

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	NORBERT	JOHN	NAME EXTENSION (JR., SR)
MIDDLE NAME	ORTEGA		
3. DATE OF BIRTH (mm/dd/yyyy)	04/02/1994	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 CITY	If holder of dual citizenship, please indicate the details.	Philippines ▼
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	APARTMENT 49A KILBOURNE House/Block/Lot No. Street VSU PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
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:	ZIP CODE	6521-A
7. HEIGHT (m)	1.7m	18. PERMANENT ADDRESS	APARTMENT 49A KILBOURNE House/Block/Lot No. Street VSU PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
8. WEIGHT (kg)	70kg	ZIP CODE	
9. BLOOD TYPE	B+	19. TELEPHONE NO.	(053)563-7114
10. GSIS ID NO.	NONE	20. MOBILE NO.	+639951442430
11. PAG-IBIG ID NO.	1211-2893-4111	21. E-MAIL ADDRESS (if any)	villasnorbert@gmail.com
12. PHILHEALTH NO.	13-025251633-7		
13. SSS NO.	06-353-4302-2		
14. TIN NO.	457-121-653-0000		
15. AGENCY EMPLOYEE NO.	NONE		

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	JANSEL JOI	NAME EXTENSION (JR., SR)	NORWAYNE JAN C. VILLAS	09/20/2017
MIDDLE NAME	CABATAÑA			
OCCUPATION	ADMINISTRATIVE AIDE III			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY - PLANNING OFFICE			
BUSINESS ADDRESS	BAYBAY CITY, LEYTE			
TELEPHONE NO.	565-0600 local 1004			
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			

(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	6/5/2000	3/24/2006		2006	NA
SECONDARY	VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL	HIGH SCHOOL	6/5/2006	3/19/2010		2010	NA
VOCATIONAL / TRADE COURSE	NONE						
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	6/7/2010	5/9/2014		2014	NA
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER IN MANAGEMENT MAJOR IN BUSINESS MANAGEMENT	6/27/2015	on-going	40 units		NA

(Continue on separate sheet if necessary)

SIGNATURE		DATE	7/1/2022
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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	Date of Validity
	CIVIL SERVICE ELIGIBILITY PROFESSIONAL LEVEL	80.4	4/6/2014	KAPANGIAN ELEMENTARY SCHOOL, TACLOBAN CITY		
	DRIVER'S LICENSE		4/8/2016	BAYBAY CITY, LEYTE	H12-13-002396	

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	7/1/2022
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7/1/2022

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


INCLUSIVE DATES OF		TAX-FID	
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VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
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Driving Skills	NONE	NONE
Computer Skills		
Analytical Skills		
	SSOS DIA & O	

SIGNATURE		DATE	7/1/2022
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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: <u>Looking for greener pasture</u>	
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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____	
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____	
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
ANALITA A. SALABAO	Visayas State University	565-0600 (1018)
MARWEN A. CASTAÑADA	Visayas State University	565-0600 (1067)
ROBERTO C. GUARTE	Visayas State University	563-7428
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.		
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: LTO Driver's License ID/License/Passport No.: H12-13-002396 Date/Place of Issuance: April 8, 2016	Signature (Sign inside the box) 7/1/2022 Date Accomplished	
SUBSCRIBED AND SWORN to before me this 04 AUG 2022, affiant exhibiting his/her validly issued government ID as indicated above.		PHOTO
ATTY. RYSA C. GUINOCOR VSU Chief Legal Officer Person Administering Oath		Right Thumbmark