

CS Form No. 212
Revised 2017

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 () ☐ 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	IDLISAN		
FIRST NAME	RUVILYN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ALTES		
3. DATE OF BIRTH (mm/dd/yyyy)	12/17/1999	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	CARIGARA, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay CITY/MUNICIPALITY PROVINCE
7. HEIGHT (m)	1.65 M	ZIP CODE	6529
8. WEIGHT (kg)	65 Kg	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay CITY/MUNICIPALITY PROVINCE
9. BLOOD TYPE	A+	ZIP CODE	6529
10. GSIS ID NO.	N/A	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	121323281179	20. MOBILE NO.	+63955-069-5450 / +63948-978-8531
12. PHILHEALTH NO.	13-250435441-9	21. E-MAIL ADDRESS (if any)	idlisanrUVILYN@gmail.com
13. SSS NO.	0646852874		
14. TIN NO.	616-420-340-00000		
15. AGENCY EMPLOYEE NO.	N/A		

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	NAME-EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME			
OCCUPATION			
EMPLOYER/BUSINESS NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			
24. FATHER'S SURNAME	IDLISAN		
FIRST NAME	ROMEO		
MIDDLE NAME	OLEDAN		
25. MOTHER'S MAIDEN NAME			
SURNAME	ALTES		
FIRST NAME	VILMA		
MIDDLE NAME	MOURILLO		

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	06/01/2006	03/01/2012		2012	WITH HONORS
SECONDARY	CARIGARA NATIONAL VOCATIONAL SCHOOL	SECONDARY	06/01/2012	03/01/2016		2016	N/A
VOCATIONAL / TRADE COURSE	CARIGARA NATIONAL VOCATIONAL SCHOOL	HOME ECONOMICS STRAND SPECIALIZATION: BREAD AND PASTRY	06/01/2016	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/TES
GRADUATE STUDIES	N/A						

SIGNATURE

DATE


February 21, 2024

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27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	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		DATE	February 21, 2024
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29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	LNU RED CROSS	6/20/2018	6/30/2022		VOLUNTEER
	BOOK ENTHUSIASTS ORGANIZATION	8/20/2019	6/30/2021		PRESIDENT
	SANGUNIANG KABTAAN - BRGY KAGAWAD (OFFICIAL)	10/5/2018	11/15/2023		SK KAGAWAD
	TAGAK & RIZAL CHAPEL	1/1/2018	PRESENT		LECTURER

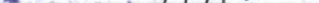
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(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)



[illegible]

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	RECOGNITION AS A MEMBER OF THE MEDICS COMMITTEE DURING 98TH LNU FOUNDING ANNIVERSARY	PHILIPPINE LIBRARIANSHIP ASSOCIATION, INC.
INTERPERSONAL SKILL		EASTERN VISAYAS REGIONS LIBRARIANS COUNCIL (MEMBER)

SIGNATURE		DATE	February 21, 2024
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February 21, 2024

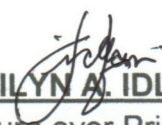
34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	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?	If YES, give details: _____ 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?	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?	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?	If YES, give details: _____ If YES, give details: _____	
39. Have you acquired the status of an immigrant or permanent resident of another country?	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? b. Are you a person with disability? c. Are you a solo parent?	If YES, please specify: _____ If YES, please specify ID No: _____ If YES, please specify ID No: _____	
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
HONEY LEE F. CADAVIS - HRMO III (EVSU MAIN)	TACLOBAN, CITY	09677030862/09660210098
ERLINDA G. AYLES - UNIVERSITY LIBRARIAN (EVSU MAIN)	TACLOBAN, CITY	09777714710/09981863244
ANNA MARIE C. TOLIBAS - LIBRARIAN 1 (EVSU MAIN)	TANUANA, LEYTE	09457344550/0955409940
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.		
<div>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: PRC ID</div> <div>ID/License/Passport No.: 0010311</div> <div>Date/Place of Issuance: 11/28/2022-PRC-TACLOBAN,CITY</div> <div> Signature (Sign inside the box) February 21, 2024 Date Accomplished</div> <div> Right Thumbmark</div>		
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.		
<div>21 FEB 2024 Notary Public Until December 31, 2025 Appointment No. NC 2024-01-65 168 M. H. Del Pilar St., Tacloban City PTR No. 8359166, Jan. 2, 2024, Tacloban City Roll of Attorney No. 58369, 167 Lifetime No. 00066 MCLE Comp. No. VIII-0902733, Until April 14, 2028</div>		

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: October 03, 2022 - February 19, 2024
- Position: Administrative Aide 1 (COS)
- Name of Office/Unit: Main Library
- Immediate Supervisor: Erlinda G. Ayles
- Name of Agency/Organization and Location: Eastern Visayas State University, Tacloban, City
- List of Accomplishments and Contributions (if any)
 - Encoded list of references in the OPAC.
 - Organized book week celebration and LIS month.
 - Performed library statistic.
 - Catalog books using DDC system.
 - Encoded list of references for COPC.
 - Answered some queries from the auditor during ISO.
- Summary of Actual Duties
 - Provides effective and efficient customer services to the clients to satisfy their information need. Also, responsible in the maintenance and improvement of the Filipiniana section and General Reference section. Lastly, performed other works that is assigned by the immediate supervisor.


RUVILYN A. IDLISAN

(Signature over Printed Name
of Employee/Applicant)

Date: **February 21, 2024**