

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 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.

I. PERSONAL INFORMATION

2. SURNAME	VILLAS		
FIRST NAME	NORMAN	NAME EXTENSION (JR, SR) NA	
MIDDLE NAME	ORTEGA		
3. DATE OF BIRTH (mm/dd/yyyy)	11/05/90	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:
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	Ecuador
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	461 STA. BARBARA House/Block/Lot No. Street POBLACION Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province
7. HEIGHT (m)	163	ZIP CODE	6522
8. WEIGHT (kg)	71		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	461 STA. BARBARA House/Block/Lot No. Street POBLACION Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province
10. GSIS ID NO.	LP02004797138	ZIP CODE	6522
11. PAG-IBIG ID NO.	1210 7760 9186		
12. PHILHEALTH NO.	12-051133593-6		
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 any)	normanvillas@vsu.edu.ph/ villasnorman@gmail.com

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	NAME EXTENSION (JR, SR)	GABRIELLE NORMAINE D. VILLAS	03/01/12
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			
FIRST NAME	NORBERTO	NAME EXTENSION (JR, SR)		
MIDDLE NAME	CABANTUG			
25. MOTHER'S MAIDEN NAME				
SURNAME	ORTEGA			
FIRST NAME	NORMA			
MIDDLE NAME	DANCIL			

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	PRIMARY EDUCATION	01/06/97	03/30/2003	Graduated	2003	N/A
SECONDARY	LEYTE STATE UNIVERSITY LABORATORY HIGH SCHOOL	HIGH SCHOOL	01/06/03	03/30/2007	Graduated	2007	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	01/06/07	03/30/2011	Graduated	2011	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

SIGNATURE		DATE	02/16/21
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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
	CSC Professional	92.0	Aug-18	Saint Joseph College, Maasin City, So. Leyte	
	CSC Professional EDP (Programming)	90.0	Oct 18	Department Of Information and Communications Technology, Quezon City	

(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.

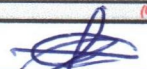
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(Continue on separate sheet if necessary)

SIGNATURE	
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DATE _____

02/16/2021

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			
	KABALIKAT CIVICOM	05/15/2017	Present		OPERATIVE	
(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 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
	Training of Trainers on Project Management and ICTD	06/26/19	06/27/19	16 hours	Managerial	Department of Information and Communications technology
	ICT Competency Partners Summer	06/25/19	06/25/19	8 hours	Managerial	Department of Information and Communications technology
	Executive Briefing on Transformative Technologies Towards Data Driven Governance	06/24/19	06/24/19	8 hours	Managerial	Department of Information and Communications technology
	Object Oriented Programming(JAVA)	09/24/2018	10/26/2018	96 hours	Technical	Department of Information and Communications technology
	Data Privacy	06/01/18	06/27/2018	6 hours	Technical	National Privacy Commission
	Basic Boarder Gateway Protocol (BGP) workshop	11/27/2017	11/28/2017	16 hours	Technical	Asia-Pacific Network Information Centre
	8TH NICT SUMMIT	10/11/16	11/11/16	8 hours	Technical	NATIONAL ICT CONFEDERATION OF THE PHILIPPINES
	PHNOG(Philippine Network Operators Group)	06/27/2016	06/27/2016	8 hours	Technical	PHNOG & DICT
	Higher Education Management Information System (HEMIS) Assessment and Validation Conference	12/02/16	12/02/16	8 hours	Technical	CHED
	WEBMAP SERVER- TRAINING WORKSHOP	08/21/2015	08/25/2015	72 hours	Technical	VSU-PHIL LIDAR
	HANDS-ON TRAINING AND ORIENTATION ON IPEL ONLINE DATABASES SUBSCRIPTIONS	07/09/15	07/09/15	8 hours	Technical	NATIONAL LIBRARY
	GOOGLE APPS FOR EDUCATION	11/19/2014	11/20/2014	48 hours	Technical	GOOGLE & CHED
	CISCO NETWORKING ASSOCIATE	04/13/2014	11/17/2014	360 hours	Technical	CENTER FOR INTERNATIONAL EDUCATION
(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)		
	Volunteer mentor during ICT seminars and trainings for LGU	BEST PRODUCTION ASSOCIATE - INNODATA KNOWLEDGE SERVICES, INC. DATED DEC. 26. 2011		LEYTE STATE UNIVERSITY ADMINISTRATIVE PERSONNEL ASSOCIATION (LSU-ADPA)		
	Web Savvy					
	Multimedia set-up for Livestream					
	Design and Configure Local Area Network					
	Servers Provisioning					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	02/16/2021	


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

SUBSCRIBED AND SWORN to before me this 17 FEB 2021, affiant exhibiting his/her validly issued government ID as indicated above.


ATTY. RYAN C. GUINOCOR
VSU Chief Legal Officer

Person Administering Oath

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)
 - 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: _____