CS Form No. 212 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) 2 SURNAME TIMOSA N/A NAME EXTENSION (JR., SR) FIRST NAME **MIRA LUNA** MIDDLE NAME **TORRES** 3. DATE OF BIRTH 03/09/1994 16. CITIZENSHIP **☑** Filipino ☐ Dual Citizenship (mm/dd/yyyy) by birth by naturalization DONA TELESFORA, TUBAY, AGUSAN DEL NORTE 4. PLACE OF BIRTH If holder of dual citizenship. Pls. indicate country: please indicate the details 5. SEX ☐ Male √ Female ✓ Single ☐ Married 17. RESIDENTIAL ADDRESS 6 CIVIL STATUS House/Block/Lot No. Widowed ☐ Separated KILIM Other/s: Subdivision/Village Barangay **BAYBAY CITY** 1.51 m LEYTE 7. HEIGHT (m) City/Municipality Province 53.6 kg 6525 8 WEIGHT (kg) ZIP CODE 18. PERMANENT ADDRESS P2 NIA 9. BLOOD TYPE House/Block/Lot No. **DONA TELESFORA** 10. GSIS ID NO 2006294523 Subdivision/Village Barangay TUBAY AGUSAN DEL NORTE 121240538099 11. PAG-IBIG ID NO City/Municipality Province 18-250336069-2 12. PHILHEALTH NO. ZIP CODE 8606 06-4223931-0 13. SSS NO 9. TELEPHONE NO. N/A 14. TIN NO. 353 302 318 000 09508230823 20. MOBILE NO N/A 15 AGENCY EMPLOYEE NO 21. E-MAIL ADDRESS (if any) timosamiraluna@gmail.com 22 SPOUSE'S SURNAME N/A 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) N/A N/A FIRST NAME N/A 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 TIMOSA 24. FATHER'S SURNAME N/A NAME EXTENSION (JR., SR N/A FIRST NAME **ENRIQUE** N/A N/A NARRA MIDDLE NAME N/A N/A 25. MOTHER'S MAIDEN NAME TORRES N/A TIMOSA N/A SURNAME N/A N/A LYDIA FIRST NAME N/A MIDDLE NAME RECEDILLA (Continue on separate sheet if necessary) SCHOLARSHIP PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE YEAR ACADEMIC LEVEL UNITS EARNED (Write in full) (Write in full) GRADUATED HONORS

(if not graduated) RECEIVED From To **DONA TELESFORA ELEMENTARY SALUTATO** ELEMENTARY **ELEMENTARY EDUCATION** 01/06/2001 01/04/2007 GRADUATED 2007 SCHOOL RIAN CABADBARAN CITY NATIONAL HIGH **3RD HON** SECONDARY SECONDARY EDUCATION 01/06/2007 01/04/2011 **GRADUATED** 2011 SCHOOL MENTION VOCATIONAL / N/A N/A N/A N/A N/A N/A N/A TRADE COURSE MINDANAO STATE UNIVERSITY- MAIN **BACHELOR OF SCIENCE IN** COLLEGE 01/10/2012 01/07/2017 GRADUATED N/A 2017 **CAMPUS PHYSICS** MINDANAO STATE UNIVERSITY- MAIN **GRADUATE STUDIES** MASTER OF SCIENCE IN PHYSICS 01/08/2021 PRESENT 34 UNITS ONGOING N/A **CAMPUS**

SIGNATURE

August 24, 2023

DATE

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chiled followed 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)? b. within the fourth degree (for Local Government Unit - Career Employees)? c. a. Hove you ever been found gully of any administrative offense? c. a. Hove you ever been found gully of any administrative offense? c. a. Hove you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or informat? c. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or informat? c. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or informat? c. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation, reference, diopped from the oil, desineas, termination, and of term, finished contact or phase do out (investigation) in the place of the contact of the contact of the contact or phase do out (investigation) in the place of the contact or decree of the minimate or phase devices. c. All the you approach from the powerment service during the thee (3) month peofic before the last (calcalition) in the powerment service during the thee (3) month peofic before the last (calcalition) in the powerment service during the thee (3) month peofic before the last (calcalition) in the powerment service during the thee (3) month peofic before the last (calcalition) in the powerment service during the thee (3) month peofic before the last (calcalition) in the powerment service during the thee (3) month peofic before the last (calcalition) in the power people and (1) months and the contact or power people and (1) months and the contact or power people and (1) months an	Bureau or Department where you will be appointed, a. within the find degree? b. within the fourth degree (for Local Government funk - Career Employees)? b. Which the fourth degree (for Local Government funk - Career Employees)? c. a. Have you ever been found guilty of any administrative offense? c. a. Have you ever been considered of any administrative offense? c. b. Have you been criminally charged before any court? c. b. Have you been criminally charged before any court? c. b. Have you ever been considered of any offens or violation of any law, decree, ordinance or regulation by life to go the fact should be any court or tribunal? c. b. Have you ever been considered of any offens or violation of any law, decree, ordinance or regulation by life to go the country of the following modes: resignation, and or from the service in any of the following modes: resignation, and or from the service in any of the following modes: resignation, and or form finished context or phased out (abdition) in the public or phase beds designed in a national or local decidion had within the last year (except law or life to go the public or phase beds and a national or local decidion had within the last year (except law or life to go the last election to promoterized why campaign for a national or local candidate? c. b. Have you acquired the status of an immigrant or permanent excisent of another country? c. b. Have you acquired the status of an immigrant or permanent excisent of another country? c. b. Have you acquired the status of an immigrant or permanent excisent of another country? c. Any you a person with deabling? c. Any you a person with deabling? d. Pursuant to: (a) indigenous Paccels Act (PA 8371); (b) Magna Clarts for Disabled Persons [PA 7277; and (c) Sob Permots Well-warrier and of 2000 (PA 8572), please answer the following lens: Any you a person with deabling? d. Permanent to: (a) indigenous Paccels Act (PA 8371); (b) Magna Clarts for Disabled Persons [PA 7277; and (c) Sob Permots Well-warrier Act of 200	34.	Are you related by consanguinity or affinity to the appointing the following the person who has immediate					
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WORK EXPERIENCE SHEET

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

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 starting with the most recent/present employment

Sample: If applying to Supervising Administrative Officer

- Duration: March 1, 2023 August 15, 2023
- · Position: Substitute Instructor
- Name of Office/Unit: Department of Physics Immediate Supervisor: Dr. Rev Rhizza L. Aure
- Name of Agency/Organization and Location: Visayas State University- Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - I was able to conduct lessons with my students and recorded the results of their quizzes and activities.
 - I submitted the students' grades on time.
 - · Summary of Actual Duties
 - o Responsible for handling students in both Physics lectures and laboratories.
- Duration: June 2019 Feb 2023
- · Position: ESL Instructor
- Name of Office/Unit: Golden Great Peak English, Inc.
- Immediate Supervisor: Celia Romano
- Name of Agency/Organization and Location: Golden Great Peak English, Inc., Mandaue City, Cebu
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Responsible for teaching English to Japanese and Taiwanese students.

TIMOSA, MIRA LUNA T.

(Signature over Printed Name of Employee/Applicant)

Date: 08/28/2023