

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		DAYOLA											
FIRST NAME		ELMA						N/A					
MIDDLE NAME		MAESTRE											
3. DATE OF BIRTH (mm/dd/yyyy)		09/24/1996		16. CITIZENSHIP		<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship							
4. PLACE OF BIRTH		MAASIN CITY		If holder of dual citizenship, please indicate the details.		N/A <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization							
5. SEX		<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female				Philippines							
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							
7. HEIGHT (m)		1.47 M				N/A							
8. WEIGHT (kg)		55.9 KGS.		ZIP CODE		6600							
9. BLOOD TYPE		B+		18. PERMANENT ADDRESS		N/A							
10. GSIS ID NO.		N/A				N/A							
11. PAG-IBIG ID NO.		N/A				N/A							
12. PHILHEALTH NO.		13-252349933-7		ZIP CODE		6600							
13. SSS NO.		06-4152725-6		19. TELEPHONE NO.		N/A							
14. TIN NO.		499-918-503		20. MOBILE NO.		09489802590							
15. AGENCY EMPLOYEE NO.		449-876-374-560		21. E-MAIL ADDRESS (if any)		elmadayoladragneel@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		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		DAYOLA											
FIRST NAME		ELPEDIO		JR									
MIDDLE NAME		PALARAN											
25. MOTHER'S MAIDEN NAME													
SURNAME		MAESTRE											
FIRST NAME		FE											
MIDDLE NAME		NEBRIDA											
(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		DONGON ELEMENTARY SCHOOL		ELEMENTARY		2003 2009		GRADUATED		2009		1st Hon. Mention	
SECONDARY		DONGON NATIONAL HIGH SCHOOL		HIGH SCHOOL		2009 2013		GRADUATED		2013		NONE	
VOCATIONAL / TRADE COURSE		N/A		N/A		N/A N/A		N/A		N/A		N/A	
COLLEGE		SAINT JOSPEH COLLEGE		BACHELOR IN SECONDARY EDUCATION MAJOR IN ENGLISH		2013 2017		GRADUATED		2017		NONE	
GRADUATE STUDIES		N/A		N/A		N/A N/A		N/A		N/A		N/A	
(Continue on separate sheet if necessary)													
SIGNATURE						DATE		September 10, 2024					

[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

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	September 10, 2024
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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	TEL. NO.
GILDA ARIENZA LOPEZ		MAASIN CITY	0926-906-2193
JERIC TINDOY OLAY		ICHON, SOUTHERN LEYTE	0920-454-1055
JANESS E. BARRERA		MAASIN CITY	0917-878-2236
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.			
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: PRC ID</div> <div>ID/License/Passport No.: 1600666</div> <div>Date/Place of Issuance: 12/27/2017 TACLOBAN CITY</div>		<div><div></div><div>Signature (Sign inside the box)</div><div>9/10/2024</div><div>Date Accomplished</div></div>	
		<div><div></div><div>Right Thumbmark</div></div>	
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>			



PHOTO

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.

Sample: If applying to Supervising Administrative Officer

- Duration: June 18, 2018 – July 01, 2023
- Position: Senior High School Teacher
- Name of Office/Unit: The College of Maasin, Inc.
- Immediate Supervisor: Gilda A. Lopez, LPT, MPA
- Name of Agency/Organization and Location: Tunga-Tunga, Maasin City, Southern Leyte

- List of Accomplishments and Contributions (if any)
 - Designed classroom activities and lesson plan
 - Senior high school Week Adviser 2018 – 2020
 - Intramurals Week Adviser
 - Sports Club Adviser
 - PRISAA Coach for Volleyball 2022
 - City Meet Coach for Table Tennis Secondary Boys Division 2019
 - EVRAA Coach for Table Tennis Boys Division 2019

- Summary of Actual Duties: I prepare daily/weekly learning plans, creating and utilizing learning materials, participating in seminars and workshops, applying various teaching strategies and classroom management techniques, evaluating and tracking student progress, communicating students' outcomes to the learner, parents, and immediate supervisor, counsels and guides students, and conducts remediation

- Duration: November 7, 2023 – January 16, 2024
- Position: Substitute Public Teacher
- Name of Office/Unit: Malapoc Sur National High School
- Immediate Supervisor: Dennis T. Lacerna, Head Teacher
- Name of Agency/Organization and Location: DepEd-Maasin, Maasin City, Southern Leyte

- List of Accomplishments and Contributions (if any): Intramurals Day Adviser

- Summary of Actual Duties
 - Works closely with colleagues to collaborate on the different approaches to improve students learning. Updates parents/guardian on learners needs, progress and achievements especially raising progress of struggling learners.

ELMA MAESTRE DAYOLA
(Signature over Printed Name
of Employee/Applicant)

Date: January 15, 2025