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. (Do not fill up. For CSC use only) Print legibly. Tick appropriate boxes () 🔲 use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. 1. CS ID No. PERSONAL INFORMATION 2. SURNAME IDLISAN NAME EXTENSION (JR., SR) FIRST NAME RUVILYN MIDDLE NAME ALTES 3. DATE OF BIRTH 16. CITIZENSHIP ☑ Filipino Dual Citizenship (mm/dd/yyyy) 12/17/1999 ☐ by birth ☐ by naturalization 4. PLACE OF BIRTH CARIGARA, LEYTE If holder of dual citizenship, Pls. indicate country: please indicate the details ☐ Male ✓ Female 5. SEX ✓ Single ☐ Married 17. RESIDENTIAL ADDRESS 6 CIVIL STATUS House/Block/Lot No. Stree ☐ Widowed Separated TAGAK Other/s: Subdivision/Village Barangay CARIGARA LEYTE 7. HEIGHT (m) 1.65 N City/Municipality Province 65 Ka **7IP CODE** 6529 8. WEIGHT (kg) 18. PERMANENT ADDRESS 9. BLOOD TYPE House/Block/Lot No Street TAGAK 10 GSIS ID NO N/A Subdivision/Village Barangay CARIGARA LEYTE 11. PAG-IBIG ID NO 121323281179 City/Municipality Province 12. PHILHEALTH NO 13-250435441-9 ZIP CODE 6529 0646852874 N/A 13 SSS NO 19. TELEPHONE NO 14 TIN NO 616-420-340-00000 20 MOBILE NO +63955-069-5450 / +63948-978-8531 15. AGENCY EMPLOYEE NO N/A 21. E-MAIL ADDRESS (if any) idlisanruvilyn@gmail.com FAMILY BACKGROUND N/A 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) 22 SPOUSE'S SURNAME NAME EXTENSION (JR., SR) FIRST NAME N/A N/A MIDDLE NAME OCCUPATION EMPLOYER/BUSINESS NAME **BUSINESS ADDRESS** TELEPHONE NO. 24. FATHER'S SURNAME IDLISAN NAME EXTENSION (JR., SR) FIRST NAME ROMEO MIDDLE NAME OLEDAN 25 MOTHER'S MAIDEN NAME SURNAME ALTES FIRST NAME VILMA MOURILLO MIDDLE NAME (Continue on separate sheet if necessary) EDUCATIONAL BACKGROUND SCHOLARSHIP HIGHEST LEVEL PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE YEAR ACADEMIC UNITS EARNED LEVEL GRADUATED HONORS (Write in full) (Write in full) (if not graduated) RECEIVED From To ELEMENTARY TAGAK ELEMENTARY SCHOOL PRIMARY 06/01/2006 03/01/2012 WITH HONORS 2012 SECONDARY CARIGARA NATIONAL VOCATIONAL SCHOOL SECONDARY 06/01/2012 03/01/2016 2016 VOCATIONAL / HOME ECONOMICS STRAND CARIGARA NATIONAL VOCATIONAL SCHOOL 06/01/2016 6/1/2018 2018 WITH HONORS SPECIALIZATION: BREAD AND PASTR TRADE COURSE BACHELOR OF LIBRARY AND INFORMATION CUM LEYTE NORMAL UNIVERSITY COLLEGE 7/23/2018 6/16/2022 2022 SCIENCE LAUDE/TES GRADUATE STUDIES N/A SIGNATURE DATE February 21, 2024

7. CAR	EER SERVICE/ RA 10	080 (BOARD/ BAR) UNDER	RATING	DATE OF				LICENSE (if ap	oplicable)
SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE			(If Applicable)	EXAMINATION / CONFERMENT	PLACE OF EXAMIN	ATION / CONFER	TION / CONFERMENT		Date o Validity
REGISTERED LIBRARIAN			78.4	SEPTEMBER 12-13 2022	TACLO	BAN, CITY	TO FILLING	0010311	12/17/20
PRESIDENTIAL DECREE NO. 907 HONOR GRADUATE ELIGIBLITY				SEPTEMBER 23, 2022	2 23, 2022 CSC RO VIII			100108220774	y God
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	EXPERIENCE vate employment	t. Start from your recent		ontinue on separate sheet it n of duties should be i		d Work Exper	ience sheet.		
28. INCLUSIVE DATES (mm/dd/yyyy) POSITIC		POSITION TI (Write in full/Do not		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	GOV'T SERVICE (Y/ N)
3/10/2022	02/19/2024	ADMINISTRATIV	E AIDE I	EASTERN VISAYAS STATE UNIVERSITY TACLOBAN CITY - MAIN LIBRARY		P503.00/DAY	N/A	CONTRACTUAL	N/A
3/09/2019	04/10/2019	STUDENT ASSI	STANT	The second second	ERSITY COLLEGE LIBRARY	P20.00/ HOUR	N/A	CONTRACTUAL	N/A
2/04/2021	03/31/2022	TELLER		PITMASTER		8000.00	.N/A	CONTRACTUAL	N/A
18/2022	5/31/2022	INTERN	AMPA2	A STATE OF THE PARTY OF THE PAR	BRARY, INTEGRATED OOL & RECODS OFFICE	N/A	N/A		N/A
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9. NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy) From To		NUMBER OF HOURS	ERRECKER O	POSITION / NATURE OF WORK
LNU RED CROSS			6/30/2022	nB teats0 -		VOLUNTEER
BOOK ENTHUSIASTS ORGANIZATION			6/30/2021			PRESIDENT
SANGUNIANG KABTAAN - BRGY KAGAWAD (OFFICIAL)			11/15/2023	Con To	SK KAGAWAD	
TAGAK & RIZAL CHAPEL			PRESENT	TORIFINO S.	LECTURER	
	45 A 25 A				nutice service	d beginda yaar diin maay aharged d
III. LEARNING AND DEVELOPMENT (L&C) INTERVENTIONS/TRAINING PR	OGRAMS AT			ial positions)	
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)			DATES OF DANCE d/yyyy) To	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
ENERATIVE AI AND LIBRARIES		11/14/2023	11/14/2023	4 HOURS	WEBINAR	DOST-STII
DESIGNING OUT-OF-THE BOX PROGRAMS FOR LIE		11/15/2023	11/15/2023	4 HOURS	WEBINAR	DOST-STII
VE NEED TO TALK: HOW TO HANDLE COMPLAINT CLIENTS	BOO SVID COLUMN	10/24/2023	10/24/2023	4 HOURS	WEBINAR	DOST-STII IN PARTNERSHIP WITH ASLP
PROMOTING IDEA (INCLUSIVITY, DIVERSITY,EQUA IBRARIES	LITY, and ANTI-RACISM) IN THE	9/3/2023	9/3/2023	4 HOURS	WEBINAR	DOST-STILIN PARTNERSHIP WITH ASLP
UTURE-READY LIBRARIES: STRENGTHENING RIS	SK MANAGEMENT IN THE LIBRARIES	6/8/2023	6/8/2023	4 HOURS	WEBINAR	DOST-STII IN PARTNERSHIP WITH ASLP
DIGITAL SECURITY: CURRENT EFFORTS AND EMERGING PRACTICES IN SECURING LIBRARY SYSTEMS			4/24/2023	4 HOURS	WEBINAR	DOST-STII IN PARTNERSHIP WITH ASLP
BEST PRACTICES IN FILE NAMING IN LIBRARIES A	AND ARCHIVES	4/21/2023	4/21/2023	4 HOURS	WEBINAR	ASOSASYON NG AKLATAN AT SINUPAN NG DILIMAN, INC.
PAHAYAGAN NG PAGKAKAISA SA PAMAMAGITAN NG PANITIKAN			4/12/2023	2HOURS	WEBINAR	ASOSASYON NG AKLATAN AT SINUPAN NG DILIMAN, INC.
ACCESSING AND CITING OPEN ACCESS ELECTRO	3/31/2023	3/31/2023	4 HOURS	WEBINAR	UNIVERSITY OF RIZAL SYSTEM	
NFOGRAPHICS AND DATA PRIVACY ACT OF 2012	ONGANIZEN	11/16/2019	11/18/2019	16 HOURS	WORKSHOP	BOOK ENTHUSIASTS ORGANIZATION
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34.	Are you related by consanguinity or affinity to the appointing or chief of bureau or office or to the person who has immediate su Bureau or Department where you will be apppointed, a. within the third degree?		, , ,				
	b. within the fourth degree (for Local Government Unit - Career	Employees)?	157/20 - 1-1-1-1				
			If YES, give details:	40 to 10 to			
35.	a. Have you ever been found guilty of any administrative offens	se?	TW UNITED BY	ANICE SEE SEE SEE SEE SEE SEE SEE SEE SEE S			
		If YES, give details:					
	b. Have you been criminally charged before any court?		10/50 11/1-				
		If YES, give details: Date Filed:					
		Status of Case/s:					
36.	Have you ever been convicted of any crime or violation of any lany court or tribunal?						
	ary court of thousand.		If YES, give details:				
37.	Have you ever been separated from the service in any of the fo dropped from the rolls, dismissal, termination, end of term, finis in the public or private sector?	If YES, give details:					
38.	a. Have you ever been a candidate in a national or local election	on held within the last year (except	PROFESSION OF AMERICAN ASSESSION OF THE CONTROL OF				
	Barangay election)?	If YES, give details:					
	b. Have you resigned from the government service during the till election to promote/actively campaign for a national or local ca	If YES, give details:					
39.	Have you acquired the status of an immigrant or permanent res	sident of another country?	552 (# 1301) A 19 00 1331 1	CANTAGO ENTRE CONTRACTO			
			If-YES, give details (country):				
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna and (c) Solo Parents Welfare Act of 2000 (RA 8972), please ar	BB [20] [20] [20] [20] [20] [20] [20] [20]	nvelikes 50 paris	PAHAYAÇAN MÜ PAGKAK 199A 92 DELUM.			
a.	Are you a member of any indigenous group?	SECTION AND AND THE SECTION OF THE S					
b.	Are you a person with disability?	If YES, please specify: If YES, please specify ID No:					
C.	Are you a solo parent?		If YES, please specify ID No:				
41.	REFERENCES (Person not related by consanguinity or affinity to applicant /a	ppointee)	III 120, ploade specify ib 1				
	NAME	ADDRESS	TEL. NO.				
НОІ	NEY LEE F. CADAVIS - HRMO III (EVSU MAIN)	TACLOBAN, CITY	09677030862/096 60210098				
	INDA G. AYLES - UNIVERSITY LIBRARIAN (EVSU	TACLOBAN, CITY	09777714710/099				
MAI	NA MARIE C. TOLIBAS - LIBRARIAN 1 (EVSU MAIN)	TANUANA, LEYTE	81863244 09457344550/095				
-	I declare under oath that I have personally accomplished this F		5409940 ect and				
	complete statement pursuant to the provisions of pertinent laws. Philippines. I authorize the agency head/authorized representa agree that any misrepresentation made in this document and it administrative/criminal case/s against me.	tive to verify/validate the contents stated	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	RUVILYN A. IDLISAN			
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	SUBSCRIBED AND SWORN to before me thisR	Notaly Public Until December 31, 20 Appointment No. NC 2024 168 M. H. D. Pilar St., Tack PTR No. 8339166 Janusteing Oat oll of Attorney No. VIII 0002733, Un	25 4-01-65 bban City acloban City	nent ID as indicated above.			

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.
 - o Organized book week celebration and LIS month.
 - o Performed library statistic.
 - Catalog books using DDC system.
 - o 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