

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)
MIDDLE NAME	ORTEGA		
3. DATE OF BIRTH (mm/dd/yyyy)	05/11/1990	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Pls. indicate country:
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:		
7. HEIGHT (m)	163	17. RESIDENTIAL ADDRESS	461 STA. BARBARA
8. WEIGHT (kg)	71	ZIP CODE	House/Block/Lot No. Street
9. BLOOD TYPE	O		Subdivision/Village Barangay
10. GSIS ID NO.	LP02004797138		INOPACAN LEYTE
11. PAG-IBIG ID NO.	1210 7760 9186		City/Municipality Province
12. PHILHEALTH NO.	12-051133593-6		6522
13. SSS NO.	N/A	18. PERMANENT ADDRESS	461 STA BARABARA
14. TIN NO.	296-021-641-000	ZIP CODE	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	V00893		Subdivision/Village
			INOPACAN LEYTE
			City/Municipality Province
			6522
		19. TELEPHONE NO.	(053) 565-8283
		20. MOBILE NO.	09176590003
		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	01/03/2012
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			

(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	PRIMARY EDUCATION	06/01/1997	03/30/2003	Graduated	2003	N/A
SECONDARY	LEYTE STATE UNIVERSITY LABORATORY HIGH SCHOOL	HIGH SCHOOL	06/01/2003	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	06/01/2007	03/30/2011	Graduated	2011	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/03/2017
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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
	CSC Professional		Aug-18	Saint Joseph College, Maasin City, So. Leyte		
	CSC-DICT (Electronic Data Processing Specialist)		Oct-18	Department Of Information and Communications Technology, Quezon City		

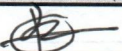
**V. WORK EXPERIENCE**  
(Include private employment. Start from your recent work.) Description of duties should be indicated in the attached Work Experience sheet.

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

[illegible]

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	01/03/2019



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			
	Object Oriented Programming(JAVA)	09/24/2018	10/26/2018	96 hours	Technical	Department of Information and Communications technology
	Data Privacy	01/06/2018	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	11/10/2016	11/11/2016	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	02/12/2016	02/12/2016	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	09/07/2015	09/07/2015	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	01/03/2019	



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)		
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.

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **Driver's License**

ID/License/Passport No.: **H12-13-002369**

Date/Place of Issuance: **BAYBAY CITY,LEYTE**

Signature (Sign inside the box)

01/03/2019

Date Accomplished

PHOTO

Right Thumbmark

SUBSCRIBED AND SWORN to before me this **JAN 23 2019**, affiant exhibiting his/her validly issued government ID as indicated above.

**ATTY. RYSAN C. GUINOCOR**  
**VSU LEGAL OFFICER**  
Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4



**WORK EXPERIENCE SHEET**

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

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 from most recent first.

- Duration: November 1, 2015 – present
- Position: Computer Programmer I
- Name of Office/Unit: University Computer Center
- Immediate Supervisor: Sean O. Villagonzalo
- Name of Agency/Organization and Location: Visayas State University, Baybay, Leyte
  
- List of Accomplishments and Contributions (if any)
  - Developed Online Enrollment System
  - Implemented the Network Design set by Engr. Villagonzalo
  - Provisioned Fiber Optic Backbone Network
  - Programmed Network Routers and Switches(Comware 5, HPE Switches)
  - Programmed DTR Generator based on the procured Biometrics Machines
  - Live stream and Multi-media set-up during University Events
  - Provisioned VOIP(Voice Over IP) Telephone
  - Provisioned CCTVs via Campus network
  - Connected VSU Tolosa Campus to the Main Campus via Tunnelled network
  - Provisioned Free Wi-Fi Access to Students and Guests
  - Implement Computerized Enrollment System for Tolosa Campus
  
- Summary of Actual Duties
  - Responsible for the maximum uptime of the Online Enrollment System. Provides assistance to Registrar's Office incase of downtime.
  - Responsible for the Campus network uptime both Intra/Internet.
  - Responsible for the maximum uptime of VSU Website and it's attached subdomains
  - Responsible for the maintenance of Servers and Network Switches
  - Troubleshoot any System errors on Enrollment System
  - Responsible for the network security
  - Responsible for Development and Maintenance of Tolosa Campus' Enrollment System

- Duration: April 15, 2013 – October 30, 2015
- Position: Computer Programmer
- Name of Office/Unit: Registrar's Pffice
- Immediate Supervisor: Eliezer L. Velasco
- Name of Agency/Organization and Location: Visayas State University , Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
  - Migrated MS Access Backend to MS SQL for better performance of Student Records Management System
  - Provided Kiosk Type Grades Inquiry for Students
  - Enhanced SRMS performance
  - Designed and Developed an Web-based enrolment system
- Summary of Actual Duties
  - Responsible in maintaining the Student Records Management System and it's attached systems
  - Responsible for the Maintenance of Registrar's Office Workstations and Servers
  - Responsible for the Design and Development of a Web-based enrolment system.

  
NORMAN O. VILLAS

Signature over Printed Name

Date: 1-21-2019