


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	TOBIO		
FIRST NAME	ZYRA MAE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	POLENIO		
3. DATE OF BIRTH (mm/dd/yyyy)	10/23/1997	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	TACLOBAN CITY, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
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	REAL ST. Street POBLACION DISTRICT IV Barangay LA PAZ LEYTE City/Municipality Province 6508
7. HEIGHT (m)	1.5	18. PERMANENT ADDRESS	REAL ST. Street POBLACION DISTRICT IV Barangay LA PAZ LEYTE City/Municipality Province 6508
8. WEIGHT (kg)	48	19. TELEPHONE NO.	N/A
9. BLOOD TYPE	B+	20. MOBILE NO.	09663678333
10. GSIS ID NO.	N/A	21. E-MAIL ADDRESS (if any)	tobiozmp@gmail.com
11. PAG-IBIG ID NO.	1212-9183-5802		
12. PHILHEALTH NO.	04-250037329-0		
13. SSS NO.	06-4169555-7		
14. TIN NO.	479-443-070-000		
15. AGENCY EMPLOYEE NO.	N/A		

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	ZYESHA MARAE TOBIO	06/26/2021
MIDDLE NAME	N/A		
OCCUPATION	N/A		
EMPLOYER/BUSINESS NAME	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	TOBIO		
FIRST NAME	JIZER		
MIDDLE NAME	LOSING		
25. MOTHER'S MAIDEN NAME	MENECIA GUIBAO POLENIO		
SURNAME	TOBIO		
FIRST NAME	MENECIA		
MIDDLE NAME	POLENIO		

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	LA PAZ CENTRAL SCHOOL	ELEMENTARY	2004	2010	GRADUATED	2010	N/A
	SECONDARY	ATTY. ROQUE A. MARCOS MEMORIAL SCHOOL	HIGH SCHOOL	2012	2014	GRADUATED	2014	N/A
	VOCATIONAL / TRADE COURSE	UNIC TRAINING CENTER CORPORATION	FOOD AND BEVERAGE SERVICES NCII	8/5/2019	1/7/2019	GRADUATED	08/02/2019	N/A
	COLLEGE	LEYTE NORMAL UNIVERSITY	BACHELOR OF SCIENCE IN HOTEL AND RESTAURANT MANAGEMENT	2014	2018	GRADUATED	2018	N/A
	GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

SIGNATURE		DATE	
		11/27/2024	

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
	CAREER SERVICE EXAMINATION - PEN AND PAPER TEST (PROFESSIONAL LEVEL)	81.77	MARCH 26, 2023	LEYTE NATIONAL HIGH SCHOOL	N/A	N/A

*** NOTHING FOLLOWS ***

V. WORK EXPERIENCE

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	GOVT SERVICE (Y/ N)
	From	To						
	04/01/2024	PRESENT	ADMINISTRATIVE SUPPORT STAFF	DEPARTMENT OF EDUCATION, REGION VIII, DIVISION OF LEYTE, LA PAZ II DISTRICT	10,692.00	N/A	CONTRACT OF SERVICE	Y
	12/30/2019	01/24/2021	WAITRESS	LA BRIOCHE, UAE	16,000.00	N/A	FULL TIME	N
	06/08/2018	07/28/2018	FRONT DESK OFFICER	HACASI HOTEL, TACLOBAN CITY	8,000.00	N/A	FULL TIME	N

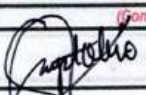
*** NOTHING FOLLOWS ***

(Continue on separate sheet if necessary)

SIGNATURE

DATE _____

11/27/2024

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK (Write in full)	
		From	To			
	JUNIOR JAYCEES INC., LEYTE NORMAL UNIVERSITY	09/14/2016	03/17/2017	N/A	SECRETARY GENERAL	
*** NOTHING FOLLOWS ***						
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)						
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	SCHOOL-BASED TRAINING OF TEACHERS (SBTT) AND SCHOOL LEADERS ON THE MATATAG CURRICULUM	08/03/2024	08/04/2024	40 hrs.	TECHNICAL	DEPARTMENT OF EDUCATION
		08/09/2024	08/11/2024			
	EBOOKKEEPER		07/27/2022	11.95 hrs.	TECHNICAL	DEPARTMENT OF TRADE AND INDUSTRY
	LIFE SKILLS TRAINING FOR MIGRANT YOUTH	09/27/2019	09/28/2019	16 hrs.	TECHNICAL	SAVE THE CHILDREN
	ON-THE-JOB TRAINING (FOOD AND BEVERAGE DEPARTMENT, LEYTE PARK RESORT HOTEL)	07/18/2019	08/24/2019	395 hrs.	TECHNICAL	UNIC TRAINING CENTER
	FOOD AND BEVERAGES NC II	7/7/2019			TECHNICAL	TESDA
	FOOD AND BEVERAGES NC II TRAINING PROGRAM	05/08/2019	07/01/2019	356 hrs.	TECHNICAL	UNIC TRAINING CENTER
	EMPLOYABILITY SKILLS AND ENTREPRENEURSHIP TRAINING	06/17/2019	06/20/2019	32 hrs.	TECHNICAL	SAVE THE CHILDREN
*** NOTHING FOLLOWS ***						
(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)	
	COMPUTER LITERATE		N/A		JUNIOR JAYCEES INC., PHILIPPINES	
*** NOTHING FOLLOWS ***						
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	11/27/2024	

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: April 1, 2024-Present
- Position: CONTRACT OF SERVICE-ADMINISTRATIVE SUPPORT STAFF
- Name of Office/Unit: CABADIANGAN ELEMENTARY SCHOOL / LA PAZ II DISTRICT
- Immediate Supervisor: RODERICK N. BAUTISTA
- Name of Agency/Organization and Location: DEPARTMENT OF EDUCATION / LA PAZ, LEYTE

- List of Accomplishments and Contributions (if any)

N/A

- Summary of Actual Duties
- Provide overall administrative support to the School Head and other school personnel in the daily operations of the school;
- Assist the School head in preparing, conducting, advocating, monitoring, and evaluating programs, projects, and activities; and
- Perform other administrative and technical assistance as may be determined by the School Head.

- Duration:
- Position:
- Name of Office/Unit:
- Immediate Supervisor: MELVIN G. AMARGO
- Name of Agency/Organization and Location:
 - List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

ZYRA MAE P. TOBIO
(Signature over Printed Name
of Employee/Applicant)

Date: November 27, 2024