

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-D/Hg

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

| | | | |
|------------------------------|-------------------|--|-----------------------------------|
| 2 SURNAME | IDLISAN | | |
| FIRST NAME | RUVILYN | | NAME EXTENSION (JR, SR) |
| MIDDLE NAME | ALTES | | |
| 3 DATE OF BIRTH (mm/dd/yyyy) | 12/17/1999 | 16 CITIZENSHIP | FILIPINO |
| 4 PLACE OF BIRTH | CARIGARA, LEYTE | If holder of dual citizenship, please indicate the details | Pls. indicate country: |
| 5 SEX | FEMALE | | |
| 6 CIVIL STATUS | SINGLE | 17 RESIDENTIAL ADDRESS | |
| 7 HEIGHT (m) | 1.65 M | House/Block/Lot No | Street |
| 8 WEIGHT (kg) | 60 Kg | | TAGAK |
| 9 BLOOD TYPE | A+ | Subdivision/Village | Barangay |
| 10 GSIS ID NO | N/A | CARIGARA | LEYTE |
| 11 PAG-IBIG ID NO | 121323281179 | City/Municipality | Province |
| 12 PHILHEALTH NO | 13-250435441-9 | ZIP CODE | 6529 |
| 13 SSS NO | N/A | 18 PERMANENT ADDRESS | |
| 14 TIN NO | 616-420-340-00000 | House/Block/Lot No | Street |
| 15 AGENCY EMPLOYEE NO | N/A | | TAGAK |
| | | Subdivision/Village | Barangay |
| | | CARIGARA | LEYTE |
| | | City/Municipality | Province |
| | | ZIP CODE | 6529 |
| | | 19 TELEPHONE NO | N/A |
| | | 20 MOBILE NO | +63955-069-5450 / +63948-978-8531 |
| | | 21 E-MAIL ADDRESS (if any) | idlisanrUVILYN@gmail.com |

II. FAMILY BACKGROUND

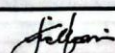
| | | | |
|-------------------------|----------|--|----------------------------|
| 22 SPOUSE'S SURNAME | N/A | 23 NAME OF CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | | N/A | N/A |
| MIDDLE NAME | | | |
| OCCUPATION | | | |
| EMPLOYER/BUSINESS NAME | | | |
| BUSINESS ADDRESS | | | |
| TELEPHONE NO | | | |
| 24 FATHER'S SURNAME | IDLISAN | | |
| FIRST NAME | ROMEO | NAME EXTENSION (JR, SR) | |
| MIDDLE NAME | OLEDAN | | |
| 25 MOTHER'S MAIDEN NAME | | | |
| SURNAME | ALTES | | |
| FIRST NAME | VILMA | | |
| MIDDLE NAME | MOURILLO | | |

(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 | TAGAK ELEMENTARY SCHOOL | PRIMARY | 6/1/2006 | 3/1/2012 | | 2012 | WITH HONORS |
| SECONDARY | CARIGARA NATIONAL VOCATIONAL SCHOOL | SECONDARY | 6/1/2012 | 3/1/2016 | | 2016 | N/A |
| VOCATIONAL / TRADE COURSE | CARIGARA NATIONAL VOCATIONAL SCHOOL | HOME ECONOMICS STRAND SPECIALIZATION: BREAD AND PASTRY | 6/1/2016 | 6/1/2018 | | 2018 | WITH HONORS |
| COLLEGE | LEYTE NORMAL UNIVERSITY | BACHELOR OF LIBRARY AND INFORMATION SCIENCE | 7/23/2018 | 6/16/2022 | | 2022 | CUM LAUDE |
| GRADUATE STUDIES | N/A | | | | | | |

(Continue on separate sheet if necessary)







| | | | |
|-----------|---|------|--------------------|
| SIGNATURE |  | DATE | September 10, 2023 |
|-----------|---|------|--------------------|

| 27. | CAREER SERVICE/ RA 1080 (BOARD BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE | RATING (If Applicable) | DATE OF EXAMINATION / CONFIRMENT | PLACE OF EXAMINATION / CONFIRMENT | LICENSE (if applicable) | |
|-----|---|---------------------------|--|-----------------------------------|-------------------------|---------------------|
| | | | | | FRASER | Date of Validity |
| | REGISTERED LIBRARIAN | 78.4 | SEPTEMBER 12-13 2022 | TACLOBAN, CITY | 0010311 | 12/17/2025 |
| | PRESIDENTIAL DECREE NO. 907 HONOR GRADUATE ELIGIBILITY | | SEPTEMBER 23, 2022 | CSC RO VIII | 100108220774 | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

V. WORK EXPERIENCE

[illegible]

| | | | |
|-----------|--------------------|------|--------------------|
| SIGNATURE | <i>[Signature]</i> | DATE | September 10, 2023 |
|-----------|--------------------|------|--------------------|

| <p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p> | <p>If YES, give details: _____</p> | | | | | | | | | | | | |
|---|---|--|------------------------------|----------------------------------|---|---|---|---------------------|--|---------------|-----------------------|----------------|---------------|
| <p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p> | <p>If YES, give details: _____</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p> | | | | | | | | | | | | |
| <p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p> | <p>If YES, give details: _____</p> | | | | | | | | | | | | |
| <p>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?</p> | <p>If YES, give details: _____</p> | | | | | | | | | | | | |
| <p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p> | <p>If YES, give details: _____</p> <p>If YES, give details: _____</p> | | | | | | | | | | | | |
| <p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p> | <p>If YES, give details (country): _____</p> | | | | | | | | | | | | |
| <p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p> | <p>If YES, please specify: _____</p> <p>If YES, please specify ID No: _____</p> <p>If YES, please specify ID No: _____</p> | | | | | | | | | | | | |
| <p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>RHODORA T. NAVARRO</td> <td>BRGY.3 UPPER NULA-TULA, TACLOBAN, CITY</td> <td>0977-330-6047</td> </tr> <tr> <td>JAN TAMMY C. NAJARA</td> <td>BRGY. 74 LOWER NULA-TULA, TACLOBAN, CITY</td> <td>0995-913-7716</td> </tr> <tr> <td>ANNA MARIE C. TOLIBAS</td> <td>TANUANA, LEYTE</td> <td>0995-540-9940</td> </tr> </tbody> </table> | | NAME | ADDRESS | TEL. NO. | RHODORA T. NAVARRO | BRGY.3 UPPER NULA-TULA, TACLOBAN, CITY | 0977-330-6047 | JAN TAMMY C. NAJARA | BRGY. 74 LOWER NULA-TULA, TACLOBAN, CITY | 0995-913-7716 | ANNA MARIE C. TOLIBAS | TANUANA, LEYTE | 0995-540-9940 |
| NAME | ADDRESS | TEL. NO. | | | | | | | | | | | |
| RHODORA T. NAVARRO | BRGY.3 UPPER NULA-TULA, TACLOBAN, CITY | 0977-330-6047 | | | | | | | | | | | |
| JAN TAMMY C. NAJARA | BRGY. 74 LOWER NULA-TULA, TACLOBAN, CITY | 0995-913-7716 | | | | | | | | | | | |
| ANNA MARIE C. TOLIBAS | TANUANA, LEYTE | 0995-540-9940 | | | | | | | | | | | |
| <p>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.</p> | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td>PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID: PRC ID</td> </tr> <tr> <td>ID/License/Passport No.: 0010311</td> </tr> <tr> <td>Date/Place of Issuance: 11/28/2022-PRC-TACLOBAN, CITY</td> </tr> </table> | Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) | PLEASE INDICATE ID Number and Date of Issuance | Government Issued ID: PRC ID | ID/License/Passport No.: 0010311 | Date/Place of Issuance: 11/28/2022-PRC-TACLOBAN, CITY | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">  Signature (Sign inside the box) September 10, 2023 Date Accomplished </td> </tr> </table> |  Signature (Sign inside the box) September 10, 2023 Date Accomplished | | | | | | |
| Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) | | | | | | | | | | | | | |
| PLEASE INDICATE ID Number and Date of Issuance | | | | | | | | | | | | | |
| Government Issued ID: PRC ID | | | | | | | | | | | | | |
| ID/License/Passport No.: 0010311 | | | | | | | | | | | | | |
| Date/Place of Issuance: 11/28/2022-PRC-TACLOBAN, CITY | | | | | | | | | | | | | |
|  Signature (Sign inside the box) September 10, 2023 Date Accomplished | | | | | | | | | | | | | |
| <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">   RHODORA T. NAVARRO </div> <div style="text-align: center;">  Right Thumbmark </div> </div> | | | | | | | | | | | | | |
| <p>SUBSCRIBED AND SWORN to before me this <u>August 10, 2023</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 300px; height: 60px; margin: 10px auto;"></div> <div style="border: 1px solid black; width: 300px; height: 30px; margin: 10px auto; text-align: center;"> Person Administering Oath </div> | | | | | | | | | | | | | |