CS Form No. 212 Revised 2017

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 boxe I. PERSONAL INFORMATIO	is () and use separate sheet if necessary. Indication	ate N/A if not applicable. DO N	OT ABBREVIA	ATE.	I. CS ID No.		(Do not fill up. Fo	or CSC use only)	
2. SURNAME	VILLAS								
FIRST NAME	JANSEL JOI						AME EXTENSION (JR., SR) N/A		
MIDDLE NAME	CABATAÑA								
3. DATE OF BIRTH (mm/dd/yyyy)	01/12/1994	16. CITIZENSHIP	Filipino Dual Citizenship				by naturalization		
4. PLACE OF BIRTH	Masbate, Masbate	If holder of dual citize	nship,			Pls. indicate country:			
5. SEX	Male	please indicate the de	ise indicate the details. Philippines						
6. CIVIL STATUS	Single Married	17. RESIDENTIAL ADDRESS	Apartment 49-A		Kilbourne Street		1		
0. GIVIE GIVI GG	☐ Widowed ☐ Separated		House/Block/Lot No.			Street			
	Other/s:		Sui	VSU bdivision/Villag	9		Pangasungan Barangay		
7. HEIGHT (m)	1.50		C	BAYBAY ity/Municipality			LEYTE Province		
8. WEIGHT (kg)	48.00	ZIP CODE	Gityrinuriicipality		-	6521			
9. BLOOD TYPE	0-	18. PERMANENT ADDRESS			Maharlika Road			-	
	2005225050	+	Hou	use/Block/Lot N Purok 4	0.	Street Barangay 91 (Abucay)			
10. GSIS ID NO.	2005336950		Subdivision/Village			Barangay LEYTE			
11. PAG-IBIG ID NO.	121179437496		TACLOBAN CITY (Capital) City/Municipality		Province				
12. PHILHEALTH NO.	130254253457	ZIP CODE			6500				
13. SSS NO.	3475245853	19. TELEPHONE NO.	(053)			3) 563-7114			
14. TIN NO.	459966654 20. MOBILE NO.			920-668-0311					
15. AGENCY EMPLOYEE NO.	V01053	21. E-MAIL ADDRESS (if any)			janseljoi.vi	llas@vsu.edu.p	h		
II. FAMILY BACKGROUNE									
22. SPOUSE\'S SURNAME	VILLAS			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 CABA		CABATAÑ	A VILLAS	09/20/2017		
MIDDLE NAME	ORTEGA								
OCCUPATION	EDUCATION RESEARCH A	ASSISTANT I							
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIV	ERSITY							
BUSINESS ADDRESS	BAYBAY CITY, LE	YTE							
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	v.						
SURNAME	CABATAÑA								
FIRST NAME	LINA								
MIDDLE NAME	ABINAL			(0	ontinue on sep	parate sheet if nece	ssary)		
III. EDUCATIONAL BACK	GROUND								
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGR (Write in full)	EE/COURSE	PERIOD OF A	To	HIGHEST LEVEL/UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED	
ELEMENTARY	Judge Antonio R. Montilla, Sr. Elementary School	Elementary		1999	2006	,	2006	MA	
SECONDARY	Leyte National High School	High School		2006	2010		2010	NA	
VOCATIONAL/ TRADE COURSE COLLEGE	N/A Eastern Visayas State University	Bachelor of Science in S	tatistics	2010	2014		2014	OWWA	
GRADUATE STUDIES	Visayas State University	Master of Managem PLEASE SEE ATTACHMENT	ent	2010	2015	6 units	2015	N/A	
		(Continue on separate sheet if necessary	AND DESCRIPTION OF THE PERSON NAMED IN COLUMN TWO						
SIGNATURE				DA	NTE		11/29/2022		

Attachment A

ROUND						
NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE	PERIOD OF ATTENDANCE		HIGHEST LEVEL/UNITS	YEAR	SCHOLARSHIP/ ACADEMIC
	(Write in full)	From	То	(if not graduated)	GRADUATED	HONORS RECEIVED
College of Maasin	Master in Public Administration	2019	2022		2022	NA
	v 11 - 8 14 17					
	(Continue on separate sheet if necessary)	T 04	TE		11/20/2022	
	(Write in full)	NAME OF SCHOOL (Write in full) College of Maasin BASIC EDUCATION/DEGREE/COURSE (Write in full) Master in Public Administration	NAME OF SCHOOL (Write in full) College of Maasin Master in Public Administration PERIOD OF A From Continue on separate sheet if necessary)	NAME OF SCHOOL (Write in full) BASIC EDUCATION/DEGREE/COURSE (Write in full) From To College of Maasin Master in Public Administration 2019 2022	NAME OF SCHOOL (Write in full) College of Maasin Master in Public Administration Description Master in Public Administration Description Description From To Highest LevelJunits EARNED (if not graduated) College of Maasin Master in Public Administration Description Description Description To Highest LevelJunits EARNED (if not graduated) Description Description Description Highest LevelJunits EARNED (if not graduated) Description Descripti	NAME OF SCHOOL (Write in full) BASIC EDUCATION/DEGREE/COURSE (Write in full) College of Maasin Master in Public Administration Description Master in Public Administration Description Description Period of Attendance From To (if not graduated) (if not graduated) 2022 2022 (Continue on separate sheet if necessary)

IV. CIVIL SERVICE ELIGIBILITY 27. CAREER SERVICE/RA 1080 (BOARD/BAR) UNDER			DATE OF		LICENSE (if applicable)				
SPECIAL LAWS/ CES/ CSEE		RATING (If Applicable)	EXAMINATION / CONFERMENT	PLACE OF EXAMIN	PLACE OF EXAMINATION / CONFERMENT				
Civil Se	Service Examination Professional Level 80.92 04/06/2014 Tacloban City					N/A	N/A		
NO	NC II - Bread and Pastry Production			N/A		N/A		N/A	N/A
. WORK	EXPERIENC	DE .		(Continue on separate she	et if necessary)				
		t. Start from your recen	t work) Descripti	on of duties should b	e indicated in the attache	d Work Exper	salary/JOB/		
	(mm/dd/yyyy) POSITION (Write in full/Do no				ENCY / OFFICE / COMPANY /Do not abbreviate)	MONTHLY SALARY	PAY GRADE (if applicable)& STEP (Format"00-0")/	STATUS OF APPOINTMENT	GOV'T SERVIC (Y/N)
09/03/2021	PRESENT	Administrative A	vide III	Visayas	State University	13,677.00	3-2	Permanent	Υ
01/01/2021		Administrative A	vide III		State University	13,572.00	3-1	Permanent	Υ
01/01/2020		Administrative A	vide III		State University	13,019.00	3-1	Permanent	Υ
01/01/2019		Administrative A	vide III	Visayas State University		12,466.00	3-1	Permanent	Υ
01/01/2019		Administrative A	vide III	Visayas State University		12,466.00	3-1	Permanent	Y
09/03/2018	12/31/2018	Administrative A	vide III	Visayas State University		11,914.00	3-1	Permanent	Υ
12/01/2017	09/02/2018	Administrative A	ide III	Visayas State University		11,387.00	3-1	Casual	Y
09/01/2016	11/30/2017	Administrative A	ide III	VSU Department of Statistics		6,600.00	-	Job Order	N
SIGNA	ATURE	7		(Continue on separate she	at if nécessary) DATE		11/29/	2022	

VI. VOLUNTARY WORK OR INVOLVEME	NT IN CIVIC / NON-GOVERNI	MENT / PEOPL	LE / VOLUNT	'ARY ORGANI	ZATION/S	
29. NAME & ADDRESS OF (Write in fi.			VE DATES (d/yyyy)	NUMBER OF		POSITION / NATURE OF WORK
		From N/A	То	HOURS		TOWN
N/A	N/A		N/A	N/A		N/A
		-				
VII. LEARNING AND DEVELOPMENT (L8	D) INTERVENTIONS/TRAININ		IS ATTENDE	D	anerial positions)	
or from the most recent L&D/training program and include only the relevant L&D/training taken for the most recent L&D/training taken fo		INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
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 ar	nd 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 Documents and Records Control Procedure		10/07/2022	10/07/2022	4	Technical	Quality Assurance Center, Visayas State University
In-House Training on Public Finar	ncial Management	08/03/2022	08/05/2022	24	Technical	Department of Budget and Management-Region 8
Seminar on Application of Virtual Reality to Agriculture	e, Land Use, and Transportation Plans	06/22/2022	09/22/2022	8	Technical	International Affairs Office
Cybersecurity and Digita Literacy		06/21/2022	06/21/2022	4	Technical	RDC & DICT
Orientation on the Google \	Orientation on the Google Workspace		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 Cor	NWM A Webinar on Menopause and other Common Gynecological Problems		03/31/2022	4	Technical	Office of the Chief of University Services for Health, Emergence and Rescue
Women Inspiring Wo	Women Inspiring Women		03/07/2022	8	Technical	VSU Gender Resource Center
Online Training on the Eastern Visayas Projec	t 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 A	Actions	05/28/2021	05/28/2021	1	Technical	AGF Consulting Group
Graduate Research F	Forum	05/08/2021	05/08/2021	8	Research	The College of Maasin
Risk-Based Thinking Ex	xplained	05/07/2021	07/07/2021	4	Technical	AGF Consulting Group
Best Practices in Writing and Publishin	g Your Research Paper	04/16/2021	04/16/2021	4	Research	Researcher Academy
Rebuilding the Economy from the COVID-19 Pand	lemic: The Role of SUCs and HEIs	03/05/2021	03/05/2021	2	Technical	College of Management and Economics, Visayas State University
		PLEASE SEE A	ATTACHMENT B	vl		
VIII. OTHER INFORMATION						
31. SPECIAL SKILLS and HOBBIES	32. N	ON-ACADEMIC DIS (V	STINCTIONS / REC	OGNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Creativity	N/A Personnel Officers Association of the Philippin					
Customer Service	Leyte State University – Administrati Association					
Statistical Analysis						
		(Continue on separa	ate sheet if necessar	V)		
SIGNATURE				ATE	11/29/2022	
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TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	(mm/dd/yyyy) HO		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
Gender, Climate, and Disaster Resilience: Challenges of Equity and Sustainability	93/01/2021	To 03/01/2021	8	Technical	Coastal Cities at Risk in the Philippines
rol 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	Technica)	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
Data Driven Governance Training	11/09/2020	11/13/2020	20	Technical	University Department of Information and Communications Technolog
Information Security and Document Control	11/06/2020	11/06/2020	1	Technical	- Leyte AGF Consulting Group
		10/07/2020	24	Technical	Visayas State University
Operational Planning Workshop and Reframing of the Strategic Plan	10/05/2020			Technical	
Workshop on the Assessment of Accomplishment and Target Settings of the Strategic Plan	09/30/2020	09/30/2020	8		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 Technolog
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 Statisticis	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
		760 2012			

34. Are you related by consanguinity or affinity to the ap the chief of bureau or office or to the person who ha Office, Bureau or Department where you will be app	s immediate supervision over you in the					
a. within the third degree?	YES 🗸	NO				
b. within the fourth degree (for Local Government U	☐YES ☑If YES, give details:					
35. a. Have you ever been found guilty of any administr	YES If YES, give details:	NO				
b. Have you been criminally charged before any cou	☐YES ✓ If YES, give details: Date Filed: Status of Case/s:	NO				
36. Have you ever been convicted of any crime or viola regulation by any court or tribunal?	☐YES ✓ If YES, give details:	NO				
37. Have you ever been separated from the service in a retirement, dropped from the rolls, dismissal, termin phased out (abolition) in the public or private sector	nation, end of term, finished contract or	YES If YES, give details:	NO RESIGNATION			
38. a. Have you ever been a candidate in a national or (except Barangay election)?						
b. Have you resigned from the government service last election to promote/actively campaign for a nati	☐YES ✓ If YES, give details:	NO				
39. Have you acquired the status of an immigrant or pe	☐YES ✓ If YES, give details (coun	NO try):				
a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?						
41. REFERENCES (Person not related by consanguinity or affinity to	to applicant /appointee)					
NAME	ADDRESS	TEL. NO.				
LOUELLA C. AMPAC	ODFM, VSU	565-0600 (1061)				
JACQUELINE M. GUARTE	DEPSTAT, VSU	565-0600 (1035)				
NORBERTO E. MILLA I declare under oath that I have personally accomposed complete statement pursuant to the provisions of Philippines. I authorize the agency head/authorized agree that any misrepresentation made in this administrative/criminal case/s against me.	pertinent laws, rules and regulations of the representative to verify/validate the contents	Republic of the stated herein. I	JANSEL JOI C. VILLAS			
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Drivert's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: TIN ID/License/Passport No.: 459966654	hov)					
Date/Place of Issuance: 11/05/2014 / BIR, PALO, LEYTE	Signature (Sign inside the tale/Place of Issuance: 11/05/2014 / BIR, PALO, LEYTE Date Accomplished					
SUBSCRIBED AND SWORN to before me this	1 DEC 2022 , affiant ext	nibiting his/her validly issued of	government ID as indicated above.			
	Person Administering Oa	nth				