CS Form No. 212 Revised 2017	PERSOI	NAL DAT	A SH	EE1	Γ			
concerned. READ THE ATTACHED GUIDE	tion made in the Personal Data Sheet and the TO FILLING OUT THE PERSONAL DATA SHE  1 and use separate sheet if necessary. Indicate	EET (PDS) BEFORE ACCOM	PLISHING THI			criminal case/s a		erson For CSC use only)
I. PERSONAL INFORMATIO		THE THE CAPPINGUES.	OBILEVIATE.		1. 00 ID NO.		(Bo not iiii ap. i	0. 000 000 01119)
2. SURNAME	DAYOLA							
FIRST NAME	ELMA					N/A		
MIDDLE NAME	MAESTRE							
3. DATE OF BIRTH	09/24/1996	16. CITIZENSHIP			1	1		
(mm/dd/yyyy)	03/24/1330	IO. OTTZENOTIII	☐ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalizatic			ization		
4. PLACE OF BIRTH	MAASIN CITY					Pls. indicate country:		
5. SEX	☐ Male ☐ Female	please indicate the de	tails.	Philippines				•
6 CIVIL STATUS	✓ Single	17. RESIDENTIAL ADDRESS	N/A  House/Block/Lot No.  PUROK BEJEBONG  Subdivision/Village		N/A Street DONGON			
7. HEIGHT (m)	1.47 M			IAASIN CITY			Barangay SOUTHERN LEYTE	
8. WEIGHT (kg)	55.9 KGS.	ZIP CODE	City/Municipality		Province 6600			
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS		N/A			N/A	
10. GSIS ID NO.	N/A			se/Block/Lot N ROK BEJEBON		Street DONGON		
				division/Village	9	90	Barangay SOUTHERN LEYTE	
11. PAG-IBIG ID NO.	N/A	7ID CODE		City/Municipality			Province	
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)		<u>elma</u>	<u>idayoladı</u>	agneel@gma	ail.com	
II. FAMILY BACKGROUND								
22. SPOUSE'S SURNAME	N/A	1	23. NAME of CHILDREN (Write full name and list all)				DATE OF BIRTH (mm/dd/yyyy)	
FIRST NAME	N/A	N/A	N/A	√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			(Co	ontinue on se	parate sheet if neces	sary)	
III. EDUCATIONAL BACKGI	ROUND							
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGRE (Write in full)	E/COURSE	PERIOD OF A	To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
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 BAC		BACHELOR IN SECONDARY EDUCATION MAJOR IN ENGLISH		2017	GRADUATED	2017	NONE
GRADUATE STUDIES	N/A N/A			N/A	N/A	N/A	N/A	N/A
	<i>(</i> C	Continue on separate sheet if nece	ecany)					

SIGNATURE

September 10, 2024

DATE

IV. CIVIL SE	ERVICE ELIG	IBILITY								
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE RATING (If Applicable)				DATE OF EXAMINATION /			TION / CONFERMENT		LICENSE (if applicable)  Date of	
			CONFERMENT	HON / CON EI	WILLY!	NUMBER	Validity			
LICENSE PRO	E PROFESSIONAL TEACHER 79.2 09/24/2017 CEBU CITY				1600666	09/24/2024				
			(Con	ntinue on separate sheet	if nacassary)					
	XPERIENCE									
		nt. Start from your recen	t work) Description	of duties should be	e indicated in the attached	d Work Expe	SALARY/ JOB/ PAY			
(mr	SIVE DATES m/dd/yyyy)	POSITION T (Write in full/Do not			ENCY / OFFICE / COMPANY I/Do not abbreviate)	MONTHLY SALARY	GRADE (if applicable)& STEP (Format "00-0")/	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)	
From	To	STATISTICAL RESE		DSA - N	MAASIN CITY	7750.00	INCREMENT	IOP OPDED		
	07/10/2024 1/16/2024	ORDER SUBSTITUTE PUBL			ATIONAL HIGH SCHOOL	27000.00	N/A N/A	JOB ORDER SUBSTITURE	N	
	7/1/2023	SENIOR HIGH SCHO			E OF MAASIN, INC.	12000.00	N/A N/A	REGULAR	N N	
0/10/2010	1/1/2023	SENIOR HIGH SOIL	OLIACOLII	THE COLLEG	L OF MAASIN, INC.	12000.00	IN/A	REGULAR	"	
									-	
			(Con	itinue on separate sheet	if necessary)					
SIGNA	TURE		/\X	,	DATE		September 10, 2	024		
OTOTOTAL			/ U							

VI. VOLUNTARY WORK OR INVOLVEMENT	IN CIVIC / NON-GOVERNMENT	/ PEOPLE / V	OLUNTARY (	ORGANIZATIO	DN/S			
29. NAME & ADDRESS OF OF (Write in full)		INCLUSIN (mm/d From	/E DATES d/yyyy) To	NUMBER OF HOURS		POSITION / NATURE OF WORK		
N/A			N/A	N/A	N/A			
	(Con	tinue on separate s	sheet if necessary,					
VII. LEARNING AND DEVELOPMENT (L&D)	INTERVENTIONS/TRAINING P							
30. TITLE OF LEARNING AND DEVELOPMENT INTE (Write in full)		INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)  From To		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)		
IN-SERVICE TRAINIG FOR SENIORHIGH SCHOOL TEA				24.0	MANAGERIAL	Private Education Assistance Committee		
PASTE MIDYEAR WEBINAR THROUGH MICROSOFT L DELIVERING COURSE MATERIALS FOR FLEXIBLE CI	IVE: "PLANNING, DESIGNING, AND	06/08/2020	06/08/2020	8.0	MANAGERIAL	PHILIPPINE ASSOCIATION FOR TEACHERS		
BECOMING A BETTER TEACHER EVERYDAY		04/28/2020	06/30/2020	40.0	MANAGERIAL	SOUTHEAST ASIAN MINISTER OF EDUCATION		
INTERFACING BRAIN BASED LEARNING WITH TRAN GEN LEARNERS IN ENGLISH	SFORMATIVE TEACHING FOR NEXT	03/16/2019	03/16/2019	8.0	TECHNICAL	PHOENIX PUBLISHING HOUSE, INC.		
	(Con:	tinue on separate s	sheet if necessary	)				
VIII. OTHER INFORMATION								
31. SPECIAL SKILLS and HOBBIES	32. NON-	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)						
N/A		N/A						
		finus on re-	phoet if a					
SIGNATURE	(Continue on separate sheet if necessary				ATE	September 10, 2024		

34.	Are you related by consanguinity or affinity to the appointing chief of bureau or office or to the person who has immediate Bureau or Department where you will be apppointed, a. within the third degree?	☐ YES ☑ NO						
	b. within the fourth degree (for Local Government Unit - Car	YES If YES, give details:	NO					
35.	a. Have you ever been found guilty of any administrative off	☐ YES ☐ NO If YES, give details:						
	b. Have you been criminally charged before any court?							
36.	Have you ever been convicted of any crime or violation of a by any court or tribunal?	☐ YES ☑ NO If YES, give details:						
37.	Have you ever been separated from the service in any of the retirement, dropped from the rolls, dismissal, termination, er out (abolition) in the public or private sector?		☐ YES If YES, give details:	NO				
38.	a. Have you ever been a candidate in a national or local ele Barangay election)?	ction held within the last year (except	YES [ If YES, give details:	√ NO				
	b. Have you resigned from the government service during the election to promote/actively campaign for a national or local	☐ YES ☑ NO If YES, give details:						
39.	Have you acquired the status of an immigrant or permanent	☐ YES ☑ NO If YES, give details (country):						
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972),							
a.	Are you a member of any indigenous group?	YES NO NO If YES, please specify:						
b.	Are you a person with disability?	YES NO If YES, please specify ID No:						
C.	Are you a solo parent?	YES NO If YES, please specify ID No:						
41.	REFERENCES (Person not related by consanguinity or affinity to applicant	/appointee)						
	NAME	ADDRESS	TEL. NO.					
GILI	DA ARIENZA LOPEZ	MAASIN CITY	0926-906-2193					
JER	RIC TINDOY OLAY	ICHON, SOUTHERN LEYTE	0920-454-1055					
JAN	IESS E. BARRERA	MAASIN CITY	0917-878-2236					
42.	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.  PHOTO							
	overnment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)  LEASE INDICATE ID Number and Date of Issuance	,						
	overnment Issued ID: PRC ID							
ID	//License/Passport No.: 1600666	ox)						
Date/Place of Issuance: 12/27/2017 TACLOBAN CITY  Date				Right Thumbmark				
SUBSCRIBED AND SWORN to before me this, affiant exhibiting his/her validly issued government ID as indicated above.								
		Person Administering Oat						
		h						

## **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: June18, 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