

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	NORMA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ORTEGA		
3. DATE OF BIRTH (mm/dd/yyyy)	09/01/1956	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.	
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	Apt. 49-A Kilbourne St. House/Block/Lot No. Street Visca Pangasugan Subdivision/Village Barangay Baybay City Leyte City/Municipality Province 6521-A
7. HEIGHT (m)	1.42 m	18. PERMANENT ADDRESS	
8. WEIGHT (kg)	55 kg.		
9. BLOOD TYPE	Type "O"		
10. GSIS ID NO.	B56TINOV016		
11. PAG-IBIG ID NO.	1700-0026-4795	ZIP CODE	
12. PHILHEALTH NO.	130000143120		
13. SSS NO.	03-4193773-5	19. TELEPHONE NO.	(053) 563-7114
14. TIN NO.	104-770-989	20. MOBILE NO.	09061023570
15. AGENCY EMPLOYEE NO.	V000549	21. E-MAIL ADDRESS (if any)	villasnorma@yahoo.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	NORBERTO	NAME EXTENSION (JR., SR)	NORMAN ORTEGA VILLAS	05/11/1990
MIDDLE NAME	CABANTUG		NOREEN GRACE ORTEGA VILLAS	07/07/1992
OCCUPATION	Branch Manager		NORBERT JOHN ORTEGA VILLAS	04/02/1994
EMPLOYER/BUSINESS NAME	BOHOL COMMUNITY MULTIPURPOSE COOPERATIVE		NORUEL JAY ORTEGA VILLAS	12/28/1996
BUSINESS ADDRESS	Poblacion Sierra Bullones, Bohol			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ORTEGA			
FIRST NAME	SERAPIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	SARATAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	DANCIL			
FIRST NAME	BENEDICTA			
MIDDLE NAME	LEONES			

(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	Higulo-an Community School, Baybay, Leyte	Primary Education	1965	1971	Graduated	1971	class valedictorian
SECONDARY	Baybay High School, Baybay, Leyte	Secondary Education	1971	1975	Graduated	1975	N/A
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	Franciscan College of the Immaculate Conception, Baybay, Leyte	Diploma in Secretaria Science	1978	1980	Graduated	1980	N/A
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	October 4, 2018	CS FORM 212 (Revised 2017), Page 1 of 4
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[illegible]

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

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[illegible]

V. WORK EXPERIENCE

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

[illegible]

SIGNATURE <i>[Signature]</i>		DATE	<i>Oct 4 2018</i>
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7/1/2020

DATE _____

Oct-4, 2018

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIL NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
NA				

(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)

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			
Orientation on Prime-HRM & VSU HR Systems & Practices	Aug. 8 , 2018	Auug. 8, 2018	8 hrs.	Clerical	Visayas State University
ISO Oientation	May 3, 2018	May 3, 2018	8 hrs.	Clerical	Visayas State University
on Personnel Documents/Requirements	Sept. 11, 2017	Sept. 11, 2017	8 hrs.	Clerical	Visayas State University
Induction/Orientation Program on Newly Hired Faculty and Staff into the VSU System	Sept. 4, 2017	Sept. 4, 2017	8 hrs.	Clerical	Visayas State University
Orientation on Preparation of Documents for the Internal Audit	July 26, 2017	July 26, 2017	8 hrs.	Clerical	Visayas State University
Seminar- Workshop On 5S and Record Management	Feb. 18, 2017	Feb. 18, 2017	8 Hours	Clerical	Visayas State University
HIV in the Workplace Seminar	Dec. 9, 2016	Dec. 9, 2016	4 hours	Health Awareness	Visayas State University
Reorientation Of Department Office Secretaries	Nov. 15, 2016	Nov. 15, 2016	8 Hours	Clerical	Visayas State University
Procurement Planning Workshop	Sept.3, 2016	Sept.3, 2016	8 Hours	Clerical	Visayas State University
Procurement Act Orientation	Sept. 9, 2016	Sept. 9, 2016	8 Hours	Clerical	Visayas State University
ISO 9001-2008 Orientation and Writeshop Among Clerks and Secretaries	Sept. 21, 2015	Sept. 21, 2015	8 Hours	Clerical	Visayas State University
Presentation on QMS During ISO Writeshop On Quality Objectives and Instruction: USSO, University Library and Registrar's Office	Sept. 19, 2015	Sept. 19, 2015	8 Hours	Clerical	Visayas State University
Planning- Workshop: On the Preparation and Processing Of Documents Relative To Procurement	May/27/2015	5/27/2015	8 Hours	Clerical	Visayas State University


CONTINUE ON OTHER SHEET

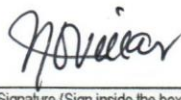
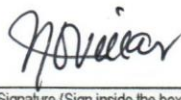
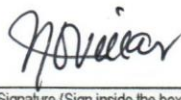
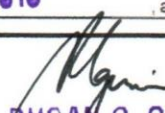
(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Typing		NA	Leyte State University Adminstrative

(Continue on separate sheet if necessary)

SIGNATURE		DATE	October 4, 2018	CS FORM 212 (Revised 2017), Page 3 of 4
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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 style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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: 40%;">NAME</th><th style="width: 40%;">ADDRESS</th><th style="width: 20%;">TEL. NO.</th></tr></thead><tbody><tr><td>Teresita L. Quiñanola</td><td>Brgy. Hipusngo, Baybay City, Leyte</td><td>NA</td></tr><tr><td>Eliezer L. Velasco</td><td>Jose Abad Santos St. Baybay City, Leyte</td><td>NA</td></tr><tr><td>Paciencia P. Milan</td><td>Guadalupe, Baybay City, Leyte</td><td>NA</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Teresita L. Quiñanola	Brgy. Hipusngo, Baybay City, Leyte	NA	Eliezer L. Velasco	Jose Abad Santos St. Baybay City, Leyte	NA	Paciencia P. Milan	Guadalupe, Baybay City, Leyte	NA		
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Paciencia P. Milan	Guadalupe, Baybay City, Leyte	NA													
<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>															
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td></tr><tr><td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID:</td><td>VSU</td></tr><tr><td>ID/License/Passport No.:</td><td>V000549</td></tr><tr><td>Date/Place of Issuance:</td><td>January 2, 2010</td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)		PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	VSU	ID/License/Passport No.:	V000549	Date/Place of Issuance:	January 2, 2010	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="text-align: center; height: 80px;"></td></tr><tr><td style="text-align: center;">Signature (Sign inside the box)</td></tr><tr><td style="text-align: center;">October 4, 2018</td></tr><tr><td style="text-align: center;">Date Accomplished</td></tr></table> <div style="border: 1px solid black; width: 150px; height: 80px; margin-top: 10px;"></div> <p style="text-align: center; font-size: small;">Right Thumbmark</p>		Signature (Sign inside the box)	October 4, 2018	Date Accomplished
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Date/Place of Issuance:	January 2, 2010														
															
Signature (Sign inside the box)															
October 4, 2018															
Date Accomplished															
<p>SUBSCRIBED AND SWORN to before me this OCT 05 2018, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;"> ATTY. RYSAN C. GUINOCOR VSU LEGAL OFFICER <small>Person Administering Oath</small></div>															



PHOTO