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	FLORES
FIRST NAME	JESSA MAE
NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	VERZOSA
3. DATE OF BIRTH (mm/dd/yyyy)	08/21/1998
4. PLACE OF BIRTH	TACLOBAN CITY
5. SEX	☐ Male ☑ Female
6 CIVIL STATUS	☑ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:
7. HEIGHT (m)	1.52 M
8. WEIGHT (kg)	60 KG
9. BLOOD TYPE	O
10. GSIS ID NO.	N/A
11. PAG-IBIG ID NO.	1213-2075-2075
12. PHILHEALTH NO.	13-025625328-4
13. SSS NO.	N/A
14. TIN NO.	605-936-062-000
15. AGENCY EMPLOYEE NO.	N/A

16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☑ by birth ☐ by naturalization
If holder of dual citizenship, please indicate the details.	Pls. indicate country: Philippines
17. RESIDENTIAL ADDRESS	N/A (House/Block/Lot No.) ZONE 8 (Street); N/A (Subdivision/Village) PATOC (Barangay); DAGAMI (City/Municipality) LEYTE (Province); ZIP CODE 6515
18. PERMANENT ADDRESS	N/A (House/Block/Lot No.) ZONE 8 (Street); N/A (Subdivision/Village) PATOC (Barangay); DAGAMI (City/Municipality) LEYTE (Province); ZIP CODE 6515
19. TELEPHONE NO.	N/A
20. MOBILE NO.	09924680130
21. E-MAIL ADDRESS (if any)	flores.jessamae01@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	FLORES			
FIRST NAME	EDWIN	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	NOVIO			
25. MOTHER'S MAIDEN NAME	HELENE SUDARIO VERZOSA			
SURNAME	FLORES			
FIRST NAME	HELENE			
MIDDLE NAME	VERZOSA		(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 From	To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	PATOC ELEMENTARY SCHOOL	PRIMARY EDUCATION	2005	2011	GRADUATED	2011	N/A
SECONDARY	PATOC NATIONAL HIGH SCHOOL	HIGH SCHOOL	2011	2015	GRADUATED	2015	N/A
VOCATIONAL / TRADE COURSE	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY	TECHNICAL-VOCATIONAL EDUCATION TRAINING COOKERY	Aug-22	Oct-22	GRADUATED	2022	N/A
COLLEGE	LEYTE NORMAL UNIVERSITY	BACHELOR OF ELEMENTARY EDUCATION	2015	2019	GRADUATED	2019	CHED SCHOLAR
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	MASTER IN EDUCATION (SPECIAL EDUCATION)	2023	PRESENT	12 units	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 6, 2025

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	82.0	09/28/2019	SAN JOSE CENTRAL SCHOOL TACLOBAN CITY	1848356	08/21/2026
	* * * 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						
11/21/2023	02/20/2024	SUBSTITUTE TEACHER	PLARIDEL ELEMENTARY SCHOOL	27,000.00	11-1	CONTRACTUAL	Y
09/14/2023	10/31/2023	SUBSTITUTE TEACHER	CANSAMADA ELEMENTARY SCHOOL	27,000.00	11-1	CONTRACTUAL	Y
02/01/2023	07/31/2023	LEARNING SUPPORT AID	PATOC ELEMENTARY SCHOOL	3,000.00	N/A	CONTRACTUAL	Y
08/22/2022	01/20/2023	LEARNING SUPPORT AID	PATOC ELEMENTARY SCHOOL	3,000.00	N/A	CONTRACTUAL	Y
04/01/2022	6/30/2022	LEARNING SUPPORT AID	PATOC ELEMENTARY SCHOOL	4,000.00	N/A	CONTRACTUAL	Y
01/01/2022	03/31/2022	LEARNING SUPPORT AID	PATOC ELEMENTARY SCHOOL	4,000.00	N/A	CONTRACTUAL	Y
09/01/2021	12/31/2021	LEARNING SUPPORT AID	PATOC ELEMENTARY SCHOOL	3,000.00	N/A	CONTRACTUAL	Y
		* * * NOTHING FOLLOWS * * *					

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JANUARY 6, 2025

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
N/A	N/A	N/A	N/A	N/A

(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			
3 - DAY LIVE - OUT TRAINING - WORKSHOP OF SCHOOL PARTNERS ON LITERACY INSTRUCTION UNDER THE NEW NORMAL LEARNING DELIVERY IN THE IMPLEMENTATION OF THE SCHOOL PROJECT ReREAD - LEARNERS	12/01/2021	12/03/2021	18 HOURS	TECHNICAL	WORLD VISION
10 DAYS BASIC COMPUTER LITERACY TRAINING	01/13/2020	01/24/2020	60 HOURS	SUPERVISORY	JE MONDEJAR COMPUTER COLLEGE
ANNUAL REGIONAL TEACHING CONGRESS	02/23/2019	02/23/2019	6 HOURS	TECHNICAL	PHILIPPINE ASSOCIATION FOR TEACHERS AND EDUCATORS
* * * NOTHING FOLLOWS * * *					

(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)
KNOWLEDGEABLE IN MICROSOFT EXCEL, WORD, AND POWER POINT PRESENTATION	N/A	N/A
GOOD INTERPERSONAL SKILLS		
LOVES TO READ		
LOVES TO COOK		
*** NOTHING FOLLOWS ***		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JANUARY 6, 2025

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 apppointed,

a. within the third degree? ☐ YES ☑ NO

b. within the fourth degree (for Local Government Unit - Career Employees)? ☐ YES ☑ NO

If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense? ☐ YES ☑ NO

If YES, give details: _____

b. Have you been criminally charged before any court? ☐ YES ☑ NO

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)? ☐ YES ☑ NO

If YES, give details: _____

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: _____

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? ☐ YES ☑ NO

If YES, please specify: _____

b. Are you a person with disability? ☐ YES ☑ NO

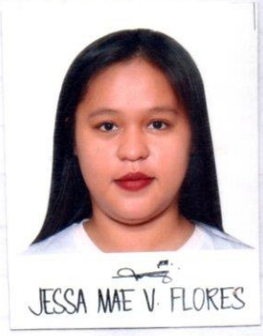
If YES, please specify ID No: _____

c. Are you a solo parent? ☐ YES ☑ NO

If YES, please specify ID No: _____

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

NAME	ADDRESS	TEL. NO.
EDNA R. SUAREZ	BRGY. CANLINGGA DAGAMI, LEYTE	9777720918
LUCILA S. TRECEÑE	BRGY. STA. MESA DIST. 7 DAGAMI, LEYTE	9777185595
NELSON O. RAQUEL	BRGY, PATOC DAGAMI, LEYTE	9305742806



JESSA MAE V. FLORES

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.

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 COMMISION
ID/License/Passport No.:	1848356
Date/Place of Issuance:	1/15/2020/TACLOBAN CITY

Signature (Sign inside the box)

1-6-25

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 08 JAN 2025, affiant exhibiting his/her validly issued government ID as indicated above.

MARIA SHEILA DELOSO-BAQUILOD
PUBLIC ATTORNEY II
PURSUANT TO R.A. NO. 9406

Person Administering Oath

Attachment to CS Form No. 212

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: November 21, 2023 – February 20, 2024
- Position: Substitute Teacher
- Name of Office/Unit: Plaridel Elementary School
- Immediate Supervisor: Jose Damian C. Añover
- Name of Agency/Organization and Location: Department of Education, Candahug Palo, Leyte
  - Summary of Actual Duties
    - Facilitate learning through Remedial Plan
    - Teaches the learners with innovative teaching strategies.
    - Monitors the learners Progress
    - Accomplish school report
    - Assist the teachers in conducting school-based activities.

- Duration: September 14, 2023 – October 31, 2023
- Position: Substitute Teacher
- Name of Office/Unit: Cansamada Elementary School
- Immediate Supervisor: Ma. Ivy B. Avelino
- Name of Agency/Organization and Location: Department of Education, Candahug Palo, Leyte
  - Summary of Actual Duties
    - Facilitate learning through Remedial Plan
    - Teaches the learners with innovative teaching strategies.
    - Monitors the learners Progress
    - Accomplish school report
    - Assist the teachers in conducting school-based activities.

- Duration: September 1, 2021 – July 31, 2023
- Position: Learning Support Aide
- Name of Office/Unit: Patoc Elementary School
- Immediate Supervisor: Helen C. Sudario
- Name of Agency/Organization and Location: Department of Education/Candahug Palo, Leyte
  - Summary of Actual Duties
    - Teaches selected grade level for selected subjects.
    - Assist the teachers in accomplishing school forms, school reports, etc.
    - Helps in keeping the school records.
    - Assist the teachers in school-based activities.
    - Participate in training conducted by the school and partners.

P

Jessa Mae V. Flores
(Signature over Printed Name
of Employee/Applicant)

Date: 1-6-25