

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 () and 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	ESCASINAS		
FIRST NAME	ESTELA	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	BORINAGA		
3. DATE OF BIRTH (mm/dd/yyyy)	11/18/1992	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	POBLACION MAHAPLAG, 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"/> Widowed <input type="checkbox"/> Other/s: <input type="checkbox"/> Married <input type="checkbox"/> Separated	17. RESIDENTIAL ADDRESS	House/Block/Lot No. N/A PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.51 m	ZIP CODE	6521
8. WEIGHT (kg)	56 kg		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	N/A MAHARLIKA HIGHWAY ST. House/Block/Lot No. Street N/A POBLACION Subdivision/Village Barangay MAHAPLAG LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6512
11. PAG-IBIG ID NO.	121220801639		
12. PHILHEALTH NO.	13-025493817-4		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	718-489-223-000	20. MOBILE NO.	0963-265-6213
15.	N/A	21. E-MAIL ADDRESS (if any)	escasinasesstela@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	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ESCASINAS			
FIRST NAME	PABLITO (deceased)	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	MILLAPEZ			
25. MOTHER'S MAIDEN NAME				
SURNAME	BORINAGA			
FIRST NAME	SEVERA (deceased)			
MIDDLE NAME	MONTAJES			

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	MAHAPLAG CENTRAL SCHOOL	PRIMARY	1999	2005	GRADUATED	2005	WITH HONORS
SECONDARY	MAHAPLAG NATIONAL HIGHSCHOOL-UPPER CAMPUS	SECONDARY	2005	2009	GRADUATED	2009	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY-MAIN CAMPUS	BACHELOR OF ELEMENTARY EDUCATION	2013	2017	GRADUATED	2017	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY-MAIN CAMPUS	MASTER IN EDUCATION major in ENGLISH	2021	2022	6 UNITS, 1st YEAR	N/A	N/A

SIGNATURE

DATE

08/20/2025

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IV. CIVIL SERVICE ELIGIBILITY					
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
LICENSURE EXAMINATION FOR TEACHERS	76.60	03/25/2018	TACLOBAN CITY	1636806	11/18/2027

NOTHING FOLLOWS

(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	GOV'T SERVICE (Y/ N)
From	To						
01/01/2025	present	CLERK	VISAYAS STATE UNIVERSITY-MAIN CAMPUS (Commission on Audit under Finance Management. Office)	12,068.00	N/A	CONTRACTUAL	Y
01/01/2024	31/12/2024	CLERK	VISAYAS STATE UNIVERSITY-MAIN CAMPUS (Commission on Audit under Finance Management. Office)	12,068.00	N/A	CONTRACTUAL	Y
01/01/2023	12/31/2023	CLERK	VISAYAS STATE UNIVERSITY-MAIN CAMPUS (Commission on Audit under Finance Management. Office)	12,068.00	N/A	CONTRACTUAL	Y
01/01/2022	10/17/2022	CLERK	VISAYAS STATE UNIVERSITY-MAIN CAMPUS (Commission on Audit under Finance Management. Office)	9,961.20	N/A	CONTRACTUAL	Y
01/01/2021	12/31/2021	CLERK	VISAYAS STATE UNIVERSITY-MAIN CAMPUS (Commission on Audit under Finance Management. Office)	9,961.20	N/A	CONTRACTUAL	Y
07/1/2020	12/31/2020	CLERK	VISAYAS STATE UNIVERSITY-MAIN CAMPUS (Commission on Audit under Finance Management. Office)	8,301.00	N/A	CONTRACTUAL	Y
01/01/2020	06/30/2020	CLERK	VISAYAS STATE UNIVERSITY-MAIN CAMPUS (Commission on Audit under Finance Management. Office)	9,961.20	N/A	CONTRACTUAL	Y
07/01/2019	12/31/2019	CLERK	VISAYAS STATE UNIVERSITY-MAIN CAMPUS (Commission on Audit under Finance Management. Office)	9,659.35	N/A	CONTRACTUAL	Y
03/01/2019	06/30/2019	CLERK	VISAYAS STATE UNIVERSITY-MAIN CAMPUS (Commission on Audit under Finance Management. Office)	9,172.35	N/A	CONTRACTUAL	Y
01/01/2019	02/28/2019	CLERK	VISAYAS STATE UNIVERSITY-MAIN CAMPUS (Commission on Audit under Finance Management. Office)	7,643.93	N/A	CONTRACTUAL	Y
01/18/2018	12/31/2018	CLERK	VISAYAS STATE UNIVERSITY-MAIN CAMPUS (Commission on Audit under Finance Management. Office)	6,600.00	N/A	CONTRACTUAL	Y

NOTHING FOLLOWS

(Continue on separate sheet if necessary)

SIGNATURE		DATE	08/20/2025
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-PROFIT / PEOPLE / VOLUNTARY ORGANIZATIONS

[illegible]

(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			
	ORIENTATION AND RE-ORIENTATION OF GUIDELINES AND PROCEDURES ON PROCESSES/SERVICES OF THE OFFICES	04/08/2025	04/08/2025	8 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY
	ORIENTATION ON FINANCIAL MANAGEMENT TRANSACTION IN VSU	3/13/2025	3/13/2025	8 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY
	FROM POLICY TO PRACTICE: EODB, DPA OF 2022 AND PIA REORIENTATION FOR VSU PERSONNEL	7/29/2024	7/29/2024	8 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY
	ORIENTATION OF GUIDELINES AND PROCEDURES ON PROCESSES/SERVICES OF THE OFFICE UNDER ADMINISTRATIVE SERVICES OFFICE	2/23/2024	2/23/2024	8 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY
	10-DAY INTERNATIONAL TRAINING FOR 21 st CENTURY EDUCATORS IN LEADERSHIP, PEGAGOGIES, AND CRISIS MANAGEMENT WITH MODULE AND BOOK WRITING	2/01/2024	2/10/2024	92 HOURS	TECHNICAL	DR. DENNIS S. LAGUMEN
	DIVISION IMPLEMENTATION ROLL-OUT of the LEARNING RECOVERY CURRICULUM for KEY STAGE 1 TEACHERS	8/31/2023	9/02/2023	24 HOURS	TECHNICAL	BAYBAY CITY DIVISION EDUCATIONAL CENTER
	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY-COOKERY	10/15/2022	12/18/2022	316 HOURS	TECHNICAL	FRANCISCAN COLLEGE OF IMMACULATE CONCEPTION INC. BAYBAY CITY, LEYTE/ AN-WARAY PARTY LIST
	BASIC OPERATION OF MICROSOFT OFFICE 2010 (WORD, EXCEL,POWERPOINT)	12/03/2018	12/21/2018	80 HOURS	TECHNICAL	ENGR. JOSE A. MORA JR.

NOTHING FOLLOWS


[illegible]

(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)
COMPUTER LITERATE	GUEST SPEAKER IN THE 3RD GRADUATION CEREMONY, MOVING-UP AND CLOSING EXERCISE AT MABUHAY ELEMENTARY SCHOOL, MABUHAY MAHAPLAG, LEYTE ON 5TH DAY OF APRIL 2019	N/A
TYPING/FILING/CLERICAL WORKS	***NOTHING FOLLOWS***	
WORKING HARMONIOUSLY WITH COLLEAGUES		
COOKING		
GARDENING		
NOTHING FOLLOWS		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	08/20/2025
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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

☐ YES☒ NO

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?

☐ YES☒ NO

☐ YES☒ NO

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?

☐ 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:

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?

☐ YES☒ NO

If YES, give details:

☐ 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?
b. Are you a person with disability?
c. Are you a solo parent?

☐ YES☒ NO

If YES, please specify:

☐ YES☒ NO

If YES, please specify ID No:


☐ YES☒ NO

If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
FLERIDA RUTH R. QUIMBO	BAYBAY CITY, LEYTE	9171228067
MONICO J. CARAWANA	BAYBAY CITY, LEYTE	9173270371
NOEL M. DULOSA	MAHAPLAG, LEYTE	9606557100

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.



ESTELA B. ESCASINAS


PHOTO

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.: 1636806


Date/Place of Issuance: 3/25/2018 TACLOBAN CITY



Signature (Sign inside the box)

08/20/2025

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 28 AUG 2025, affiant exhibiting his/her validly issued government ID as indicated above.

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ATTY. KIEFER CLINT L. PETILLA

Public Attorney II

Pursuant to RA 9406

Person Administering Oath

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