

# 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) N/A	
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, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
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	Apartment 49-Annex Kilbourne House/Block/Lot No. Street VSU Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.64	ZIP CODE	6521
8. WEIGHT (kg)	78.00		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	Apartment 49-Annex Kilbourne House/Block/Lot No. Street VSU Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	2006006991	ZIP CODE	6521
11. PAG-IBIG ID NO.	121128934111		
12. PHILHEALTH NO.	130252516337	19. TELEPHONE NO.	(053) 563-7114
13. SSS NO.	0635343022	20. MOBILE NO.	920-668-0310
14. TIN NO.	457121653000	21. E-MAIL ADDRESS (if any)	norbert.villas@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V02009		

## 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 IV			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	VSU, BAYBAY CITY, LEYTE			
TELEPHONE NO.	(053) 565-0600			
24. FATHER'S SURNAME	VILLAS			
FIRST NAME	NORBERTO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CABANTUG			
25. MOTHER'S MAIDEN NAME	NORMA DANCIL ORTEGA			
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	2000	2006		2006	NA
SECONDARY	Visayas State University Laboratory High School	High School	2006	2010		2010	NA
VOCATIONAL/ TRADE COURSE	N/A						NA
COLLEGE	Visayas State University	Bachelor of Science in Agribusiness	2010	2014		2014	NA
GRADUATE STUDIES	Visayas State University	Master in Management (Major in Business Management)	2015	2022		2022	NA

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/09/2022
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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
	Career Service Eligibility - Professional	80.40	04/06/2014	Kapangian Elementary School	N/A	N/A

(Continue on separate sheet if necessary)

#### V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/09/2022
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## 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		
	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

(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)

[illegible]

(Continue on separate sheet if necessary)






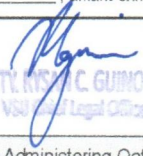
## VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Driving	N/A	VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)
Photography		
Video Editing		
Social Media Management		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/09/2022
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)</p> <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>Arlan Castillo</td> <td>Ormoc City, Leyte</td> <td>09270820223</td> </tr> <tr> <td>Artheiriza Manalo</td> <td>Ormoc City, Leyte</td> <td>0945678088</td> </tr> <tr> <td>Aleli A. Villocino</td> <td>VSV, Baybay City, Leyte</td> <td>(053) 565-0600</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Arlan Castillo	Ormoc City, Leyte	09270820223	Artheiriza Manalo	Ormoc City, Leyte	0945678088	Aleli A. Villocino	VSV, Baybay City, Leyte	(053) 565-0600
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<p>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.</p>													
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<p>SUBSCRIBED AND SWORN to before me this <b>25 JAN 2023</b>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center;">  <p><b>ATTY. NINO C. GUIMCOR</b> Notary Public for the Philippines</p> </div> <p>Person Administering Oath</p>													