

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

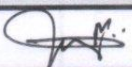
2. SURNAME	FLORES		
FIRST NAME	JESSA MAE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	VERZOSA		
3. DATE OF BIRTH (mm/dd/yyyy)	08/21/1998	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: Philippines
4. PLACE OF BIRTH	TACLOBAN CITY	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	N/A House/Block/Lot No. Street N/A PATOC Subdivision/Village Barangay DAGAMI LEYTE City/Municipality Province
7. HEIGHT (m)	1.52 M	ZIP CODE	6515
8. WEIGHT (kg)	60 KG		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	N/A House/Block/Lot No. Street N/A PATOC Subdivision/Village Barangay DAGAMI LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6515
11. PAG-IBIG ID NO.	1213-2075-2075		
12. PHILHEALTH NO.	13-025625328-4		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	605-936-062-000	20. MOBILE NO.	09924680130
15. AGENCY EMPLOYEE NO.	N/A	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		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
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

SIGNATURE		DATE	JANUARY 6, 2025
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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 CITY TACLOBAN	1848356	08/21/2026
		* * *	NOTHING	FOLLOWS * * *		

#### 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	JANUARY 6, 2025
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## 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&amp;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)	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, 1978
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<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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>EDNA R. SUAREZ</td> <td>BRGY. CANLINGGA DAGAMI, LEYTE</td> <td>9777720918</td> </tr> <tr> <td>LUCILA S. TRECEÑE</td> <td>BRGY. STA. MESA DIST. 7 DAGAMI, LEYTE</td> <td>9777185595</td> </tr> <tr> <td>NELSON O. RAQUEL</td> <td>BRGY, PATOC DAGAMI, LEYTE</td> <td>9305742806</td> </tr> </tbody> </table>		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
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NELSON O. RAQUEL	BRGY, PATOC DAGAMI, LEYTE	9305742806											
<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: <b>PROFESSIONAL REGULATION COMMISSION</b></p> <p>ID/License/Passport No.: <b>1848356</b></p> <p>Date/Place of Issuance: <b>1/15/2020/TACLOBAN CITY</b></p>	<p style="text-align: center;">               Signature (Sign inside the box)  <b>1-6-25</b>              Date Accomplished           </p>												
<p style="text-align: center;">               Right Thumbmark           </p>													
<p>SUBSCRIBED AND SWORN to before me this <b>08 JAN 2025</b>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">   <b>MARIA SHEILA DELOSO-BAQUILOD</b>              PUBLIC ATTORNEY II              PURSUANT TO B.A. NO. 8406              Person Administering Oath           </p> </div>													



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