

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative or 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 () (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION			
SURNAME	TISTON		
FIRST NAME	ERIKA VIVIENE		
MIDDLE NAME	ADVINCULA		
DATE OF BIRTH (mm/dd/yyyy)	3/23/1992	16. CITIZENSHIP	FILIPINO
PLACE OF BIRTH	TOLOSA LEYTE	If holder of dual citizenship, please indicate the details.	
SEX	FEMALE	N/A	
6. CIVIL STATUS	SINGLE	17. RESIDENTIAL ADDRESS	PH 1 BLK 2 LOT 21 House/Block/Lot No. Cantala Street V&G SUBD. 109 Subdivision/Village Barangay Tacloban City Leyte Province
HEIGHT (m)	5'2	ZIP CODE	
WEIGHT (kg)	50kg	18. PERMANENT ADDRESS	PH 1 BLK 2 LOT 21 Cantala House/Block/Lot No. Street V&G SUBD. 109 Subdivision/Village Barangay Tacloban City Leyte Province
9. BLOOD TYPE	O	ZIP CODE	6500
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	3272749
11. PAG-IBIG ID NO.	N/A	20. MOBILE NO.	0977 313 3795
12. PHILHEALTH NO.	13-050166567	21. E-MAIL ADDRESS (if any)	eriston23@gmail.com
13. SSS NO.	06-3524608		
14. TIN NO.	N/A		
15. AGENCY EMPLOYEE NO.	14-00239		

II. FAMILY BACKGROUND			
22. SPOUSE'S SURNAME	N/A		23. NAME OF CHILDREN (Write full name and I.D. No.)
FIRST NAME	N/A	NAME EXTENSION (Jr., Sr.)	N/A
MIDDLE NAME	N/A		
OCCUPATION	N/A		
EMPLOYER/BUSINESS NAME	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
FATHER'S SURNAME	GONZALES		
FIRST NAME	ARTURO	NAME EXTENSION (Jr., Sr.)	
MIDDLE NAME	AFABLE		
MOTHER'S MAIDEN NAME	ADVINCULA		
SURNAME	GONZALES		
FIRST NAME	ESTER		
MIDDLE NAME	TISTON		

III. EDUCATIONAL BACKGROUND							
66. 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	SCHOOL GRADUATE/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	RIZAL CENTRAL SCHOOL	N/A	#####	#####		200	N/A
SECONDARY	SAGKAHAN NATIONAL HIGH SCHOOL	N/A	#####	#####		2010	N/A
VOCATIONAL/ TRADE COURSE	N/A	N/A	N/A	N/A		N/A	N/A
COLLEGE	LEYTE NORMAL UNIVERSITY	BACHELOR OF LIBRARY AND INFORMATION SCIENCE	#####	#####		2014	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A		N/A	N/A

SIGNATURE		DATE	May 11, 2021
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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		
N/A		N/A	N/A	N/A	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			
	3rd EASTERN VISAYAS LIBRARIANS SUMMIT: TRENDS AND CHALLENGES IN LIBRARIES	8/28/2019	8/30/2019	21hrs.	EVRLC	PALOMPON INSTITUTE OF TECHNOLOGY
	LIBRARIES AS CATALYSTS IN THE NEW NORMAL ENVIRONMENT: CHANGES, REFORMS, TRANSFORMATIONS	11/24/2020	11/27/2020	14hrs.	PLAI	webinars.plai.org.ph
	ORIENTATION FOR LICENSED LIBRARIANS, CPD PROVIDERS, AND CPD MONITORS ON PRC ISSUANCES ON CPD (2019-2020)	2/17/2021	2/17/2021	2.25hrs.	PLAI	PRC/PRBL/CPDC (via zoom Webinar)





(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)
	SINGING		N/A		BOOK ENTHUSIASTS (LNU CLUB)
	READING				
	PLAYING BADMINTON				
	WATCHING MOVIES& DRAMA SERIES				
	CYCLING				
	ADVENTURE RIDES				
	LISTENING TO MUSIC				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 11, 2021
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<p>34. Are you related by consanguinity or affinity to the appointing or chief of bureau or office or to the person who has immediate supervisor 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>NO</p>	<p>If YES, give details:</p> <hr/> <hr/>												
<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> <hr/> <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> <hr/>												
<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> <hr/>												
<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 national or local candidate?</p>	<p>YES, give details: _____</p> <p>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> <hr/>												
<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>GABRIEL ANTHONY D. ZETA</td> <td>INSTRUCTOR, ASIAN DEVELOPMENT FOUNDATION</td> <td>9273739968</td> </tr> <tr> <td>RHODORA T. NAVARRO</td> <td>LIBRARIAN/BLIS ADVISER, LEYTE NORMAL UNIVERSITY</td> <td>9773306047</td> </tr> <tr> <td>MICHELLE M. SIPAT</td> <td>LIBRARIAN/INSTRUCTOR, CENTRAL PHILIPPINES UNIVERSITY</td> <td>9773291730</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	GABRIEL ANTHONY D. ZETA	INSTRUCTOR, ASIAN DEVELOPMENT FOUNDATION	9273739968	RHODORA T. NAVARRO	LIBRARIAN/BLIS ADVISER, LEYTE NORMAL UNIVERSITY	9773306047	MICHELLE M. SIPAT	LIBRARIAN/INSTRUCTOR, CENTRAL PHILIPPINES UNIVERSITY	9773291730
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<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>	 <p>PHOTO</p>												
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<p>IBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated</p> <div style="border: 1px solid black; width: 200px; height: 60px; margin: 10px auto; text-align: center;"> <p>Person Administering Oath</p> </div>	<div style="border: 1px solid black; width: 100%; height: 100%; text-align: center;"> <p>N/A</p> <p>Right Thumbmark</p> </div>												

Yes/No	Cstat	Gender
Yes	Single	Male
No	Married	Female
	Separated	
	Widowed	