CS	Form	No.	212
Rei	ised 20	117	

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 READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM. (Do not fill up. For CSC use only 1. CS ID No Print legibly. Tick appropriate boxes

) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. TOBIO 2. SURNAME NAME EXTENSION (JR. SR) N/A FIRST NAME ZYRA MAE POLENIO MIDDLE NAME 3. DATE OF BIRTH 16. CITIZENSHIP ✓ Filipino ☐ Dual Citizenship 10/23/1997 (mm/dd/yyyy) ☑ by birth □ by naturalization Pls. indicate country: TACLOBAN CITY, LEYTE If holder of dual citizenship, 4. PLACE OF BIRTH please indicate the details ☐ Male √ Female Philippines 5. SEX REAL ST. 17. RESIDENTIAL ADDRESS √ Sinole ☐ Married 6 CIVIL STATUS House/Block/Lot No ☐ Widowed ☐ Separated POBLACION DISTRICT IV Other/s: Barangay Subdivision/Village LEYTE LA PAZ 1.5 7. HEIGHT (m) City/Municipality Province 48 ZIP CODE 6508 8 WEIGHT (kg) REAL ST. 18. PERMANENT ADDRESS 9. BLOOD TYPE House/Block/Lot No. Street POBLACION DISTRICT IV N/A 10. GSIS ID NO. Subdivision/Village Barangay LEYTE LA PAZ 1212-9183-5802 11. PAG-IBIG ID NO. City/Municipality 04-250037329-0 ZIP CODE 6508 12 PHILHEALTH NO N/A 06-4169555-7 19 TELEPHONE NO 13. SSS NO. 09663678333 479-443-070-000 20. MOBILE NO. 14 TIN NO. 15. AGENCY EMPLOYEE NO N/A 21. E-MAIL ADDRESS (if any) tobiozmp@gmail.com DATE OF BIRTH (mm/dd/yyyy) 23. NAME of CHILDREN (Write full name and list all) N/A SPOUSE'S SURNAME NAME EXTENSION (JR., SR) ZYESHA MARAE TOBIO N/A 06/26/2021 FIRST NAME MIDDLE NAME N/A OCCUPATION N/A N/A EMPLOYER/BUSINESS NAME N/A **BUSINESS ADDRESS** N/A TELEPHONE NO. TOBIO 24. FATHER'S SURNAME NAME EXTENSION (JR., SR) JIZER FIRST NAME MIDDLE NAME LOSING MENECIA GUIBAO POLENIO 25. MOTHER'S MAIDEN NAME TOBIO SURNAME MENECIA FIRST NAME POLENIO (Continue on separate sheet if necessary) MIDDLE NAME SCHOLARSHIP HIGHEST LEVEL PERIOD OF ATTENDANCE BASIC EDUCATION/DEGREE/COURSE NAME OF SCHOOL YEAR **ACADEMIC** LEVEL UNITS EARNED HONORS RECEIVED GRADUATED (Write in full) (Write in full) (if not grad From To ELEMENTARY LA PAZ CENTRAL SCHOOL ELEMENTARY 2004 2010 GRADUATED 2010 N/A ATTY. ROQUE A. MARCOS MEMORIAL HIGH SCHOOL 2012 2014 GRADUATED 2014 NIA SECONDARY SCHOOL VOCATIONAL / N/A GRADUATED 08/02/2019 UNIC TRAINING CENTER CORPORATION FOOD AND BEVERAGE SERVICES NCII 8/5/2019 1/7/2019 TRADE COURSE BACHELOR OF SCIENCE IN HOTEL AND GRADUATED N/A 2018 LEYTE NORMAL UNIVERSITY 2014 2018 COLLEGE RESTAURANT MANAGEMENT N/A N/A N/A N/A N/A **GRADUATE STUDIES** N/A 11/27/2024 DATE SIGNATURE CS FORM 212 (Revised 2017), Page 1 of 4

PERSONAL DATA SHEET

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27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER		RATING	DATE OF EXAMINATION /	/ PLACE OF EXAMINATION / CONFERMENT			LICENSE (if applicable)		
SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE			(If Applicable)	CONFERMENT	PENOE OF EXAMINA	HON / CONFER	WENT	NUMBER	Date of Validity
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28. INCLU	SIVE DATES			RESPONS THE SEA	H94 32	16	SALARY/ JOB/ PAY GRADE (#		GOVT
	n/dd/yyyy)	POSITION T (Write in full/Do not			CY / OFFICE / COMPANY o not abbreviate)	MONTHLY	applicable)& STEP (Format *00-0*)/	STATUS OF APPOINTMENT	SERVICE (Y/N)
From	То		1441	DEPARTMENT OF ED	UCATION, REGION VIII,	4918-23.71	INCREMENT	CONTRACT OF	A DES
04/01/2024	PRESENT	ADMINISTRATIVE SUPPOR	I SIAFF	DIVISION OF LEYTE	, LA PAZ II DISTRICT	10,692.00	N/A	SERVICE	Y
12/30/2019	01/24/2021	WAITRESS		LA BRIO	CHE, UAE	16,000.00	N/A	FULL TIME	N
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L LEARNING AND DEVELOPMENT (L&D) INTERVENTION:	(Continue on se			61 (62 John)	INV IS BUSINESS	NEW TOWNS OF THE SPIRE SALE.
art from the most recent L&D training program and include only the relevant L&				hiel/Executive/Mana	igerial positions)	The Committee Programmer of
 TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING (Write in full) 	A CONTRACTOR OF THE PARTY OF TH	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/	CONDUCTED/ SPONSORED BY (Write in full)
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CHOOL-BASED TRAINING OF TEACHERS (SBTT) AND SCHOOL LEADER	RS ON THE 08/03	2024 08	8/04/2024	40 hrs.	TECHNICAL	DEPARTMENT OF EDUCATION
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BOOKKEEPER TELESCOPE TO THE TELESCOPE TO	That are select	olson Hea	7/27/2022	11.95 hrs.	TECHNICAL	DEPARTMENT OF TRADE AND INDUSTRY
FE SKILLS TRAINING FOR MIGRANT YOUTH N-THE-JOB TRAINING (FOOD AND BEVERAGE DEPARTMENT, LEYTE P/	ARK RESORT		9/28/2019	16 hrs.	TECHNICAL	SAVE THE CHILDREN
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DOD AND BEVERAGES NC II TRAINING PROGRAM	05/08		7/01/2019	356 hrs.	TECHNICAL	UNIC TRAINING CENTER
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/III. OTHER INFORMATION	(Continue on s	eparate sheet	if necessary			DOSCAL TOPA TOPA
31. SPECIAL SKILLS and HOBBIES 32.	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION					33. MEMBERSHIP IN ASSOCIATION/ORGANIZAT
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	adolio			D		11/27/2024

	Are you related by consanguinity or affinity to the appointing or chief of bureau or office or to the person who has immediate su	pervision over you in the Office,		O SERVIÇA E MAR		
	Bureau or Department where you will be apppointed, a. within the third degree?	at I am't		L NO		
			NO			
	b. within the fourth degree (for Local Government Unit - Career		NO THE STATE OF TH			
		NOTHING FOLLOWS PE	If YES, give details:			
35.	a. Have you ever been found guilty of any administrative offens	se?	☐ YES ☑] NO		
			If YES, give details:			
	b 11		- VEC [7 NO		
	b. Have you been criminally charged before any court?		☐ YES [
			Date Filed:			
		Decision Construction of the Construction of t	Status of Case/s:			
	Have you ever been convicted of any crime or violation of any by any court or tribunal?	☐ YES ☑ NO If YES, give details:				
	Have you ever been separated from the service in any of the for retirement, dropped from the rolls, dismissal, termination, end		✓ YES □ NO If YES, give details:			
	out (abolition) in the public or private sector?	16	RESIGNATIO	Designation of the Several Course was		
1000	An analysis a. Have you ever been a candidate in a national or local election Barangay election)?	on held within the last year (except	☐ YES ☑ NO If YES, give details:			
	b. Have you resigned from the government service during the	three (3)-month period before the last	☐ YES	☑ NO		
	election to promote/actively campaign for a national or local ca	If YES, give details	X			
30	Have you acquired the status of an immigrant or permanent re	sident of another country?				
50.	SESTINGS GROUNDS AND AND AND AND AND AND AND AND AND AND	☐ YES ☑ NO If YES, give details (country):				
a. b.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please you a member of any indigenous group? Are you a person with disability? Are you a solo parent?		☐ YES If YES, please specify ☑ YES If YES, please specify ☑ YES	□ NO 08-37-28-000-0000117 NO		
			If YES, please specify	ID No: 2024-00377		
41.	REFERENCES (Person not related by consanguinity or affinity to applicant /app	pointee)				
	NAME	ADDRESS	TEL. NO.			
	JUAN MITRA	LA PAZ, LEYTE	9186031418	(a 6)		
	MARILYN A. BAHIA PhD	LA PAZ, LEYTE	9306986328			
	RODERICK N. BAUTISTA	LA PAZ, LEYTE	9564319356			
42.	I declare under oath that I have personally accomplished the complete statement pursuant to the provisions of pertinent Philippines. I authorize the agency head/authorized represe I agree that any misrepresentation made in this docume administrative/criminal case/s against me.	laws, rules and regulations of the entative to verify/validate the content	Republic of the stated herein.	ZYRA MAE P. TOBIO		
	overnment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)	211				
-	LEASE INDICATE ID Number and Date of Issuance					
Go	overnment Issued ID: PASSPORT	XX				
ID	/License/Passport No.: P8394637B	Signature (Sign inside the b	ox)			
Da	ate/Place of Issuance: 06 DEC 2021, TACLOBAN CITY	isuance: 06 DEC 2021, TACLOBAN CITY 11/27/2024 Date Accomplished				
-, 1	SUBSCRIBED AND SWORN to before me thisNOV	2 8 2024 , affiant exhib	iting his/her validly issued	government ID as indicated above.		
	32 12 1	KENIN A E. PEN				
	26	NOTARY PUBLIC N.C. NO. 2024-01	-32			
	Judithal 37/2 Bivo	Smil-A, Unit Person Administering Oa	theyte			
-		Koll No. 63988 IBP No. 323907				

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