NIA WA NA SIGNATURE DATE 02/16/21

БΑÌ	SPECIAL LA RANGAY ELIGIBIL CSC Profe	1080 (BOARD/ BAR) UNDER WS/ CES/ CSEE ITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION /	PLACE OF EXAMINA	TION / CONFE	RMENT	LICENSE (if a	oplicable)
	CSC Profe		(II Phonocure)	An area commenced at the contract					Date of
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		OP (Programming)	89.9	Oct 18	Department Of Informati Technology,				
	27.								
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	XPERIENCE nte employmer		work) Descriptio	n of duties should b	e indicated in the attached	Work Expe	rience sheet		
Z8. INCLU	SIVE DATES				The second secon		CALARM JOBARAN		GOVT
From	n/dd/yyyy) To	POSITION TI (Write in full/Do not a			SENCY / OFFICE / COMPANY Ill/Do not abbreviate)	MONTHLY SALARY	GRADE (if applicable)& STEP  (Format "00-0")/  INCREMENT	STATUS OF APPOINTMENT	SERVICE
10/30/2015	PRESENT	COMPUTER PROG	RAMMER1	VISAYAS STATE UNIVERSITY-UNIVERSITY		943.36/Qay	11	CASUAL	Ϋ́
04/15/2013	10/20/2015	COMPUTER PROGR	AMMER (JO)	COMPUTER CENTER VISAYAS STATE UNIVERSITY - REGISTRAR'S OFFICE		360/DAY		JO	Y
03/16/2012	01/30/2013	SYSTEM ADMINI	STRATOR	PFIZER INC.		15000.00		CONTRACTUA	N
07/13/2011	03/15/2012	PRODUCTION ASSOCIANALYS		INNODATA KNOWLEDGE SERVICES INC.		12000.00		CONTRACTUA	N
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				To Folkies (The		· · · · · · · · · · · · · · · · · · ·	C	S FORM 212 (Revised 20	017), Page 2 of

29. NAME & ADDRESS OF ORG (Write in full)	GANIZATION	INCLUSIVE DATES (mm/dd/yyyy)  From To		NUMBER OF HOURS	POSITION / NATURE OF WORK	
KABALIKAT CIVICOM			Present		OPERATIVE	
ADALINAT GIFTOM		05/15/2017	Present	Application of	OPERATIVE	
2 125	olgana II					
		A SAN AND DESCRIPTION OF THE PARTY OF THE PA	sheet if necessa	ny)		
VII. LEARNING AND DEVELOPMENT (L&D) II Start from the most recent L&D/training program and include				Chief Executive/Man	agerial positions)	
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS TRAINING PROGRAMS (Write in full)		INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)  From To		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/SPONSORED BY (Write in full)
Training of Trainers on the Electronic Freedom of Information(eFOI) Portal for Focal Persons		06/26/19	06/29/19	16 hours	Managerial	PCCO and CHED
Fraining of Trainers on Project Management and ICTD	talent in the said	06/26/19	06/27/19	16 hours	Managerial	Department of information and Communication technology
CT Competany Partners Summer	4.7.1	06/25/19	06/25/10	8.houre.	Managerial.	Department of Information and Communication technology
Executive Briefing on Transformative Technologies To	wards Data Driven Governance	06/24/19	06/24/19	8 hours	Managerial	Department of Information and Communication technology
Object Oriented Programming(JAVA)	1 02/13/	09/24/2018	10/26/2018	96 hours	Technical	Department of Information and Communication technology
Data Privacy			06/27/2018	6 hours	Technical	National Privacy Commission
Basic Boarder Gateway Protocol (BGP) workshop	F1 27 7 8	11/27/2017	11/28/2017	16 hours	Technical	Asia-Pacific Network Information Centre
8TH NICT SUMMIT			11/11/16	8 hours	Technical	NATIONAL ICT CONFEDERATION OF THE
PHNOG(Philippine Network Operators Group)			06/27/2016	8 hours	Technical	PHILIPPINES PHNOG & DICT
Higher Education Management Information System (HEMIS) Assessment andd Validation			12/02/16	8 hours	Technical	CHED
Conference WEBMAP SERVER- TRAINING WORKSHOP			08/25/2015	72 hours	Technical	VSU-PHIL LIDAR
HANDS-ON TRAINING AND ORIENTATION ON IPEL ONLINE DATABASES SUBSCRIPTIONS			07/09/15	8 hours	Technical	NATIONAL LIBRARY
GOOGLE APPS FOR EDUCATION			11/20/2014	48 hours	Technical	GOOGLE & CHED
CISCO NETWORKING ASSOCIATE			11/17/2014	360 hours	Technical	CENTER FOR INTERNATIONAL EDUCATION
3000	The second second second second	04/13/2014	1.1112014	Joo Hours	recinical	OLATER FOR INTERNATIONAL EDUCATION
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		2000				CONTRACTOR OF PRINCIPAL PROPERTY
	(Con	tinue on separati	sheet if necessa	ny)		
VIII. OTHER INFORMATION				nemption and a second		
31. SPECIAL SKILLS and HOBBIES	32. NON-		TINCTIONS / RECO	OGNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATIO
trainings for LGU		ATE - INNODATA KNOPWLEDGE SERVICES, DEC. 26. 2011		, INC. DATED	LEYTE STATE UNIVERSITY ADMINISTRATIVE PERSONNEL ASSOCIATION (LSU-ADPA)	
Web Savvy		17,44		1	7	
Multimedia set-up for Livestream	7		)			1 mm 24 mm 2 2 2 200 U 3
Design and Configure Local Area Network						CAMPINE CONTRACT
Servers Provisioning	12 141					
Local Company C. C. Company of Review	n in about the since in the					
SIGNATURE	(Con	tinue on separati	sheet if necessa		4 <i>TE</i>	02/16/2021

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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,				
	a. within the third degree?	within the third degree?			
	within the fourth degree (for Local Government Unit - Career Employees)?		☐ YES ☑ NO		
			If YES, give details:		
25	Have you ever been found guilty of any administrative offense?		☐ YES ☑ NO		
30.	a. Have you ever been lourid guilty of any administrative offense?				
			If YES, give details:		
	b. Have you been criminally charged before any court?	☐ YES ☐ NO			
	b. Have you been diffill ally draiged before any court:		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	☐ YES ☑ NO		
00.	any court or tribunal?	,	If YES, give details:		
	And the second s		11 1 EO, give details.		
37.	Have you ever been separated from the service in any of the	할머니는 여러 살게 많아 아픈데 없는데 이번에 가장하는 것 같아 없었다. 그런데 그런데 그런데 그런데 보다 없다.	☐ YES ☑ NO		
	dropped from the rolls, dismissal, termination, end of term, tin	ished contract or phased out (abolition)	If YES, give details:		
	in the public or private sector?				
38.	a. Have you ever been a candidate in a national or local elect	tion held within the last year (except	☐ YES ☑ NO		
	Barangay election)?		If YES, give details:		
	b. Have you resigned from the government service during the	e three (3)-month period before the last	☐ YES ☑ NO		
	election to promote/actively campaign for a national or local or		If YES, give details:		
39.	Have you acquired the status of an immigrant or permanent r	Vitruos refitors to inepise			
39.	Trave you acquired the status of all illingiant or politicalioner	obtain of another obtains.	YES VO		
			If YES, give details (country):		
_					
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magr				
	7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), p	blease answer the following items:			
a.	Are you a member of any indigenous group?		☐ YES ☑ NO		
	and the same and the same that the same and		If YES, please specify:		
b.	Are you a person with disability?		☐ YES ☑ NO  If YES, please specify ID No:		
,	Are you a solo parent?	☐ YES ☑ NO			
C.	Are you a solo parent?		TIT YES, please specify ID No.		
41.	REFERENCES (Person not related by consanguinity or affinity to applicant /a	appointee)	<u> </u>		
	NAME	ADDRESS	TEL NO.		
Г	DR. EDGARDO E. TULIN	VSU, BAYBAY, LEYTE	053 563 - 7067		
L	DR. EDGARDO E. TOLIN	100, 541541, 1111	000 000 1001		
	PROF. WINSTON TABADA	VSU, BAYBAY, LEYTE	053 563 7068		
			00050004540		
L	ENGR. SEAN O. VILLAGONZALO VSU, BAYBAY, LEYTE		09953934540		
42.	, accidic annual cast that the property				
	complete statement pursuant to the provisions of pertine	ent laws, rules and regulations of the	Republic of the		
	Philippines. I authorize the agency head/authorized representation made in this document of the second seco				
	administrative/criminal case/s against me.	mont and no attachments onal cade			
	Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)				
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	Government Issued ID: Driver's License				
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	D/License/Passport No.: H12-13-002369	Signature (Sign inside the to	oox)		
	Date/Place of Issuance: BAYBAY CITY, LEYTE	Right Thumbmark			
止		Date Accomplished			
	SUBSCRIBED AND SWORN to before me this	FFB 2021 affiant exhibit	ting his/her validly issued government ID as indicated above.		
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		ATTY, RYSAN C. GUINOCOR			
	I	VSU Chief Legal Officer			
	1	Person Administering Oa	ath 1		
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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)
    - 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)
    - o Enhanced Enrollment System by migrating from MS Access to MySQL back-end
    - o 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: