

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	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	SAN CARLOS CITY, PANGASINAN	If holder of dual citizenship, please indicate the details.	
5. SEX	☐ Male ☒ Female		
6. CIVIL STATUS	☒ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street 6500 97 CABALAWAN Subdivision/Village Barangay TACLOBAN CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.52m	ZIP CODE	6500
8. WEIGHT (kg)	51kg		
9. BLOOD TYPE	N/A	18. PERMANENT ADDRESS	House/Block/Lot No. Street 6500 97 CABALAWAN Subdivision/Village Barangay TACLOBAN CITY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6500
11. PAG-IBIG ID NO.	121180055974		
12. PHILHEALTH NO.	032512669688		
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 (if any)	jesdatuin@gmail.com

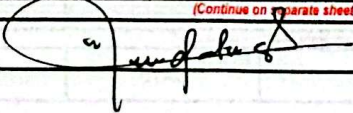
II. FAMILY BACKGROUND

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
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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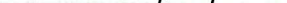
[illegible]

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

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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 If none, TOL-TV	STATUS OF APPOINTMENT	GOVT SERVICE EX NO.
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[illegible]

SIGNATURE		DATE	June 04, 2025
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[illegible]

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

[illegible]

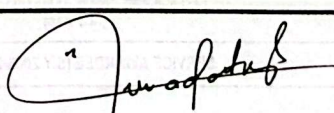
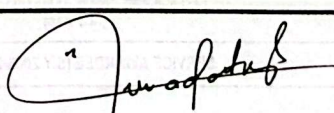
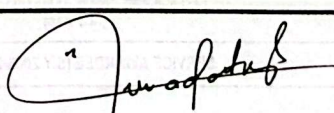
VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
COMPUTER LITERATE	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		

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	June 04, 2025

(Continue on separate sheet)

June 04, 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 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 If YES, give details: _____ ☐ 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: RESIGNED IN PRIVATE SECTOR												
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) <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
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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 COMMISSION (PRC) ID/License/Passport No.: 2197240 Date/Place of Issuance: BUTUAN CITY	<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										
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SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. 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													

