

# ATTY. ERAH SYL D. ARCALLANA, CPA

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## QUALIFICATION

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### Lawyer and Certified Public Accountant

- Designated as Attorney III assigned at the National Food Authority Central Office – Legal Affairs Department since January 2023 up to present.
  - Budget section head National Food Authority Regional Office VIII for six (6) years.
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## EXPERIENCE

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### Present – Acting Attorney III 2023

#### *National Food Authority Central Office*

- Draft Legal Opinion, Comments, Interpretation, Recommendations and other correspondences/ communications.
- Prepare and review of draft contracts/Memorandum of Agreement (MOA)/ Memorandum of Understanding (MOU) and Other Documents.
- Coordinate with the NFA Provincial and Regional Offices and Other government and private entities and individuals.
- Designated as Prosecutor in Administrative Cases.
- Submits Position Paper, Memorandum and Other Pleadings.
- Represents NFA in all cases filed for or against the agency before any courts and/or quasi-judicial bodies involving Farmer's Organization, Stock Accountable Officers with Final Shortages, Labor Cases, Tax Exemptions, Land Registration/Titling, COA Disallowances, Money Claims/collection or rice loans, Special/Summary Proceedings, Special Civil Actions; and COA Disallowances. Cases wherein NFA is not a party but requires participation as witness for one of the parties in the case.
- Prepare pleadings/ researches/ gather or collect of evidentiary data for the following: Complaint / Petition; Answer; Reply / Comment / Opposition; Rejoinder; Motions /Manifestations /Briefs; Position Paper / Memorandum; Appeal; Judicial Affidavit; and Formal Offer of Evidence / Other legal forms required to be submitted in court.
- Prepare / Draft Opinions / Advices / Interpretations involving a certain issue as requested by the office of the Administrator and Other Departments, including request for opinion of NFA Field and Regional Offices.

- Coordination with other government and other private entities/individuals, such as but not limited to: OGCC, NFA Regional Offices, COA, CSC.

**Dec. 31, 2022 Limited Legal Practice**

- *(simultaneous while employed in Gov't. service)*

**July 01, 2022**

- Provide legal advice and opinions.
- Prepare affidavits, contracts, pleadings and other legal documents.

**Mar. 01, 2020 Practice Court II**

- *(simultaneous while employed in Gov't. service)*

**Nov. 09, 2019**

- Prepare pleadings, motions and other legal documents.
- Perform moot court trial proceedings.

**Oct. 27, 2019 Practice Court I**

- *(simultaneous while employed in Gov't. service)*

**June 03, 2019**

- Prepare pleadings, motions and other legal documents.
- Assist lawyers of Leo S. Giron & Associates Law Office on other legal matters.
- Attend and observe actual in-court proceedings.
- Studied cases handled by Leo S. Giron & Associates Law Office.
- Perform moot court trial proceedings.

**2022-2016 Budget Officer III**

*National Food Authority Regional Office VIII*

- Prepares a yearly budget and financial plan for the whole region.
- Controls fund to be released and expenditures to be disbursed.
- Supervise and assist provincial staff on their budget preparation.
- Monitor fund remittances received from the central office and allocate them to the provincial offices.
- Prepare and provide advice of sub-allotment to be given to the provincial offices.

**2015-2016 Accountant II**

*National Food Authority - Northern Leyte Provincial Office*

- Prepares monthly, quarterly and annual Financial Statements.
- Maintains General Ledger and Subsidiary Ledgers.
- Prepares Intensive Bank Reconciliation Statement for all funds.
- Prepares stock cards for supplies and inventories.
- Responsible for making liquidation reports.
- Prepares Tax Remittances to Bureau of Internal Revenue of the Philippines.

**2013-2015 Accountant I**

*Department of Agrarian Reform Regional Office VIII*

- Prepares monthly journal reports.
- Maintains General Ledger and Subsidiary Ledgers.
- Prepares Intensive Bank Reconciliation Statement for all funds.
- Prepares Tax Remittances to Bureau of Internal Revenue of the Philippines.
- Assist the Regional Accountant.

**2011 Municipal Roving Bookkeeper – Pantawid Pamilyang Pilipino Program**

*Department of Social Welfare and Development*

- Assist and monitor the beneficiaries to ensure they received their grant.
- Prepare necessary reports to that effect.

**2006 - 2010 Sales Information Analyst**

*Dranix Distributors Inc.*

- Studies sales data, tracks its trend and analyzes its effects to current operational performance using the company's ERP Software System.
- Prepares sales variance report, showing trend differences.
- Present analysis made to top management by creating sales reports through power point presentation.
- Monitor competitor's activities, prepare written reports and recommend constructive action plans, which include preparing the budget proposal for the planned activity.
- Prepares detailed annual sales forecast, and proposes sales targets to be achieved by the sales team.
- Propose relevant strategies that can help support the team and boost our performance output.

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**CERTIFICATIONS**

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- 1. Full-fledged Lawyer**
  - 2. Certified Public Accountant**
  - 3. Civil Service Career Professional License**

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**EDUCATION**

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- **SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES, Palo, Leyte**  
Juris Doctor – 2020
  - **EASTERN VISAYAS STATE UNIVERSITY, Tacloban City**  
Bachelor of Science in Accountancy - 2003

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**TRAININGS**

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08/09-11/2022	NFA ACCOUNTANTS' AND BUDGET OFFICERS' CONFERENCE / WORKSHOP
01/22-23/2020	SEMINAR ON RA 9184
09/30-10/04/2019	ACCOUNTANT'S AND BUDGET OFFICER SEMINAR WORKSHOP
11/22-24/2018	73RD PICPA NATIONAL CONVENTION
02/27-28/2018	TRAINING/SEMINAR CUM CONFERENCE FOR ACCOUNTANTS AND BUDGET OFFICERS

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**PERSONAL INFORMATION**

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<b>Birthday</b>	:	February 14, 1983
<b>Place of Birth</b>	:	Tacloban City, Leyte, Philippines
<b>Sex</b>	:	Female
<b>Citizenship</b>	:	Filipino
<b>Religion</b>	:	Roman Catholic