

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.

CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	DATUIN		
FIRST NAME	JESSA RONA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	FRANCISCO		
3. DATE OF BIRTH (mm/dd/yyyy)	10/31/1994	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	SAN CARLOS CITY, PANGASINAN	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"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lt. of No. Street 97 CABALAWAN Subdivision/Village Barangay TACLOBAN CITY LEYTE City/Municipality Province 6500
7. HEIGHT (m)	1.52m	18. PERMANENT ADDRESS	House/Block/Lt. of No. Street 97 CABALAWAN Subdivision/Village Barangay TACLOBAN CITY LEYTE City/Municipality Province 6500
8. WEIGHT (kg)	51kg	19. TELEPHONE NO.	N/A
9. BLOOD TYPE	N/A	20. MOBILE NO.	09274554611
10. GSIS ID NO.	N/A	21. E-MAIL ADDRESS (if any)	jesdatuin@gmail.com
11. PAG-IBIG ID NO.	121180055974		
12. PHILHEALTH NO.	032512669688		
13. SSS NO.	34-4218422-2		
14. TIN NO.	700-163-840		
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	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	DATUIN		N/A	N/A
FIRST NAME	ROLANDO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	CRISOSTOMO		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	FRANCISCO		N/A	N/A
FIRST NAME	JUDITH		N/A	N/A
MIDDLE NAME	GAYON		(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	CABALAWAN ELEMENTARY SCHOOL	PRIMARY	2001	2007	GRADUATED	2007	WITH HONOR
SECONDARY	TACLOBAN CITY NATIONAL HIGH SCHOOL	SECONDARY	2007	2011	GRADUATED	2011	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	ASIAN DEVELOPMENT FOUNDATION COLLEGE	BACHELOR OF SCIENCE IN COMMERCE MAJOR IN MANAGEMENT	2011	2016	GRADUATED	2016	N/A
GRADUATE STUDIES	LEYTE COLLEGES	EDUCATION-SUPPLEMENTAL	2022	2023	21 UNITS	N/A	N/A

(Continue on separate sheet if necessary)

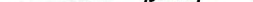
SIGNATURE		DATE	June 04, 2025
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[illegible]

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

SIGNATURE		DATE	June 04, 2025
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[illegible]

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

INCLUSIVE DATES OF	TIME	PLACE	NAME	RANK	REGIMENT	COMPANY	GRADE	SERIAL	REMARKS

[illegible]

VIII. OTHER INFORMATION

[illegible]

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	COMPUTER LITERATE		SERVICE AWARDEE (S.Y 2006-2007)		PHILIPPINE ASSOCIATION FOR TEACHER EDUCATION (PAFTE)
	OUTDOOR ACTIVITIES				
	READING				
	WATCHING MOVIES				
	In depth knowledge in using basic office equipment including fax machine,photo copier and printer				

SIGNATURE	DATE	June 01 2005
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June 04, 2025

<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<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><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: RESIGNED IN PRIVATE SECTOR</p>												
<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 a national or local candidate?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> 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>JUDITH BASAS BALAIS</td> <td>TACLOBAN CITY</td> <td>09103569010</td> </tr> <tr> <td>POTENCIANA TEJONES ABAD</td> <td>TACLOBAN CITY</td> <td>09163077877</td> </tr> <tr> <td>MELANIE AYUSTE ONTULAN</td> <td>TACLOBAN CITY</td> <td>09091183722</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	JUDITH BASAS BALAIS	TACLOBAN CITY	09103569010	POTENCIANA TEJONES ABAD	TACLOBAN CITY	09163077877	MELANIE AYUSTE ONTULAN	TACLOBAN CITY	09091183722
NAME	ADDRESS	TEL. NO.											
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POTENCIANA TEJONES ABAD	TACLOBAN CITY	09163077877											
MELANIE AYUSTE ONTULAN	TACLOBAN CITY	09091183722											
<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>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</p> <p>PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: PROFESSIONAL REGULATION COMMISSION (PRC)</p> <p>ID/License/Passport No.: 2197240</p> <p>Date/Place of Issuance: BUTUAN CITY</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; vertical-align: middle;"> Signature (Sign inside the box) June 04, 2025 Date Accomplished </td> <td style="text-align: center; vertical-align: middle;"> Right Thumbmark </td> </tr> </table>	 Signature (Sign inside the box) June 04, 2025 Date Accomplished	 Right Thumbmark										
 Signature (Sign inside the box) June 04, 2025 Date Accomplished	 Right Thumbmark												
<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>ATTY. JERRY S. CH Notary Public Until December 31, 2025 Appointment No. NC 2024-01-67 168 M. H. Pilar St., Tacloban City PTR No. 406557 Person Administering Oath</p> </div>													



JESSA ROSA F. DATUIN

Right Thumbmark

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: June 13,2017 – June 3,2025
- Position: Accounting Auditor
- Name of Office/Unit: JGC Financing Company Inc.
Location: Corner Gomez and Del Pilar Street Tacloban City
- Immediate Supervisor: JUDITH B. BALAIS
- Summary of Actual Duties
 - Monitoring Daily Expenses of NCR,Central, Leyte and Samar Branches
 - Monthly Cash count to Branches
 - Monitoring of Office Supplies of Branches
 - Auditing records, reports and receipts of Daily Transactions of Branches
 - YearlyTravel Audit Branches
 - Reconciling of Collections
 - Monitoring of Checks Issued by branches

- Duration: May 07,2024 – August 07,2024
- Position: Office in Charge
- Name of Office/Unit: JGC Financing Company Inc
Location: JC Aquino Street, Lapu-Lapu Poblacion Butuan City
- Immediate Supervisor: JUDITH B. BALAIS
- Summary of Actual Duties
 - Responsible in training new hired employees (rank-and-file level)
 - Overseeing daily operations and workflow within the assigned area.
 - Delegating tasks to staff, monitoring and evaluating their performance and providing feedback.
 - Ensuring the smooth functioning of the office while maintaining compliance with established policies, procedures and regulations.
 - Addressing operational issues and making necessary adjustments to maintain efficiency.
 - Providing guidance and support to staff members and addressing employees concern and resolving conflicts.
 - Entertain and assist client to provide good customer service.

- Duration: February 3,2020 – March 10,2021
- Position: Passbook Custodian
- Name of Office/Unit: JGC Financing Company Inc.
Location: Corner Gomez and Del Pilar Street Tacloban City
- Immediate Supervisor: Eden Shiela Oledan

- Summary of Actual Duties

- Withdraw Cash in the Bank/Handling cash transactions
- Responsible for holding and safeguarding a bank passbook of Clients
- Assisting client in the bank if personal withdrawal
- Monitoring of incoming and outgoing passbook

- Duration: May 01,2011 – April 30,2017
- Position: Working Student assigned at Canteen
- Name of Office/Unit: Asian Development Foundation College
Location: P.Burgos Street Tacloban City
- Immediate Supervisor: Eden Chua Pineda

- Summary of Actual Duties

- Handling cash transaction
- Inventory and buying supplies
- Entertaining customer with good customer service

Attachment to CS Form No. 212



JESSA RONA E. DATUIN

(Signature over Printed Name
of Applicant)

Date: June 04, 2025