

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	JANSEL JOI	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	CABATAÑA		
3. DATE OF BIRTH (mm/dd/yyyy)	01/12/1994	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	Masbate, Masbate	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" 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-A Kilbourne Street House/Block/Lot No. Street VSU Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.50	ZIP CODE	6521
8. WEIGHT (kg)	48.00	18. PERMANENT ADDRESS	Maharlika Road House/Block/Lot No. Street Purok 4 Barangay 91 (Abucay) Subdivision/Village Barangay TACLOBAN CITY (Capital) LEYTE City/Municipality Province
9. BLOOD TYPE	O-	ZIP CODE	6500
10. GSIS ID NO.	2005336950	19. TELEPHONE NO.	(053) 563-7114
11. PAG-IBIG ID NO.	121179437496	20. MOBILE NO.	920-668-0311
12. PHILHEALTH NO.	130254253457	21. E-MAIL ADDRESS (if any)	janseljoi.villas@vsu.edu.ph
13. SSS NO.	3475245853		
14. TIN NO.	459966654		
15. AGENCY EMPLOYEE NO.	V01053		

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	NORBERT JOHN	NAME EXTENSION (JR., SR)	NORWAYNE JAN CABATAÑA VILLAS	09/20/2017
MIDDLE NAME	ORTEGA			
OCCUPATION	EDUCATION RESEARCH ASSISTANT I			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	BAYBAY CITY, LEYTE			
TELEPHONE NO.	563-7114			
24. FATHER'S SURNAME	CABATAÑA			
FIRST NAME	JOEL	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BELTRAN			
25. MOTHER'S MAIDEN NAME	LINA DELOS SANTOS ABINAL			
SURNAME	CABATAÑA			
FIRST NAME	LINA			
MIDDLE NAME	ABINAL		(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	Judge Antonio R. Montilla, Sr. Elementary School	Elementary	1999	2006		2006	N/A
SECONDARY	Leyte National High School	High School	2006	2010		2010	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Eastern Visayas State University	Bachelor of Science in Statistics	2010	2014		2014	OWWA
GRADUATE STUDIES	Visayas State University	Master of Management	2015	2015	6 units	2015	N/A

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	11/29/2022
-----------	---	------	------------

Attachment A

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			
GRADUATE STUDIES	College of Maasin	Master in Public Administration	2019	2022		2022	N/A
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		11/29/2022		

IV. CIVIL SERVICE ELIGIBILITY

(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.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	
-----------	---

DATE _____

11/29/2022

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)

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-Workshop on Risk Assessment	11/24/2022	11/25/2022	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Attaining Work-Life Balance and Productivity	11/09/2022	11/11/2022	24	Technical	Personnel Officers Association of the Philippines, Inc. (POAP)
	Orientation / Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines	10/07/2022	10/07/2022	4	Technical	Quality Assurance Center, Visayas State University
	In-House Training on Public Financial Management	08/03/2022	08/05/2022	24	Technical	Department of Budget and Management-Region 8
	Seminar on Application of Virtual Reality to Agriculture, Land Use, and Transportation Plans	08/22/2022	09/22/2022	8	Technical	International Affairs Office
	Cybersecurity and Digital Literacy	06/21/2022	06/21/2022	4	Technical	RDC & DICT
	Orientation on the Google Workspace	06/14/2022	06/14/2022	4	Technical	RDC & DICT
	Disaster Risk Reduction and Management Training for LGU - Baybay City	06/04/2022	06/04/2022	8	Technical	Philippine KOICA Fellows Association, Inc.
	NWM A Webinar on Menopause and other Common Gynecological Problems	03/31/2022	03/31/2022	4	Technical	Office of the Chief of University Services for Health, Emergency, and Rescue
	Women Inspiring Women	03/07/2022	03/07/2022	8	Technical	VSU Gender Resource Center
	Online Training on the Eastern Visayas Project Monitoring System (EVPMS)	03/02/2022	03/02/2022	8	Technical	National Economic Development Authority RO8
	Webinar on RA11313 - Safe Spaces Act	12/08/2021	02/08/2022	8	Technical	Gender Resource Center
	Correcting Corrective Actions	05/28/2021	05/28/2021	1	Technical	AGF Consulting Group
	Graduate Research Forum	05/08/2021	05/08/2021	8	Research	The College of Maasin
	Risk-Based Thinking Explained	05/07/2021	07/07/2021	4	Technical	AGF Consulting Group
	Best Practices in Writing and Publishing Your Research Paper	04/16/2021	04/16/2021	4	Research	Researcher Academy
	Rebuilding the Economy from the COVID-19 Pandemic: The Role of SUCs and HEIs	03/05/2021	03/05/2021	2	Technical	College of Management and Economics, Visayas State University

PLEASE SEE ATTACHMENT B

(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)
	Creativity		N/A		Personnel Officers Association of the Philippines
	Customer Service				Leyte State University – Administrative Personnel Association
	Statistical Analysis				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	11/29/2022
-----------	---	------	------------

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			
	Gender, Climate, and Disaster Resilience: Challenges of Equity and Sustainability	03/01/2021	03/01/2021	8	Technical	Coastal Cities at Risk in the Philippines
	Control Your Records before They Control You: The Basics of Records Management and Records Control	01/27/2021	01/27/2021	4	Technical	Department of Science and Technology - Science and Technology Information Institute (DOST-STII)
	ISO 9001:2015 Awareness/ Re-awareness Webinar	11/27/2020	11/27/2020	4	Technical	Visayas State University
	Webinar on Organizing Your VSU Email for Stress-Free Productivity	11/20/2020	11/20/2020	4	Technical	Visayas State University
	Document Tracking System	11/13/2020	11/13/2020	3	Technical	Human Resource Information System, Visayas State University
	Data Driven Governance Training	11/09/2020	11/13/2020	20	Technical	Department of Information and Communications Technology - Leyte
	Information Security and Document Control	11/06/2020	11/06/2020	1	Technical	AGF Consulting Group
	Operational Planning Workshop and Reframing of the Strategic Plan	10/05/2020	10/07/2020	24	Technical	Visayas State University
	Workshop on the Assessment of Accomplishment and Target Settings of the Strategic Plan	09/30/2020	09/30/2020	8	Technical	Visayas State University
	ISO Document Control	09/21/2020	09/21/2020	8	Technical	International Skills Republic Academy
	Graphic Design Using Canva	09/10/2020	09/10/2020	2	Technical	Department of Information and Communications Technology
	Cyber Security Training	12/18/2019	12/19/2019	16	Technical	Visayas State University
	Frontline and Customer Service	09/24/2019	09/27/2019	32	Technical	Personnel Officers Association of the Philippines, Inc. (POAP)
	Basic Statistical Methods Using R Commander	06/17/2019	06/21/2019	40	Research	Philippine Statistical Research and Training Institute
	Seminar-Workshop on Implementation Ready Project Proposal Preparation	03/15/2019	03/15/2019	8	Technical	Visayas State University
	Seminar Workshop on Open Data Kit	03/07/2019	03/07/2019	8	Research	Department of Statistics
	VSUCC Basic Cooperative Course Seminar	11/17/2018	11/17/2018	8	Technical	ViSCA Credit Cooperative
	Target Setting Workshop	08/20/2018	08/21/2018	16	Technical	Visayas State University
	Career Guidance and Job-Seeking Seminar in Statistics	03/17/2017	03/17/2017	8	Technical	Department of Statistics, Visayas State University
	Statistics and Probability in Grade 11 in the Senior High School Curriculum	11/05/2016	11/27/2016	32	Instruction	Philippine Statistical Research and Training Institute
	Data Appreciation Seminar	10/10/2016	10/10/2016	8	Technical	Department of Statistics, Visayas State University
	Procurement Act Orientation	09/09/2016	09/09/2016	8	Technical	Visayas State University
	Workshop to Review and Improve Citizens' Charter per CSC MC No. 14, s. 2016	09/01/2016	09/01/2016	8	Technical	Visayas State University
	Training on the Revised RA 9255 and its Related Memo Circulars	06/25/2016	06/25/2016	8	Technical	Philippine Statistics Authority
	Orientation Seminar on Human Resource Policies, Basic Customer Service Skills Training and Civil Registration Laws/Updates	03/19/2016	03/19/2016	8	Technical	Philippine Statistics Authority
(Continue on separate sheet if necessary)						
SIGNATURE				DATE		
				11/29/2022		

