

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	NORMAN		NAME EXTENSION (JR., SR)
MIDDLE NAME	ORTEGA		
3. DATE OF BIRTH (mm/dd/yyyy)	5 11 1990	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 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	461 STA. BARBARA House/Block/Lot No. Street Subdivision/Village POBLACION INOPACAN Barangay City/Municipality LEYTE Province
7. HEIGHT (m)	163	ZIP CODE	6522
8. WEIGHT (kg)	71		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	461 STA BARABARA House/Block/Lot No. Street Subdivision/Village POBLACION INOPACAN Barangay City/Municipality LEYTE Province
10. GSIS ID NO.	LP02004797138	ZIP CODE	6522
11. PAG-IBIG ID NO.	1210 7760 9186		
12. PHILHEALTH NO.	12-051133593-6		
13. SSS NO.	N/A	19. TELEPHONE NO.	(053) 565-8283
14. TIN NO.	296-021-641-000	20. MOBILE NO.	09176590003
15. AGENCY EMPLOYEE NO.	V00893	21. E-MAIL ADDRESS (if any)	normanvillas@vsu.edu.ph/ villasnorman@gmail.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	ME-AN	NAME EXTENSION (JR., SR)	GABRIELLE NORMAINE D. VILLAS	1 03 2012
MIDDLE NAME	DOTOLLO			
OCCUPATION	GOVERNMENT EMPLOYEE			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	VSU, VISCA, BAYBAY, LEYTE			
TELEPHONE NO.	09176758300			
24. FATHER'S SURNAME	VILLAS			
FIRST NAME	NORBERTO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CABANTUG			
25. MOTHER'S MAIDEN NAME				
SURNAME	ORTEGA			
FIRST NAME	NORMA			
MIDDLE NAME	DANCIL			

(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	PRIMARY EDUCATION	6 01 1997	03/30/2003	Graduated	2003	N/A
SECONDARY	LEYTE STATE UNIVERSITY LABORATORY HIGH SCHOOL	HIGH SCHOOL	6 01 2003	03/30/2007	Graduated	2007	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	6 01 2007	03/30/2011	Graduated	2011	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A


(Continue on separate sheet if necessary)

SIGNATURE		DATE	1 03 2017
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[illegible]

V. WORK EXPERIENCE

[illegible]

		(Continue on separate sheet if necessary)							
SIGNATURE				DATE					

[illegible]


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)

[illegible]

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Volunteer mentor during ICT seminars and trainings for LGU	BEST PRODUCTION ASSOCIATE - INNODATA KNOWLEDGE SERVICES, INC. DATED DEC. 26, 2011	LEYTE STATE UNIVERSITY ADMINISTRATIVE PERSONNEL ASSOCIATION (LSU-ADPA)
Web Savvy		
Multimedia set-up for Livestream		
Design and Configure Local Area Network		
Servers Provisioning		

SIGNATURE		DATE	
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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,
a. within the third degree?
b. within the fourth degree (for Local Government Unit - Career Employees)?

☐ YES☒ NO

☐ YES☒ NO

If YES, give details:

35. a. Have you ever been found guilty of any administrative offense?

b. Have you been criminally charged before any court?

☐ YES☒ NO

☐ YES☒ NO

If YES, give details:

If YES, give details:
Date Filed: _____
Status of Case/s: _____

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

☐ YES☒ NO

If YES, give details:

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?

☐ YES☒ NO

If YES, give details:

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?

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?

☐ YES☒ NO

☐ YES☒ NO

If YES, give details:

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES☒ NO

If YES, give details (country):

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:
a. Are you a member of any indigenous group?
b. Are you a person with disability?
c. Are you a solo parent?

☐ YES☒ NO

☐ YES☒ NO

☐ YES☒ NO

If YES, please specify:

If YES, please specify ID No:

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
DR. EDGARDO E. TULIN	VSU, BAYBAY, LEYTE	053 563 - 7067
PROF. WINSTON TABADA	VSU, BAYBAY, LEYTE	053 563 7068
ENGR. SEAN O. VILLAGONZALO	VSU, BAYBAY, LEYTE	09953934540

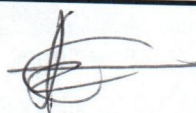
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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.

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance


Government Issued ID: Driver's License


ID/License/Passport No.: H12-13-002369

Date/Place of Issuance: BAYBAY CITY,LEYTE




Signature (Sign inside the box)
01/03/2017
Date Accomplished


PHOTO


Right Thumbmark

SUBSCRIBED AND SWORN to before me this JUL 04 2018, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. RYSAN C. GUINOCOR
VSU LEGAL COUNSEL
Person Administering Oath

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