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 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. (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 5 11 1990 (mm/dd/yyyy) 16. CITIZENSHIP ✓ Filipino ■ Dual Citizenship by birth by naturalization 4. PLACE OF BIRTH BAYBAY, LEYTE If holder of dual citizenship, Pls. indicate country: 5. SEX ✓ Male please indicate the details Female -Single ✓ Married 6 CIVIL STATUS 17. RESIDENTIAL ADDRESS 461 STA. BARBARA Widowed Separated House/Block/Lot No Street Other/s: POBLACION Subdivision/Village Barangay 7. HEIGHT (m) 163 INOPACAN LEYTE City/Municipality Province 8. WEIGHT (kg) ZIP CODE 6522 9. BLOOD TYPE 0 18. PERMANENT ADDRESS 461 STA BARABARA House/Block/Lot No Street 10. GSIS ID NO. LP02004797138 POBLACION Subdivision/Village Barangay 11. PAG-IBIG ID NO 1210 7760 9186 INOPACAN LEYTE City/Municipality Province 12. PHILHEALTH NO. 12-051133593-6 ZIP CODE 6522 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) ormanvillas@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) NAME EXTENSION (JR., SR) FIRST NAME ME-AN 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 NAME EXTENSION (JR., SR) **NORBERTO** MIDDLE NAME CABANTUG 25. MOTHER'S MAIDEN NAME SURNAME **ORTEGA** FIRST NAME NORMA MIDDLE NAME DANCIL (Continue on separate sheet if necessary) EDUCATIONAL BACKGROUND SCHOLARSHIP ACADEMIC NAME OF SCHOOL LEVEL BASIC EDUCATION/DEGREE/COURSE HIGHEST LEVEL PERIOD OF ATTENDANCE (Write in full) UNITS EARNED (Write in full) GRADUATED HONORS (if not graduated) From RECEIVED To ELEMENTARY VISCA FOUNDATION ELEMENTARY SCHOOL PRIMARY EDUCATION 6 01 1997 03/30/2003 Graduated 2003 N/A LEYTE STATE UNIVERSITY LABORATORY HIGH SECONDARY HIGH SCHOOL SCHOOL 6 01 2003 03/30/2007 Graduated 2007 N/A VOCATIONAL / N/A TRADE COURSE N/A N/A N/A N/A N/A N/A COLLEGE BACHELOR OF SCIENCE IN COMPUTER VISAYAS STATE UNIVERSITY 6 01 2007 03/30/2011 Graduated SCIENCE 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

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE RATING (If Applicable)				DATE OF EXAMINATION /	ATION / CONFERMENT		LICENSE (if applicable)		
			CONFERMENT	TION / CONFE	ERMENT	NUMBER	Date of Validity		
	N/A		N/A	N/A	N	I/A		N/A	N/A
							To A Contract		
							42.77		
						The second second			2811
						-			
TO A SECOND			(C	ontinue on separate sheet	f necessary)				
	EXPERIENCE	Class from			2017 事業第2年2月		With the same		
B. INCL	USIVE DATES				indicated in the attache	ed Work Ex	SALARY/ JOB/ PAY	t.	
From (r	nm/dd/yyyy) To	POSITION 1 (Write in full/Do not			NCY / OFFICE / COMPANY Do not abbreviate)	MONTHLY SALARY	GRADE (if applicable)& STEP (Format *00-0*)/	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
0/30/2015	PRESENT	COMPUTER PRO	GRAMMER I	VISAYAS STATE UN	IVERSITY-UNIVERSITY	00-10-0	INCREMENT		
1/15/2013	10/29/2015	COMPUTER PROG		COMPUTER CENTER VISAYAS STATE UNIVERSITY -		867/DAY 360/DAY	11	CASUAL	Y
8/16/2012	(00)			REGISTR	15000.00		JO CONTRACTUA	Y	
7/13/2011	03/15/2012	PRODUCTION ASSO	CIATE / SPECS		EDGE SERVICES INC.	12000.00		L CONTRACTUA	N
		ANALYS	ST		LEGE GERVICES INC.	12000.00		L	N
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	e la land		gardig a		2 1		grand a little		
SIGNA	ATURE	1	(Co.	ntinue on separate sheet if	necessary) DATE				
		A			DAIL		CS	FORM 212 (Revised 201)	7), Page 2 of

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVI JON-GOVERN	IMENT / PEOPLE /	VOLUNTAR	Y ORGANIZA I.	-N/S	建筑建筑建筑线
29. NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy)		POSITION / NATURE OF WORK	
KABALIKAT CIVICOM	From 05/15/2017	To Present		OPERATIVE	
	03/13/2017	Present		OPERATIVE	
VII I FARNING AND DEVELOPMENT // PD INTERVENTIONS/TO MAKE	(Continue on separat	e sheet if necess	ary)		
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINI (Start from the most recent L&D/training program and include only the relevant L&D/training.	ING PROGRAMS) taken for the last five (5)	ATTENDED years for Divisio	n Chief/Executive/M	anagerial position	s)
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAM (Write in full)	ATTE (mm	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
Basic Boarder Gateway Protocol (BGP) workshop	From 11/27/2017	To 11/28/2017	16 hours	Technical	Asia-Pacific Network Information Ce
8TH NICT SUMMIT	11 10 2016	11 11 2016	8 hours	Technical	NATIONAL ICT CONFEDERATION OF THE PHILIPPINES
PHNOG(Philippine Network Operators Group) Higher Education Management Information System (HEMIS) Assessment andd Valic	06/27/2016	06/27/2016	8 hours	Technical	PHNOG & DICT
Conference	2 12 2016	2 12 2016	8 hours	Technical	CHED
WEBMAP SERVER- TRAINING WORKSHOP HANDS-ON TRAINING AND ORIENTATION ON IPEL ONLINE DATABASES	08/21/2015	08/25/2015	72 hours	Technical	VSU-PHIL LIDAR
SUBSCRIPTIONS	9 07 2015	9 07 2015	8 hours	Technical	NATIONAL LIBRARY
GOOGLE APPS FOR EDUCATION CISCO NETWORKING ASSOCIATE	11/19/2014	11/20/2014	48 hours	Technical	GOOGLE & CHED
HORALINO AUGUVIATE	04/13/2014	11/17/2014	360 hours	Technical	CENTER FOR INTERNATIONAL EDUCAT
playing our research of a second or		de la C			
State of the state			-		
magnitudes of Sees Act Mr.					
ongs belief					
A CAMPAGE AND					
	(Continue on separate	e sheet if necessa	ary)		
VIII. OTHER INFORMATION					
31. SPECIAL SKILLS and HOBBIES 32.		rite in full)			33. MEMBERSHIP IN ASSOCIATION/ORGA (Write in full)
Volunteer mentor during ICT seminars and trainings for LGU	CIATE - INNODATA 26, 2		SE SERVICES, IN	C. DATED DEC	LEYTE STATE UNIVERSITY ADMINISTRA PERSONNEL ASSOCIATION (LSU-ADPA)
Web Savvy					162,5 18312 55113
Multimedia set-up for Livestream				paratra estados Securios	
Design and Configure Local Area Network		(lity	I O JUL		
Servers Provisioning			place to a second		
gno	(Continue on separal	te sheet if process	1 A		
	(Continue on Separal	THE RESERVE OF THE PERSON NAMED IN COLUMN		ATE	

34.	Are you related by consanguinity or affinity to appointing the state of hypothesis and hypothesis are stated by the state of hypothesis and hypothesis and hypothesis and hypothesis are stated by the state of hypothesis and hypothesis and hypothesis are stated by the state of hypothesis and hypothesis are stated by the state of hypothesis and hypothesis are stated by the state of hypothesis and hypothesis are stated by the state of hypothesis and hypothesis are stated by the stated by the state of hypothesis and hypothesis are stated by the stated hypothesis are stated hypothesis and hypothesis are stated hypothesis are stated hypothesis and	ing or recommending authority or to the	
	chief of bureau of office of to the person who has immedia	ate supervision over you in the Office,	
	bureau or Department where you will be apppointed,		
	a. within the third degree?		☐ YES ☑ NO
	b. within the fourth degree (for Local Government Unit - Ca	areer Employees)?	☐ YES ☑ NO
			If YES, give details:
25	a Have you ever been found quilty of any administrative		
35.	a. Have you ever been found guilty of any administrative o	offense?	☐ YES ☑ NO
			If YES, give details:
	b. Have you been criminally charged before any court?		☐ YES ☑ NO
			If YES, give details:
			Date Filed:
			Status of Case/s:
36.	Have you ever been convicted of any crime or violation of a by any court or tribunal?	any law, decree, ordinance or regulation	☐ YES ☑ NO
	by any source anomalic		If YES, give details:
37.	Have you ever been separated from the service in any of the	he following modes: resignation,	☐ YES ☑ NO
	retirement, dropped from the rolls, dismissal, termination, e out (abolition) in the public or private sector?	and of term, finished contract or phased	If YES, give details:
38.	a. Have you ever been a candidate in a national or local ele Barangay election)?	ection held within the last year (except	☐ YES ☑ NO
			If YES, give details:
	b. Have you resigned from the government service during t	the three (3)-month period before the last	☐ YES ☑ NO
S ESSUPERIOR	election to promote/actively campaign for a national or loca		If YES, give details:
39.	Have you acquired the status of an immigrant or permanen	it resident of another country?	☐ YES ☑ NO
			If YES, give details (country):
40.	. albeatic to: (a) indigerious reopie's Act (RA 63/1); (b) Ma	agna 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?		YES ☑ NO
. ,	Are you a person with disability?	alia ja kangana di samu kangan da kangan	If YES, please specify:
	ma you a porcon mar aroundly.		☐ YES ☑ NO
. /	Are you a solo parent?		If YES, please specify ID No:
			☐ YES ☑ NO If YES, please specify ID No:
41. F	REFERENCES (Person not related by consanguinity or affinity to applicant		
	NAME		
130000		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		000 000 7000
2 1		VSU, BAYBAY, LEYTE	09953934540
2. I	I declare under oath that I have personally accomplished	this Personal Data Sheet which is a tru	ue, correct and
	complete statement pursuant to the provisions of pertine Philippines. I authorize the agency head/authorized representation made in this land.	econtative to verificalidate the	
	agree that any misrepresentation made in this docu	ument and its attachments shall cause	stated herein.
a	administrative/criminal case/s against me.		e the filing of PHOTO
Gov	promont logical ID v. p.		
PLE	vernment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) FASE INDICATE ID Number and Date of Issuance	K	iller.
	ernment Issued ID: Driver's License	1	
ID/Lic	icense/Passport No.: H12-13-002369		
		Signature (Sign inside the box	x)
Date/	/Place of Issuance: BAYBAY CITY, LEYTE	01/03/2017 Date Accomplished	
		Date Accomplished	Right Thumbmark
	SUBSCRIBED AND SWORN to before me this	0 4 2018 , affiant exhibiting	g his/her validly issued government ID as indicated above.
		A .	g morner validly issued government in as indicated above.
	1	ΔM	
	-1	- / / gm	
		ATTY! RYSAN C. GUINOCOD	
		VSULE Plats of FAM the thickering Ooth	