

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	DESADES		
FIRST NAME	AIRA		
MIDDLE NAME	MAHINLO		
3. DATE OF BIRTH (mm/dd/yyyy)	4/14/1999	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay 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"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (cm)	163	ZIP CODE	House/Block/Lot No. N/A Sitio Kinuhaan
8. WEIGHT (kg)	69		Subdivision/Village N/A Maitum
9. BLOOD TYPE	N/A		City/Municipality Baybay Province Leyte
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	121315918130		
12. PHILHEALTH NO.	N/A	18. PERMANENT ADDRESS	6521
13. SSS NO.	35-0852204-5	ZIP CODE	House/Block/Lot No. N/A Sitio Kinuhaan
14. TIN NO.	62296325100000		Subdivision/Village N/A Maitum
15. AGENCY EMPLOYEE NO.	N/A		City/Municipality Baybay Province Leyte
19. TELEPHONE NO.	N/A		
20. MOBILE NO.	09757739078		
21. E-MAIL ADDRESS (if any)	airadesades10@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			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	DESADES			
FIRST NAME	HIGENIO			
MIDDLE NAME	DOGUILLES			
25. MOTHER'S MAIDEN NAME				
SURNAME	MAHINLO			
FIRST NAME	JOCELYN			
MIDDLE NAME	VALEROSO		(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	Maitum Elementary School	Primary Education	6/1/2005	3/1/2011		2011	N/A
SECONDARY	Plaridel National High School	High School	6/6/2011	3/2/2015		2015	N/A
VOCATIONAL / TRADE COURSE	Palermo Hotel Institute of Tourism and Hospitality Inc.	Bread and Pastry Production NC II	1/8/2021	2/3/2021		2021	TWSP
COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION INC.	BACHELOR OF ELEMENTARY EDUCATION	10/1/2015	5/17/2021		2021	N/A
GRADUATE STUDIES	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION INC.	MaEd Management	7/26/2025				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 03, 2025	CS FORM 212 (Revised 2017), Page 1 of 4
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IV. CIVIL SERVICE ELIGIBILITY

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	RA 1080 (TEACHER)	79.2	10/2/2022	TACLOBAN CITY	1985551	4/14/2026

(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						
9/2/2024	12/20/2024	Teacher 1	Baybay City Division Office	28512.00	11-1	Substitute	Yes
6/12/2021	8/30/2024	Market Vendor	Rootcrops Section Baybay Market Place	13000.00	N/A	N/A	No
3/18/2024	5/31/2024	Teacher 1	Baybay City Division Office	27000.00	11-1	Substitute	Yes
11/6/2023	11/17/2023	Teacher 1	Baybay City Division Office	27000.00	11-1	Substitute	Yes
10/29/2017	12/20/2020	Part-time	Rootcrops Section Baybay Market Place	4000.00	N/A	N/A	No

(Continue on separate sheet if necessary)

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

[illegible]

(Continue on separate sheet if necessary)

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

[illegible]


(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Cooking	N/A	N/A
Reading Books	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	<i>August 03, 2025</i>	CS FORM 212 (Revised 2017), Page 3 of 4
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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)?		<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?		<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
		<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
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?		<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
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?		<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
39. Have you acquired the status of an immigrant or permanent resident of another country?		<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>
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?		<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME		ADDRESS
Josette Y. Villamor		Brgy. Maitum Baybay City, Leyte
Crisanto Escasinas		Brgy. Pomponan Baybay City, Leyte
Denniss B. Castellano		Brgy. Maitum Baybay City, Leyte
TEL. NO.		
09161552473		
09066630986		
09639629701		
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		<div> PHOTO</div> <div><div></div> Right Thumbmark</div>
Government Issued ID: PRC ID		
ID/License/Passport No.: 1985551		
Date/Place of Issuance: ORMOC CITY		
		Signature (Sign inside the box)
		August 03, 2025
		Date Accomplished
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.		
<div></div> <div>Person Administering Oath</div>		