

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	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country: Philippines
4. PLACE OF BIRTH	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	☒ Male ☐ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ 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	ZIP CODE	
8. WEIGHT (kg)	74.00		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	Sto Rosario Street House/Block/Lot No. Street Poblacion Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province 6522
10. GSIS ID NO.	LP02004797138	ZIP CODE	
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	121077609186	19. TELEPHONE NO.	(053) 565-0600
13. SSS NO.	N/A	20. MOBILE NO.	917-659-0003
14. TIN NO.	296021641000	21. E-MAIL ADDRESS (if any)	normanvillas@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00893		

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	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	NAME EXTENSION (JR., SR)		
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	N/A
SECONDARY	Visayas State University Laboratory High School	High School	2003	2007		2007	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Computer Science	2007	2011		2011	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	07/17/2023

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
	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

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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SIGNATURE		DATE	07/17/2023
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

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)

Data Privacy Awareness and Compliance Workshop	06/28/2023	06/30/2023	48	Managerial	YISRAEL SOLUTIONS AND TRAINING CENTER INC.
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: RESILIENCE 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)
Cyber Security Essentials	10/01/2019	10/02/2019	24	Technical	DICT - Main Office, Diliman, Quezon City

Mikrotek Certified User Management Engineer (MTCUME)	07/30/2019	08/04/2019	120	Technical	Philippine Society of Information and Technology Educators (PSITE) Region 8/ Visayas State University
Mikrotek Certified Network Associate (MTCNA)	07/30/2019	08/04/2019	120	Technical	Philippine Society of Information and Technology Educators (PSITE) Region 8/ Visayas State University
Mikrotek Certified Routing Engineer	07/30/2019	08/04/2019	120	Technical	Philippine Society of Information and Technology Educators (PSITE) Region 8/ Visayas State University
Mikrotek Certified Academy Trainer (MTCAT) Course	07/30/2019	08/04/2019	120	Technical	Philippine Society of Information and Technology Educators (PSITE) Region 8/ Visayas State University
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
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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 IPCL 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-IDAR 2 and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

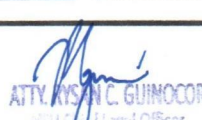
VIII. OTHER INFORMATION

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				Kabalkat Civicom
Information Technology				
Systems Analysis				
Music				

SIGNATURE		DATE	07/17/2023
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Attachment A.1

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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) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>DR. EDGARDO E. TULIN</td> <td>VSU, BAYBAY, LEYTE</td> <td>053 563 - 7067</td> </tr> <tr> <td>PROF. WINSTON TABADA</td> <td>VSU, BAYBAY, LEYTE</td> <td>053 563 7068</td> </tr> <tr> <td>ENGR. SEAN O. VILLAGONZALO</td> <td>VSU, BAYBAY, LEYTE</td> <td>09953934540</td> </tr> </tbody> </table>		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		
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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.															
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SUBSCRIBED AND SWORN to before me this <u>24 JUL 2023</u>, affiant exhibiting his/her validly issued government ID as indicated above.  ATTY. KYSAN C. GUINOCOR VSU Legal Officer Person Administering Oath															