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.

	TO FILLING OUT THE PERSONAL DATA SHEET (and use separate sheet if necessary. Indicate			PDS FORM	1. CS ID No.		(Do not fill up. F	or CSC use only)
. PERSONAL INFORMATIO		The application by Hot						
2. SURNAME	VILLAS							
FIRST NAME	NORMA NAME EXTENSION (JR., SR)							
MIDDLE NAME	ORTEGA							
3. DATE OF BIRTH	09/01/1956	16. CITIZENSHIP		▼ Filip	nino 🗆	Dual Citizenship		
(mm/dd/yyyy)				(V)		_	by naturaliz	ration
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder of dual citizes	nship,			Pls. indicate of	ountry:	
5. SEX	☐ Male	please indicate the de	etails.					-
6 CIVIL STATUS	☐ Single ☑ Married	17. RESIDENTIAL ADDRESS	Apt. 49-A K			ilbourne St.		
U GIVIE GIATOG	☐ Widowed ☐ Separated		House/Block/Lot No. Visca P			Street angasugan		
	Other/s:	1		bdivision/Villag			Barangay	
7. HEIGHT (m)	1.42 m		1	laybay City ity/Municipality			Leyte Province	
8. WEIGHT (kg)	55 kg.	ZIP CODE				6521-A		
9. BLOOD TYPE	Type "O"	18. PERMANENT ADDRESS	Hou	ise/Block/Lot /	do.		Street	
10. GSIS ID NO.	B56TINOV016					Brgy	Kambongga	an
11. PAG-IBIG ID NO.	1700-0026-4795	1	Sui	bdivision/Villag Baybay			Barangay Leyte	
TI. TAGBIO ID NO.			C	ity/Municipality	/		Province	
12. PHILHEALTH NO.	130000143120	ZIP CODE		6521				
13. SSS NO.	03-4193773-5	19. TELEPHONE NO.			(053	3) 563-7114		
14. TIN NO.	104-770-989	20. MOBILE NO.	09061023570					
15. AGENCY EMPLOYEE NO.	V000549	21. E-MAIL ADDRESS (if any)			villasnorn	na@yahoo.co	<u>om</u>	
II. FAMILY BACKGROUND								
22. SPOUSE'S SURNAME	VILLAS		23. NAME of CH	ILDREN (Writ	e full name and l	ist all)	DATE OF BIRT	TH (mm/dd/yyyy)
FIRST NAME	NORBERTO	NAME EXTENSION (JR., SR)	NORMAN OF	RTEGA VIL	LAS		05/11	/1990
MIDDLE NAME	CABANTUG		NOREEN GR	RACE ORT	EGA VILLAS	1	07/07	7/1992
OCCUPATION	Branch Manager		NORBERT J	OHN ORT	EGA VILLAS		04/02	2/1994
EMPLOYER/BUSINESS NAME	BOHOL COMMUNITY MULTIPURPOSE CO	OOPERATIVE	NORUEL JA	Y ORTEGA	VILLAS		12/28	3/1996
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		1					
MIDDLE NAME	LEONES			(Continue on se	parate sheet if neces	sary)	
III. EDUCATIONAL BACK	GROUND							
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGR (Write in full)	EE/COURSE		ATTENDANCE	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
				From	То			class
ELEMENTARY	Higulo-an Community School, Baybay, Leyte	Primary Education		1965	1971	Graduated	1971	valedictorian
SECONDARY	Baybay High School, Baybay, Leyte		1971	1975	Gradfuated	1975	N/A	
VOCATIONAL / TRADE COURSE	N/A							
COLLEGE	Franciscan College of the Immaculate Conception, Baybay, Leyte	Diploma in Secretar	ia Science	1978	1980	Graduated	1980	N/A
GRADUATE STUDIES								
		(Continue on separate sheet if nec	T					
SIGNATURE	Atrica	DATE	Oct	tober 4, 2	018	CS FORM 21	2 (Revised 2017),	, Page 1 of 4

. CARE		(BOARD/BAR) UNDER	RATING	DATE OF					LICENSE (if ap	oplicable)
SPECIAL LAWS/ CES/ CSFE			(If Applicable)	EXAMINATION CONFERMENT		PLACE OF EXAMINA	TION / CONFERI	MENT	NUMBER	Date of Validity
CAREER SERVICE SUB-PROFESSIONAL		74.50	08/03/1986	-	Taclob		N/A	N/A		
								,		
Wasy	EVALATION		, (Co	ntinue on separate s	sheet if nec	ressary)				
	EXPERIENCE	0. 15			add by to		d 1845 - de 17-11			
		Start from your rece	it work) Description	on or duties sho	ulu be ir	idicated in the attacl	lea Work Exp	SALARY/JOB/PAY	L	
	LUSIVE DATES mm/dd/yyyy)	POSITION 1 (Write in full/Do not				// OFFICE / COMPANY not abbreviate)	MONTHLY SALARY/DAILY	GRADE (if applicable)& STEP (Formal *00-0*)/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVIC (Y/N)
1/2018	PRESENT	Administrative	Aide VI	VISAY	AS STATE	UNIVERSITY	P14,340.00	SG 6-1	Permanent	YES
3/2017	12/31/2018	Administrative	Aide VI	VISAY	AS STATE	UNIVERSITY	P 13,851.00	SG 6-1	Permanent	YES
3/2017		Administrative	Aide VI	VISAY	AS STATE	UNIVERSITY	P 13,378.00	SG 4-6	Permanent	YES
1/2017	1/2/2017	Administrative			VISAYAS STATE UNIVERSITY		P 12, 702.00	SG 4-6	Permanent	YES
1/2016	12/31/2016	Administrative		VISAYAS STATE UNIVERSITY		P 12, 217.00	SG 4-6	Permanent	YES	
4/2014	12/31/2016	Administrative		VISAYAS STATE UNIVERSITY		P 11, 751.00	SG 4-6	Permanent	YES	
1/2012	3/3/2014	Administrative		VISAYAS STATE UNIVERSITY VISAYAS STATE UNIVERSITY		P 11, 625.00	SG 4-5	Permanent	YES	
1/2011	5/31/2012	Administrative		VISAYAS STATE UNIVERSITY		P 10, 904.00	SG 4-5	Permanent Permanent	YES	
24/2010	3/3/2011	Administrative		VISAYAS STATE UNIVERSITY		P 10, 172.00	SG 4-4	Permanent	YES	
1/2009	6/23/2010	Administrative		VISAYAS STATE UNIVERSITY		P 9,252. 00	SG 4-4	Permanent	YES	
11/2008	6/30/2009	Administrative		VISAYAS STATE UNIVERSITY		P 8,496.00	SG 4-4	Permanent	YES	
14/2008	6/30/2008	Administrative	Aide IV	VISAYAS STATE UNIVERSITY		P 7, 724. 00	SG 4-4	Permanent	YES	
/1/2007	3/3/2008	Administrative	Aide IV	VISA	YAS STAT	EUNIVERSITY	P 7,536.00	SG 4-3	Permanent	YES
14/2005	6/30/2007	Administrative	Aide IV	LEY	TE STATE	UNIVERSITY	P 6, 851.00	SG 4-3	Permanent	YES
2/1/2004	3/3/2005	Administrative	Aide IV	LEY	TE STATE	UNIVERSITY	P 6, 684.00	SG 4-1	Permanent	YES
14/2002	11/30/2004	Clerk		LEY	TE STATE	UNIVERSITY	P 6, 684.00	SG 4-1	Permanent	YES
/1/2001	3/3/2002	Clerk	1.4			GE OF AGRICULTURE	P 6, 522.00	SG 4-1	Permanent	YES
/1/2000	6/30/2001	Clerk				GE OF AGRICULTURE	P 6, 211.00	SG 4-1	Permanent	YES
14/1999	12/31/1999	Clerk				GE OF AGRICULTURE	P5, 646. 00	SG 4-1	Permanent	YES
18/1997 11/1997	3/3/1999	Clerk		VISAYAS STATE COLLEGE OF AGRICULTURE		P 5,492. 00		Permanent	YES	
11/1996	4/7/1997 12/31/1996	Clerk		VISAYAS STATE COLLEGE OF AGRICULTURE		P 5, 358. 00 P 4, 978. 00		Permanent Permanent	YES	
11/1995	12/31/1995	Clerk		VISAYAS STATE COLLEGE OF AGRICULTURE VISAYAS STATE COLLEGE OF AGRICULTURE		P3, 978. 00		Permanent	YES	
/8/1994	12/31/1994	Clerk		VISAYAS STATE COLLEGE OF AGRICULTURE VISAYAS STATE COLLEGE OF AGRICULTURE		P 2, 978. 00		Permanent	YES	
/1/1994	4/71994	Clerk		VISAYAS STATE COLLEGE OF AGRICULTURE		P 2, 956. 00		Permanent	YES	
/8/1991	12/31/1993	Clerk		VISAYAS STATE COLLEGE OF AGRICULTURE		P 2,156.00		Permanent	YES	
/21/1981	4/7/1991	Clerk		VISAYAS STATE COLLEGE OF AGRICULTURE			P 98.00/Day		Casual	YES
49.75			11.1						Casual	YES
									Casual	YES
			(CONTINUE ON C	THER S	HEET				1997
			(C	ontinue on separate	sheet if ne	cessary)				ere en
SIGNATURE Affilian			DATE October 4, 2018 cs			CS FORM	FORM 212 (Revised 2017), Page 2 of			
SIGI	CHARLES OF THE PARTY OF THE PAR									

School Ships and Shipson	ERVICE ELIGIS	AND DESCRIPTION OF THE PROPERTY OF THE PROPERT		DATE OF	以基础的发展的 。6			LICENSE (if ap	plicable)
	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE RATING (Applicable)		EXAMINATION / CONFERMENT	PLACE OF EXAMINA	ATION / CONFERI	MENT	NUMBER	Date of Validity	
	,					-	.=-		
							* * * * * * * * * * * * * * * * * * *		
			•				ji.		
						V 100			
	S S TANK		(0.	ntinue on separate sheet	francoid				
发展技术。第一年发展技术	EXPERIENCE	. Start from your recen				hed Work Evo	erience sheel		
. NCLU	JSIVE DATES m/dd/yyyy)	POSITION T (Write in full/Do not	TLE	DEPARTMENT / AGE	NCY / OFFICE / COMPANY Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/N)
1/1989	6/30/1989	Clerk 1		Andrews and the contract of th	ATE COLLEGE OF	P 34. 50/Day	HONEMENT	Casual	Yes
114/1987	12/31/1988	Clerk-Typ		VISAYAS ST	CULTURE ATE COLLEGE OF	P 34. 50/Day		Casual	Yes
3/1/1987	12/13/1987	Clerk-Typ		VISAYAS ST	CULTURE ATE COLLEGE OF	P 24.50/Day		Casual	Yes
7/1/1936	2/28/1987	Clerk-Typ		VISAYAS ST	CULTURE ATE COLLEGE OF	P 21.30/Day		Casual	Yes
1/1/1985	6/30/1986	Clerk-Typ		VISAYAS ST	CULTURE ATE COLLEGE OF	P 19.35/Day		Casual	Yes
5/1/1934	12/31/1984	Clerk-Typ		VISAYAS ST	CULTURE ATE COLLEGE OF	P 17.60/Day		Casual	Yes
4/2/1984	4/30/1984	Clerk-Typ		VISAYAS ST	CULTURE ATE COLLEGE OF	P 16.00/Day		Casual	Yes
1/2/1984	3/31/1984	Clerk-Typ		AGRICULTURE VISAYAS STATE COLLEGE OF		P 16.00/Day		Casual	Yes
4/2/1983	12/31/1983	Clerk-Typ		AGRICULTURE VISAYAS STATE COLLEGE OF		P 16.00/Day		Casual	Yes
3/2/1982	3/31/1983	Clerk-Ty		VISAYAS ST	CULTURE ATE COLLEGE OF	P 16.00/Day		Casual	Yes
1/2/1982	1/31/1982	Clerk-Ty		VISAYAS ST	ATE COLLEGE OF	P 16.00/Day		Casual	Yes
12/16/1981	12/31/1981	Clerk-Ty	oist	VISAYAS ST	CULTURE ATE COLLEGE OF	P 16.00/Day		Casual	Yes
11/3/1981	11/30/1981	Clerk		VISAYAS ST	CULTURE ATE COLLEGE OF	P 16.00/Day		Casual	Yes
9/21/1981	10/31/1981	Clerk		VISAYAS ST	ICULTURE ATE COLLEGE OF ICULTURE	P 16.00/Day		Casual	Yes
				Adit	- IOOLTONE				
			1						
×									
SIGN	IATURE	nAw		ontinue on separate shee		0 4//			
		.//000	*	DATE	Oct 41	7618	US FORM	212 (Revised 2017),	Para Z of

I. VOLUNTARY WORK OR INVOLVEM	ENT IN CIV. ON-GO	VERNMENT /	PEOPLE / VOLUNT	ARY ORGA	TION/S	
NAME & ADDRESS OF ORGANI (Write in full)	ZATION	(1	USIVE DATES mm/dd/yyyy)	NUMBER OF HOURS		POSITION / NATURE OF WORK
		From	То			
I. LEARNING AND DEVELOPMENT ((&D) INTERVENTIONS	THE RESERVE AND ADDRESS OF THE PERSON NAMED IN	on separate sheet if necessa ROGRAMS ATTENDE			
art from the most recent L&D/training program and					fanagerial positions)	
TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRA (Write in full)		INCLUSIVE DATES OF ATTENDANCE		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
rientation on Prime-HRM & VSU HR Systems & I	Practices	From Aug. 8 , 2018	To Auug. 8, 2018	8 hrs.	Clerical	Visayas State University
O Oientation	idelices	May 3, 2018	May 3, 2018	8 hrs.	Clerical	Visayas State University Visayas State University
on Personnel Documents/Requirements		Sept. 11, 2017	Sept. 11, 2017	8 hrs.	Clerical	Visayas State University
duction/Orienttion Program on Newly Hired Facu	Ity and			0180.	Olohodi	
Staff into the VSU System rientation on Preparation of Documents for the In	ternal	Sept. 4, 2017	Sept. 4, 2017	8 hrs.	Clerical	Visayas State University
Audit	noma	July 26, 2017	July 26, 2017	8 hrs.	Clerical	Visayas State University
minar-Workshop On 5S and Record Manageme	ent	Feb. 18, 2017	Feb. 18, 2017	8 Hours	Clerical	Visayas State University
HV in the Workplace Seminar		Dec. 9, 2016	Dec. 9, 2016	4 hours	Health Awareness	Visayas State University
eorrientation Of Department Office Secretaries		Nov. 15, 2016	Nov. 15, 2016	8 Hours	Clerical	Visayas State University
ocurement Planning Workshop	Sept.3, 2016	Sept.3, 2016	8 Hours	Clerical	Visayas State University	
ocurement Act Orientation		Sept. 9, 2016	Sept. 9, 2016	8 Hours	Clerical	Visayas State University
O 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 (Sept. 19, 2015	Sept. 19, 2015	8 Hours	Clerical	Visayas State University
Instruction: USSO, University Library ar anning-Workshop: On the Preparation and Proc	nd Registrar's Office essing Of Documents Relative			-		
To Procurement		May/27/2015	5/27/2015	8 Hours	Clerical	Visayas State University
				1		
		CONT	TINUE ON OTHER SHEET			
III. OTHER INFORMATION		(Continue	on separate sheet if necess	ary)		
SPECIAL SKILLS and HOBBIES 3	12.	NON-ACADE	MIC DISTINCTIONS / RECOG	NITION		MEMBERSHIP IN ASSOCIATION/ORGANIZATION
SPECIAL SKILLS and HODDIES	V.		(Write in full)			(Write in full)
Typing	NA (20)				Leyte State University Adminstrative	
		7.3	on separate sheet if necess		11-11-11-11-11-11-11-11-11-11-11-11-11-	
SIGNATURE	Marie		on separate sheet if necess DATE		er 4, 2018	CS FORM 212 (Revised 2017), Page 3 of 4
OIGHAIGHE	HAMMa	V	DATE	OCIOD	01 4, 2010	OS FORM 212 (Newsed 2011), Page 3 of 4

34.	Are you related by consanguinity or affinity appointing		, ,
	chief of bureau or office or to the person who has immediate Bureau or Department where you will be apppointed,		
	a. within the third degree?	YES NO	
	b. within the fourth degree (for Local Government Unit - Car	☐ YES ☑ NO	
		If YES, give details:	
35.	a. Have you ever been found guilty of any administrative off	ense?	☐ YES ☑ NO
			If YES, give details:
	b. Have you been criminally charged before any court?		☐ YES ☑ NO
			If YES, give details:
		Date Filed:	
20	Have you ever been convicted of any crime or violation of a	ny law doctoo ordinanco or regulation	Status of Case/s:
36.	Have you ever been convicted of any crime or violation of a by any court or tribunal?	ny law, decree, ordinance or regulation	YES NO If YES, give details:
			ii 120, give details.
37.	Have you ever been separated from the service in any of the	e following modes: resignation,	☐ YES ☑ NO
	retirement, dropped from the rolls, dismissal, termination, en		If YES, give details:
00	out (abolition) in the public or private sector?	action hold within the last year (average	
38.	 a. Have you ever been a candidate in a national or local ele Barangay election)? 	oction neid within the last year (except	☐ YES ☑ NO If YES, give details:
	b. Have you resigned from the government service during to	he three (3)-month period before the	☐ YES ☑ NO
	last election to promote/actively campaign for a national or	그녀는 그녀를 하는 것이 하면 하는데 나는 사람들이 하는데 그리고 있다면 나는 그리고 있다.	If YES, give details:
39.	Have you acquired the status of an immigrant or permanen	t resident of another country?	☐ YES ☑ NO
			If YES, give details (country):
40			
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Ma 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972)		
a.	Are you a member of any indigenous group?	, produce different the following norms.	☐ YES ☑ NO
			If YES, please specify:
b.	Are you a person with disability?		☐ YES ☑ NO If YES, please specify ID No:
C.	Are you a solo parent?		☐ YES ☑ NO
			If YES, please specify ID No:
41.	REFERENCES (Person not related by consanguinity or affinity to applicant /a	appointee)	
	NAME	ADDRESS	TEL. NO.
	Teresita L. Quiñanola	Brgy. Hipusngo, Baybay City, Leyte	NA NA
	Eliezer L. Velasco	Jose Abad Santos St. Baybay City, Leyte	NA NA
	Paciencia P. Milan	Guadalupe, Baybay City, Leyte	NA SA
42.	I declare under oath that I have personally accomplishe		
	complete statement pursuant to the provisions of pertin	nent laws, rules and regulations of the	e Republic of the
	Philippines. I authorize the agency head / authorized repagree that any misrepresentation made in this doc		
	administrative/criminal case/s against me.	ument and its attachments shall ca	use the ming of
F	Payorament loaved ID c. r.		
	Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	0	
	Government Issued ID: VSU	AAJULAN	/ []
	D/License/Passport No.: V000549	Signature (Sign inside the bo	x
	Date/Place of Issuance: January 2, 2010		
L		Date Accomplished	Right Thumbmark
	SUBSCRIBED AND SWORN to before me this OCT 0	5 2918 , affiant exhibiting	g his/her validly issued government ID as indicated above.
	Г	Ma	
	1.	TTY. RYSAN C. GUINOCO	
		1	
		VSU LEGA Gerson Administering Oath	n e
			CS FORM 212 (Revised 2017), Page 4 of