CS Form No. 212 Revised 2017	PERSO	NAL DAT	A SH	IEET	Γ				
WARNING: Any misrepresenta	ation made in the Personal Data Sheet and the	Work Experience Sheet sha	Il cause the f	filing of adm	inistrative/	criminal case/s ag	gainst the per	son	
concerned. READ THE ATTACHED GUIDE	TO FILLING OUT THE PERSONAL DATA SHE	ET (PDS) BEFORE ACCOMP	LISHING THE	E PDS FORM					
Print legibly. Tick appropriate boxes	s (and use separate sheet if necessary Indicate to	N/A if not applicable. DO NOT A	BBREVIATE.		1. CS ID No		(Do not fill up.	For CSC use or	
PERSONAL INFORMATIO	DATUIN						Contract Contract		
Z. SURNAME FIRST NAME	JESSA RONA					NAME EXTEN	ISION (JR.	SR)	
			-			10.00.	10.0	, .,,	
MIDDLE NAME 3. DATE OF BIRTH	FRANCISCO	rada.							
(mm/dd/yyyy)	10/31/1994	16. CITIZENSHIP	Filipino Dual Citizenship				by naturalization		
4. PLACE OF BIRTH	SAN CARLOS CITY, PANGASINAN	If holder of dual citizen	the contract of the contract o				ization		
5. SEX	☐ Male ☐ Female	please indicate the details.							
	✓ Single Married	17. RESIDENTIAL ADDRESS	Section 1						
6 CIVIL STATUS	☐ Widowed ☐ Separated		Hox	use/Block/Lot N	0.	97.0	Street	W	
	Other/s:			abdivision/Village		31 0	Barangay	AN	
7. HEIGHT (m)	1.52m			TACLOBAN CITY City/Municipality			Province		
8. WEIGHT (kg)	51kg	ZIP CODE		6500		6500	Annual Sec		
9. BLOOD TYPE	N/A	18. PERMANENT ADDRESS	House/BlockLot No Street					,	
10. GSIS ID NO.	N/A	MUMOS OFFICERS DON	97 0				CABALAWAN		
11. PAG-IBIG ID NO	121180055974	CO FRANCIS COMPILES	SubdivisionVillage TACLOBAN CITY			Barangay LEYTE			
и / да т	2021 102 25 241	1 2 V (Pr ()		CityMunicipality			Province		
12. PHILHEALTH NO.	032512669688	ZIP CODE	-	6500			MOLENI	no	
13. SSS NO.	34-4218422-2	19. TELEPHONE NO.		N/A					
14. TIN NO.	700-163-840	20. MOBILE NO.	09274554611						
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (# any)		jesdatuin@gmail.com			m		
II. FAMILY BACKGROUND									
22. SPOUSE'S SURNAME	N/A	NAME EXTENSION UR., SPI)	23. NAME of CH			list all)	DATE OF BIRT	TH (mm/dd/yyy	
FIRST NAME	N/A	NAME EXTENSION (SR. 59)	-		N/A		N	/A	
MIDDLE NAME	N/A		N/A				/A		
OCCUPATION	N/A			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		2000	•		N/A	
24. FATHER'S SURNAME	DATUIN	NAME EXTENSION (JR., SR)	N/A N/A				//A		
FIRST NAME	ROLANDO		N/A		N/A				
MIDDLE NAME	CRISOSTOMO		N/A			N/A			
25. MOTHER'S MAIDEN NAME			N/A			N/A			
SURNAME	FRANCISCO	* 100 mg 1	N/A			N/A			
FIRST NAME	JUDITH		(Continue on separate sheet if necessary)					/A	
MIDDLE NAME III. EDUGATIONAL BACKO	GAYON			, (C	ontinue on se	eparate sheet if neces	sary)_		
						HIGHEST LEVEL		SCHOLARSH	
28. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGRE (Write in full)	E/COURSE	From	To	UNITS EARNED (if not graduated)	YEAR GRADUATED	ACADEMIC HONORS RECEIVED	
ELEMENTARY	CABALAWAN ELEMENTARY SCHOOL	PRIMARY		2001	2007	GRADUATED	2007	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 MAJOR IN MANAGEN		2011	2016	GRADUATED	2016	N/A	
GRADUATE STUDIES	LEYTE COLLEGES	EDUCATION-SUPPLEM	-	2022	2023	21 UNITS	N/A	N/A	
- NO.	the second of th	Continue on separate sheet if nece	ssary)	Mark Language					
SIGNATURE	" und	tud		DA	TE	Ju	une 04,2025		



7. CAR	REER SERVICE/ RA	1080 (BOARD/ BAR) UNDER	RATING	DATE OF EXAMINATION /	PLACE OF EXAMINAT	ION / CONFE	RMENT	LICENSE (If a	opplicable) Date of
COFCIAL LAWCICCOLCOFE		(If Applicable)	CONFERMENT	PENCE OF EXAMINAT	ION / CONFERMENT		NUMBER	Validity	
LICENSURE EXAMINATION FOR TEACHER (LET)		79%	MARCH 17,2024	TACLOB	AN CITY	The plant of the	2197240	10/31/20	
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. INC	LUSIVE DATES	ent, Start from your recent					SALARY/ JOB/ PAY GRADE (II		GOVT
	mm/dd/yyyy)	POSITION TI (Write in full/Do not a			NCY / OFFICE / COMPANY Do not abbreviate)	MONTHLY	applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	SERVICE (Y/N)
From 5/13/2017	To 6/3/2025	ACCOUNTING AUDITOR		JGC FINANCING COM	P17000	N/A	REGULAR	N	
5/2024	7/8/2024	OFFICE in-CHAR	1 In The Columbia	1 7830/01/2 1810/04	OMPNAY INC. (BUTUAN)	P14000	N/A	REGULAR	N
2/2020	3/6/2021	PASSBOOK CUS	Account Const		MPNAY INC. (TACLOBAN)	P10000	N/A	REGULAR	N
/4/2016	04/30/2017	SALES AND INVENTORY F	National Property and the second	ASIAN DEVELOPMEN	T FOUNDATION COLLEGE	₽6000	N/A	N/A	N
/5/2011	03/19/2016	WORKING STI	distant in the law	(SCHOOL CANTEEN) ASIAN DEVELOPMENT FOUNDATION COLLEGE		FULL	N/A	N/A	N
				(SCHOO	L CANTEEN)	TUITION			20,000
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	NATURE		la las	Superate sheet I	DATE		June 04,2025	NAME AND ADDRESS OF TAXABLE PARTY.	- marine alone



1. VOLUNTARY WORK OR INVOLVEMEN				ORGANIZATIO	N/S		
29. NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	Deliving the state of the state	POSITION / NATURE OF WORK	
N/A		From N/A	N/A	N/A	-	N/A	
		- IVA	- INA	I WA		N/A	
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30 TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		(mm/dd/yyyy)		NUMBER OF HOURS	Supervisory/ Technical/etc)	(Write in fulf)	
SIC COMPUTER LITERACY		8/14/2024	8/27/2024	80hrs	TECHNICAL	ELTECH LEARNING HUB	
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31. SPECIAL SKILLS and HOBBIES	32. N	ON-ACADEMIC DIS		OGNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATIO	
	1 10 100 100		rite in full)			PHILIPPINE ASSOCIATION FOR TEACHE	
COMPUTER (AT LATE	SE	RVICE AWARD	EE (S.Y 2006-2	007)		EDUCATION (PAFTE)	
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SIGNATURE		ful			ATE	June 04,2025	



chief of bureau or office or to the person who has important or Department where you will be apppointed,	mediate supervision over you in the Office,	Problem Street, Value of Control			
a. within the third degree?		YES NO			
b. within the fourth degree (for Local Government Un	☐ YES ☑ NO If YES, give details:				
a. Have you ever been found guilty of any administra	YES NO If YES, give details:				
b. Have you been criminally charged before any cour	YES NO If YES, give details: Date Filed: Status of Case/s:				
Have you ever been convicted of any crime or violationary court or tribunal?	YES INO If YES, give details:				
Have you ever been separated from the service in ar dropped from the rolls, dismissal, termination, end of in the public or private sector?	, VES NO If YES, give details: RESIGNED IN PRIVATE SECTOR				
a. Have you ever been a candidate in a national or lo Barangay election)?	YES NO If YES, give details:				
b. Have you resigned from the government service d election to promote/actively campaign for a national of	☐ YES ☑ NO If YES, give details:				
Have you acquired the status of an immigrant or perr	YES NO If YES, give details (country):				
Pursuant to: (a) Indigenous People's Act (RA 8371); 7277); and (c) Solo Parents Welfare Act of 2000 (RA Are you a member of any indigenous group? Are you a person with disability? Are you a solo parent?		If YES			
REFERENCES (Person not related by consanguinity or affinity to	applicant /appointee)	If YES, please specify ID No:			
NAME	ADDRESS	· TEL. NO.			
JUDITH BASAS BALAIS	TACLOBAN CITY	09103569010			
POTENCIANA TEJONES ABAD	TACLOBAN CITY	09163077877			
MELANIE AYUSTE ONTULAN	TACLOBAN CITY	09091183722			
I declare under oath that I have personally accomposed statement pursuant to the provisions of Philippines. I authorize the agency head/authorized agree that any misrepresentation made in this administrative/criminal case/s against me.	f pertinent laws, rules and regulations of the representative to verify/validate the contents state	Republic of the ed herein.			
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc. PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: PROFESSIONAL REGULATION COMMISSION (PRI	1 2 loke	5			
D/License/Passport No.: 2197240	Signature (Sign inside the b	Ord.			
Date/Place of Issuance: BUTUAN CITY	Right Thumbmark				
SUBSCRIBED AND SWORN to before me this	ATTY. JEAN'S. No. Sty Public Until December 31, 2025 Appointment No. NC 2024-01-66 168 M. H. Del Pilar St., Tactoban C	ing his/her validly issued government ID as indicated above.			

WORK EXPERIENCE SHEET

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

- 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
 - o Monitoring of Office Supplies of Branches
 - o 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
 - o Withdraw Cash in the Bank/Handling cash transactions
 - o Responsible for holding and safeguarding a bank passbook of Clients
 - o Assisting client in the bank if personal withdrawal
 - o 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
 - o Handling cash transaction
 - Inventory and buying supplies
 - Entertaining customer with good customer service

Attachment to CS Form No. 212

JESSA RONA F. DATUIN
(Signature over Printed Name
of Applicant)

Date: June 04, 2025