

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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 () ☐ 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	ARCALLANA		
FIRST NAME	ERAH SYL	NAME EXTENSION (JR, SR)	
MIDDLE NAME	DACURAWAT		
3. DATE OF BIRTH (mm/dd/yyyy)	February 14, 1983	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	TACLOBAN CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	Philippines	
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	146-B P. GOMEZ STREET House/Block/Lot No. Street BRGY. 21 Subdivision/Village Barangay TACLOBAN CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.57 METERS	ZIP CODE	6500
8. WEIGHT (kg)	66 KILOS	18. PERMANENT ADDRESS	146-B P. GOMEZ STREET House/Block/Lot No. Street BRGY. 21 Subdivision/Village Barangay TACLOBAN CITY LEYTE City/Municipality Province
9. BLOOD TYPE	A+	ZIP CODE	6500
10. GSIS ID NO.	2003359675	19. TELEPHONE NO.	
11. PAG-IBIG ID NO.	1700-0088-7959	20. MOBILE NO.	0906-286-9876
12. PHILHEALTH NO.	13-050050495-2	21. E-MAIL ADDRESS (if any)	erahsylarcallana@yahoo.com
13. SSS NO.	06-2503243-7		
14. TIN NO.	937-155-439		
15. AGENCY EMPLOYEE NO.	941690		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ARCALLANA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ALWIN	NAME EXTENSION (JR, SR)	AL ERROL WAYNE D. ARCALLANA	12/16/2005
MIDDLE NAME	GAGALA		ALEA ERTHA WAXINE D. ARCALLANA	08/27/2013
OCCUPATION	GOVERNMENT EMPLOYEE			
EMPLOYER/BUSINESS NAME	DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT			
BUSINESS ADDRESS	MAGSAYSAY BLVD., TACLOBAN CITY			
TELEPHONE NO.				
24. FATHER'S SURNAME	DACURAWAT			
FIRST NAME	ROMEO	SR		
MIDDLE NAME	BADILLA			
25. MOTHER'S MAIDEN NAME				
SURNAME	ROCHA			
FIRST NAME	ELVIRA			
MIDDLE NAME	CERO			

(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	STO. NIÑO SPED CENTER		1989	1995		1995	
SECONDARY	LEYTE NATIONAL HIGH SCHOOL		1995	1999		1999	
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	EASTERN VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN ACCOUNTANCY	1999	2003		2003	
GRADUATE STUDIES	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES	JURIS DOCTOR	2016	2020		2020	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/06/2023
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IV. CIVIL SERVICE ELIGIBILITY								
27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)			
					NUMBER	Date of Validity		
	LAWYER	79.27%	FEB. 2022	TACLOBAN CITY	76222	Starting May 04, 2022		
	CERTIFIED PUBLIC ACCOUNTANT	78.43%	OCT. 2012	CEBU CITY	0148878	14/02/2024		
	CAREER SERVICE PROFESSIONAL	84.59%	APRIL 2003	CSC RO8				
(Continue on separate sheet if necessary)								
V. WORK EXPERIENCE								
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.								
28.	INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY JOB/ PAY GRADE (if applicable)& STEP (Format "00-0") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
	From	To						
	01/30/2023	PRESENT	ACTING ATTORNEY III	NFA - LEGAL AFFAIRS DEPARTMENT	46,725.00	18	PERMANENT	Y
	07/01/2022	12/31/2022	LIMITED LEGAL PRACTICE	SELF-EMPLOYED	N/A	N/A	PART TIME	N
	11/09/2019	03/01/2020	PRACTICE COURT II	SAINT PAULS SCHOOL OF PROFESSIONAL STUDIES	N/A	N/A	PRACTICUM	N
	06/03/2019	10/27/2019	PRACTICE COURT I	SAINT PAULS SCHOOL OF PROFESSIONAL STUDIES	N/A	N/A	PRACTICUM	N
	03/14/2017	01/29/2023	BUDGET OFFICER III	NATIONAL FOOD AUTHORITY RO8	41,140.00	18	PERMANENT	Y
	01/08/2016	03/13/2017	OIC BUDGET OFFICER III	NATIONAL FOOD AUTHORITY RO8	26,878.00	16	PERMANENT	Y
	09/14/2015	01/07/2016	ACCOUNTANT II	NATIONAL FOOD AUTHORITY N. LEYTE	26,878.00	16	PERMANENT	Y
	05/18/2015	09/13/2015	ACCOUNTANT II	NATIONAL FOOD AUTHORITY N. LEYTE	902/DAY		J.O.	Y
	03/01/2013	05/15/2015	FINANCIAL ANALYST	DEPARTMENT OF AGRARIAN REFORM	900/DAY		J.O.	Y
	05/20/2011	12/31/2011	MUNICIPAL ROVING BOOKKEEPER	DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT	16,000.00		MOA	Y
	03/01/2006	04/30/2010	DISTRIBUTOR SALES INFORMATION ANALYST	DRANIX DISTRIBUTORS INC.	8,000.00		REGULAR	N
	04/26/2005	11/14/2005	LOANS BOOKKEEPER	RURAL BANK OF DULAG (LEYTE) INC. TACLOBAN BRANCH	4,000.00		CASUAL	N
	06/01/2004	04/25/2005	ACCOUNTING CLERK	CELLCOM WORLD COMMUNICATIONS	6,000.00			N
(Continue on separate sheet if necessary)								
SIGNATURE				DATE				
				12/06/2023				

(Continue on separate sheet if necessary)

SIGNATURE

DATE _____

12/06/2023

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	LECTORS MINISTRY - BLESSED SACRAMENT PARISH, TIGBAO, TACLOBAN CITY	04/01/2001	PRESENT		MEMBER/VOLUNTARY	
(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)						
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			
	NFA ACCOUNTANTS' AND BUDGET OFFICERS' CCONFERENCE/WORKSHOP	08/09/2022	08/11/2022	24	TECHNICAL	NATIONAL FOOD AUTHORITY
	SEMINAR ON RA 9184	01/22/2020	01/23/2020	16	TECHNICAL	NATIONAL FOOD AUTHORITY
	ACCOUNTANT'S AND BUDGET OFFICER SEMINAR WORKSHOP	09/30/2019	10/04/2019	40	TECHNICAL	NATIONAL FOOD AUTHORITY
	73RD PICPA NATIONAL CONVENTION	11/22/2018	11/24/2018	24	TECHNICAL/ PROFESSIONAL/ ETHICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	TRAINING/SEMINAR CUM CONFERENCE FOR ACCOUNTANTS AND BUDGET OFFICERS	02/27/2018	02/28/2018	16	TECHNICAL	NATIONAL FOOD AUTHORITY
	TAX LAW REVIEW: GENERAL PRINCIPLES AND INCOME TAXATION	08/09/2017	08/09/2017	8	TECHNICAL	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES
	LATEST TAX UPDATES AND REMINDERS	08/15/2017	08/15/2017	8	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	"TAKE IT FROM THE EXPERT" LECTURE ON LABOR LAW AND SOCIAL LEGISLATIONS	04/08/2017	04/08/2017	8	TECHNICAL	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES
	GRAINS CLASSIFIERS' POOL TRAINING	11/08/2016	11/10/2016	24	TECHNICAL	NATIONAL FOOD AUTHORITY - QUALITY ASSURANCE DEPARTMENT
	PUBLIC SECTOR UNIONISM	10/26/2016	10/27/2016	16	TECHNICAL	NATIONAL FOOD AUTHORITY EMPLOYEES ASSOCIATION
	TRAINING/SEMINAR CUM CONFERENCE FOR ACCOUNTANTS AND BUDGET OFFICERS	07/13/2016	07/15/2016	24	TECHNICAL	NATIONAL FOOD AUTHORITY
	PHILIPPINE PUBLIC SECTOR ACCOUNTING STANDARDS AND REVISED CHART OF ACCOUNTS	05/23/2016	05/27/2016	38	TECHNICAL	COMMISSION ON AUDIT
	ORIENTATION/ RE-ORIENTATION COURSE TO NEW EMPLOYEES	03/10/2016	03/10/2016	8	TECHNICAL	NATIONAL FOOD AUTHORITY
	TAX UPDATES	10/27/2015	10/27/2015	8	TECHNICAL	BUREAU OF INTERNAL REVENUE
	BIR FINANCIAL LITERACY FORUM 2015	07/23/2015	07/23/2015	8	TECHNICAL	BUREAU OF INTERNAL REVENUE
	ORIENTATION ON THE PHILIPPINE PUBLIC SECTOR ACCOUNTING STANDARDS (PPSAS) AND PREPARATION OF FINANCIAL STATEMENTS PRESENTATION UNDER NEW ACCOUNTING MANUAL	02/23/2015	02/27/2015	40	TECHNICAL	DEPARTMENT OF AGRARIAN REFORM
	AUDIT OF NON-PROFIT ORGANIZATION AND CONTROL SELF-ASSESSMENT SEMINAR	11/14/2014	11/14/2014	8	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
(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)		
				Integrated Bar of the Philippines		
				Philippine Institute of Certified Public Accountants		
SIGNATURE				DATE	12/06/2023	

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)?
☐ YES ☒ NO
If YES, give details: _____

35. a. Have you ever been found guilty of any administrative 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 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: END OF TERM

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?
☐ YES ☒ NO
If YES, give details: _____
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: _____

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 answer the following items:
a. Are you a member of any indigenous group?
☐ YES ☒ NO
If YES, please specify: _____
b. Are you a person with disability?
☐ YES ☒ NO
If YES, please specify ID No: _____
c. Are you a solo parent?
☐ YES ☒ NO
If YES, please specify ID No: _____

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

NAME	ADDRESS	TEL. NO.
ATTY. RAOUL JANN R. BALANQUIT	NFA - LAD	
TALITHA THEA B. ARPON, CPA	NFA - RO8	

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: **NFA I.D.**
ID/License/Passport No.: **941690**
Date/Place of Issuance: **QUEZON CITY**

Signature (Sign inside the box)
Date Accomplished: **12/6/2023**

SUBSCRIBED AND SWORN to before me this **December 7, 2023** at **NFA - Quezon City**, affiant exhibiting his/her validly issued government ID as indicated above.

Doc. No. **296**
Page No. **60**
Book No. **1**
Series of **2023**

ATTY. ENRICO L. UMEREZ
Notary Public for and in **Quezon City** until **December 31, 2023**
Person Administering Oath
Roll No. **6379**

7th Flr. NFA Bldg. Legal Affairs Dept., Visayas Ave. Brgy. Nasra, Quezon City
PTR No. **405513** January 9, 2023, Q.C.
IBP Lifetime Member No. 013573- Camarines Norte Chapter
MCLE No. VII-0023208- to April 14, 2025
E-MAIL: **elumerez@yahoo.com**
C.P. # **0995-342-3292**

Admin. matter no. NP-305