

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	ME-AN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	DOTOLLO		
3. DATE OF BIRTH (mm/dd/yyyy)	05/05/1990	18. 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	INOPACAN, 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"/> Other/s:	17. RESIDENTIAL ADDRESS	461 STA. BARBARA House/Block/Lot No. Street POBLACION Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province
7. HEIGHT (m)	162	ZIP CODE	6522
8. WEIGHT (kg)	50		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	461 STA. BARBARA House/Block/Lot No. Street POBLACION Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6522
11. PAG-IBIG ID NO.	121161292794		
12. PHILHEALTH NO.	12-0510327751		
13. SSS NO.	06-3152728-2	19. TELEPHONE NO.	(053)565-8283
14. TIN NO.	466-467-712-000	20. MOBILE NO.	09176758300
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	meanvillas@vsu.edu.ph

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	NORMAN	NAME EXTENSION (JR., SR)	GABRIELLE NORMAINE D. VILLAS	01/03/2012
MIDDLE NAME	ORTEGA			
OCCUPATION	COMPUTER PROGRAMMER			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	VISCA BAYBAY CITY, LEYTE			
TELEPHONE NO.	09176590003			
24. FATHER'S SURNAME	DOTOLLO			
FIRST NAME	MELECIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	DIENDO			
25. MOTHER'S MAIDEN NAME				
SURNAME	CABIGAS			
FIRST NAME	ANGELITA			
MIDDLE NAME	MONTAÑA			

(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	INOPACAN CENTRAL SCHOOL	PRIMARY EDUCATION	1997	2003	Graduated	2003	5TH HONORS
SECONDARY	LEYTE STATE UNIVERSITY- LABORATORY HIGH SCHOOL	HIGH SCHOOL	2003	2007	Graduated	2007	
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A		N/A	
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	2007	2011	Graduated	2011	
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER IN MANAGEMENT	2015	2016	21 UNITS		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/25/2017
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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		DATE	04/25/2017
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

[illegible]

(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)

[illegible]

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
WEB PROGRAMMING	N/A	LEYTE STATE UNIVERSITY-ADMINISTRATIVE PERSONNEL ASSOCIATION(LSU-Adpa)
WEB SAVVY		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	04/25/2017
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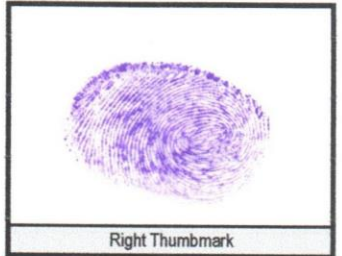
34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
ERLINDA S. ESGUERRA	BAYBAY CITY,LEYTE	09176341538
LOUELLA C. AMPAC	BAYBAY CITY,LEYTE	563-7273
EDITHA G. CAGASAN	BAYBAY CITY,LEYTE	563-7385
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:	SSS
ID/License/Passport No.:	06-3152728-2
Date/Place of Issuance:	CEBU, CITY

Signature (Sign inside the box)	
04/25/2017	
Date Accomplished	



SUBSCRIBED AND SWORN to before me this <u>APR 25 2017</u> , affiant exhibiting his/her validly issued government ID as indicated above.	
<div>ATTY. RYSAN C. GUINOCOR NOTARY PUBLIC UNTIL DECEMBER 31, 2017 PTR 0-9 5859 - BAYBAY/LEYTE - 1/12/17 IDP 1030424 - TAGLOBAN CITY - 12/19/16 MCLE COMP. NO. V-0007823-07/20/15 ROLL OF ATTORNEYS NO. 57467</div>	