

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 ABUSE** 1. CS ID NO. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	VILLAS		
FIRST NAME	JANSEL JOI	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CABATAÑA		
3. DATE OF BIRTH (mm/dd/yyyy)	12/01/1994	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	MASBATE, MASBATE	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	APARTMENT 49 ANNEX KILBOURNE STREET House/Block/Lot No. Street VISCA PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province ZIP CODE 6521
7. HEIGHT (m)	1.55 m	18. PERMANENT ADDRESS	House/Block/Lot No. Street 91 ABUCAY Subdivision/Village Barangay TACLOBAN CITY LEYTE City/Municipality Province ZIP CODE 6500
8. WEIGHT (kg)	50 kg	19. TELEPHONE NO.	5637114
9. BLOOD TYPE	O+	20. MOBILE NO.	09532343183
10. GSIS ID NO.	021198503515	21. E-MAIL ADDRESS (if any)	janseljoi.villas@vsu.edu.ph
11. PAG-IBIG ID NO.	121179437496		
12. PHILHEALTH NO.	130254253457		
13. SSS NO.	N/A		
14. TIN NO.	459966654		
15. AGENCY EMPLOYEE NO.	V01053		

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	NORBERT JOHN	NAME EXTENSION (JR., SR)	NORWAYNE JAN C. VILLAS	09/20/2017
MIDDLE NAME	ORTEGA			
OCCUPATION	GRADUATE STUDENT			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	CABATAÑA			
FIRST NAME	JOEL	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BELTRAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	ABINAL			
FIRST NAME	LINA			
MIDDLE NAME	DELOS SANTOS			

(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	JUDGE ANTONIO R. MONTILLA SR. ELEMENTARY SCHOOL	PRIMARY EDUCATION	1999	2006		2006	WITH HONORS
SECONDARY	LEYTE NATIONAL HIGH SCHOOL	HIGH SCHOOL	2006	2010		2010	
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	EASTERN VISAYAS STATE UNIVERSITY	BS STATISTICS	2010	2014		2014	OWWA SCHOLAR
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTERS OF MANAGEMENT	2015	2016	6 units		
	THE COLLEGE OF MAASIN, INC.	MASTERS IN PUBLIC ADMINISTRATION	2019	PRESENT	24 units		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 15, 2020
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[illegible]

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)



December 15, 2020

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

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
N/A					

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED


30.	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			
	ISO 9001:2015 AWARENESS/ RE-AWARENESS WEBINAR	27/11/2020	27/11/2020	4	TECHNICAL	VISAYAS STATE UNIVERSITY
	DOCUMENT TRACKING SYSTEM	13/11/2020	13/11/2020	3	TECHNICAL	HUMAN RESOURCE INFORMATION SYSTEM, VISAYAS STATE UNIVERSITY
	INFORMATION SECURITY AND DOCUMENT CONTROL	06/11/2020	06/11/2020	1	TECHNICAL	AGF CONSULTING GROUP
	OPERATIONAL PLANNING WORKSHOP AND REFRAMING OF THE STRATEGIC PLAN	05/10/2020	07/10/2020	24	TECHNICAL	VISAYAS STATE UNIVERSITY
	WORKSHOP ON THE ASSESSMENT OF ACCOMPLISHMENT AND TARGET SETTINGS OF THE STRATEGIC PLAN	30/09/2020	30/09/2020	8	TECHNICAL	VISAYAS STATE UNIVERSITY
	ISO DOCUMENT CONTROL	21/09/2020	21/09/2020	8	TECHNICAL	AGF CONSULTING GROUP
	GRAPHIC DESIGN USING CANVA	10/09/2020	10/09/2020	2	TECHNICAL	DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY
	CYBER SECURITY TRAINING	18/12/2019	19/12/2019	16	TECHNICAL	HUMAN RESOURCE INFORMATION SYSTEM, VISAYAS STATE UNIVERSITY
	FRONTLINE AND CUSTOMER SERVICE	24/09/2019	27/09/2019	32	TECHNICAL	PERSONNEL OFFICERS ASSOCIATION OF PHILIPPINES, INC
	BASIC STATISTICAL METHODS USING R COMMANDER	17/06/2019	21/06/2019	40	TECHNICAL	PHILIPPINE STATISTICAL RESEARCH AND TRAINING INSTITUTE
	BREAD AND PASTRY PRODUCTION NC II	24/07/2019	16/08/2019	80	TECHNICAL	PALERMO HOTEL INSTITUTE OF TOURISM AND HOSPITALITY, INC.
	SEMINAR-WORKSHOP ON IMPLEMENTATION READY PROJECT PROPOSAL PREPARATION	15/03/2019	15/03/2019	8	TECHNICAL	VISAYAS STATE UNIVERSITY
	SEMINAR WORKSHOP ON OPEN DATA KIT	07/03/2019	07/03/2019	8	TECHNICAL	DEPARTMENT OF STATISTICS, VISAYAS STATE UNIVERSITY
	VSUCC BASIC COOPERATIVE COURSE SEMINAR	17/11/2018	17/11/2018	8	TECHNICAL	VISAYAS STATE UNIVERSITY CREDIT COOPERATIVE
	TARGET SETTING WORKSHOP	20/08/2018	21/08/2018	16	TECHNICAL	VISAYAS STATE UNIVERSITY
	STATISTICS AND PROBABILITY IN GRADE 11 IN THE SENIOR HIGH SCHOOL CURRICULUM	05/11/2016	27/11/2016	32	INSTRUCTION	PHILIPPINE STATISTICAL RESEARCH AND TRAINING INSTITUTE
	DATA APPRECIATION SEMINAR	10/10/2016	10/10/2016	8	TECHNICAL	DEPARTMENT OF STATISTICS, VISAYAS STATE UNIVERSITY
	PROCUREMENT ACT ORIENTATION	09/09/2016	09/09/2016	8	TECHNICAL	VISAYAS STATE UNIVERSITY
	WORKSHOP TO REVIEW AND IMPROVE CITIZENS' CHARTER PER CSC MC NO. 14, S. 2016	01/09/2016	01/09/2016	8	TECHNICAL	VISAYAS STATE UNIVERSITY
	TRAINING ON THE REVISED RA 9255 AND ITS RELATED MEMO CIRCULARS	25/06/2016	25/06/2016	8	TECHNICAL	PHILIPPINE STATISTICS AUTHORITY
	ORIENTATION SEMINAR ON HUMAN RESOURCE POLICIES, BASIC CUSTOMER SERVICE SKILLS TRAINING AND CIVIL REGISTRATION	19/03/2016	19/03/2016	8	TECHNICAL	PHILIPPINE STATISTICS AUTHORITY

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	COMPUTER LITERATE		N/A		ISKOLAR NG OWWA (ISKOWWA)
	STATISTICAL ANALYSIS (SPSS, ODK, R COMMANDER)				JUNIOR PHILIPPINE STATISTICAL ASSOCIATION (JPISA)
	GRAPHIC DESIGN				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 15, 2020
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34. Are you related by consanguinity or affinity to the appointing or recommending chief of bureau or office or to the person who has immediate supervision over you 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
If YES, give details: _____
☐ YES ☒ 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?

☐ 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
If YES, give details: _____
☐ YES ☒ NO
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
a. Are you a member of any indigenous group?
b. Are you a person with disability?
c. Are you a solo parent?

☐ YES ☒ NO
If YES, please specify: _____
☐ YES ☒ NO
If YES, please specify ID No: _____
☐ YES ☒ NO
If YES, please specify ID No: _____

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

NAME	ADDRESS	TEL. NO.
JACQUELINE M. GUARTE	VISAYAS STATE UNIVERSITY	0916-405-7852
NORBERTO E. MILLA	VISAYAS STATE UNIVERSITY	0935-859-0890
DONNA C. CUYNO	VISAYAS STATE UNIVERSITY	0916-894-2178

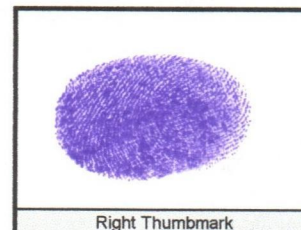
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of



JANSEL JOI C. VILLAS

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 EMPLOYEE ID
ID/License/Passport No: V01053
Date/Place of Issuance: 12/01/2017, VSU, BAYBAY CITY

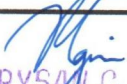

Signature (Sign inside the box)
DECEMBER 15, 2020
Date Accomplished



DESCRIBED AND SWORN to before me this

15 DEC 2020

, affiant exhibiting his/her validly issued government ID as indicated above


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