

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	PASION		
FIRST NAME	ZARGIA GRACE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	AMPOLOQUIO		
3. DATE OF BIRTH (mm/dd/yyyy)	01/16/1997	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Sogod, Southern Leyte	If holder of dual citizenship, please indicate the details.	
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	L. Regis Street Zone V Barangay Sogod Southern Leyte City/Municipality Province
7. HEIGHT (m)	1.651m		
8. WEIGHT (kg)	80kg	ZIP CODE	6606
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	L. Regis Street Zone V Barangay Sogod Southern Leyte City/Municipality Province
10. GSIS ID NO.	None 2006465802		
11. PAG-IBIG ID NO.	1212-4584-8319		
12. PHILHEALTH NO.	1325-1738-5259	ZIP CODE	6606
13. SSS NO.	None	19. TELEPHONE NO.	None
14. TIN NO.	730-254-801	20. MOBILE NO.	09554211386
15. AGENCY EMPLOYEE NO.	521	21. E-MAIL ADDRESS (if any)	zargiapasioni@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	NAME EXTENSION (JR., SR) 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	PASION			
FIRST NAME	RAFAEL	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	ATIENZA			
25. MOTHER'S MAIDEN NAME				
SURNAME	AMPOLOQUIO			
FIRST NAME	ELISA MARIA			
MIDDLE NAME	CABALE			

(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	SOGOD CENTRAL ELEMENTARY SCHOOL	ELEMENTARY	2004	2009	GRADUATED	2009	None
SECONDARY	SOUTHERN LEYTE STATE UNIVERSITY- LABORATORY 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	UNIVERSITY OF SAN CARLOS-MAIN CAMPUS	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN EXECUTIVE RESOURCE MANAGEMENT	2013	2017	GRADUATED	2017	None
GRADUATE STUDIES	SOUTHERN LEYTE STATE UNIVERSITY- MAIN CAMPUS	MASTER IN MANAGEMENT	2019	ON-GOING	6 UNITS	N/A	None

(Continue on separate sheet if necessary)

SIGNATURE		DATE	April 3, 2024
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IV. CIVIL SERVICE ELIGIBILITY

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

None

N/A

N/A

N/A

N/A

N/A

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

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*Y
INCREMENT

STATUS OF
APPOINTMENT

GOV'T
SERVICE
(Y/ N)

From

To

07/26/201903/27/2024

CLERK

SOUTHERN LEYTE STATE UNIVERSITY-
MAIN CAMPUS

12,495.00

N/A

JOB ORDER

N

06/15/201710/15/2017

INSTRUCTOR

SOUTHERN LEYTE STATE UNIVERSITY-
TOMAS OPPUS CAMPUS

14,000.00

N/A

PART TIME

N

(Continue on separate sheet if necessary)

SIGNATURE

DATE

April 3, 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

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
READING	PEARLY WHITE AWARD 2023	JOB ORDER ASSOCIATION
VERBAL & NON-VERBAL COMMUNICATION	PEARLY WHITE AWARD 2020	
INTERPERSONAL SKILL	2020 LINGKOD SOUTHERN LEYTE STATE UNIVERSITY AWARD	

(Continue on separate sheet if necessary)

(Continue on separate sheet if necessary)

SIGNATURE

DATE _____

April 3, 2024

<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>HAZELLE V. ASALDO</td> <td>SLSU-MAIN CAMPUS</td> <td>09173485766</td> </tr> <tr> <td>VENUS MAE S. RADOES</td> <td>SLSU-MAIN CAMPUS</td> <td>09654922760</td> </tr> <tr> <td>ANNABELLE M. HUFALAR</td> <td>SLSU-MAIN CAMPUS</td> <td>09364701756</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	HAZELLE V. ASALDO	SLSU-MAIN CAMPUS	09173485766	VENUS MAE S. RADOES	SLSU-MAIN CAMPUS	09654922760	ANNABELLE M. HUFALAR	SLSU-MAIN CAMPUS	09364701756
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<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>H11-21-200116</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>Driver's License</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>05/27/2021, LTO-SAN JUAN</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)		PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	H11-21-200116	ID/License/Passport No.:	Driver's License	Date/Place of Issuance:	05/27/2021, LTO-SAN JUAN	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"> Signature (Sign inside the box) 04/03/2024 Date Accomplished </td> </tr> </table>	 Signature (Sign inside the box) 04/03/2024 Date Accomplished	
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<p>SUBSCRIBED AND SWORN to before me this <u>15 APR 2024</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;"> ATTY. RYSANE C. GUINOCOR VSU Chief Legal Officer Person Administering Oath </div>													

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: August 23, 2022 to March 27, 2024
- Position: Job Order Clerk
- Name of Office/Unit: University Human Resource Management and Development
- Immediate Supervisor: Hazelle V. Asaldo
- Name of Agency/Organization and Location: Southern Leyte State University-Main Campus
- List of Accomplishments and Contributions (if any):
 - Prepared Service Contracts of JO and PT.
 - Prepared PPMP, and PR.
 - Prepared and conducted the proposal for Efficient Techniques in Writing Minutes of Meeting and Policy Memos.
 - Prepared Memoranda, Minutes of Meeting, UHRMD Quarterly Accomplishment Reports, and Communication Letters.
- Summary of Actual Duties
 - Managing multiple or complex calendars for Director's meetings, travel and commitments;
 - Liaising with the Director to plan meetings;
 - Taking and filing minutes and reports;
 - Disseminating memos, reports and other information to relevant colleagues;
 - Keeping a record of the Office's activities;
 - Receives incoming/outgoing communications and documents including IPCR;
 - Organizing documents and paperwork and maintaining a filing system;
 - Processes travel orders, cash advances, travel claims, and travel completion reports of HR personnel;
 - Prepares contract of services of JO and Part-time Faculty;
 - In charge of attendance of employees during activities of the university;
 - Performs such other function as may be directed.

- Duration: July 2, 2019 to June 30, 2021
- Position: Job Order Clerk
- Name of Office/Unit: Vice President for Students and Auxiliary Services
- Immediate Supervisor: Annabelle M. Hufalar
- Name of Agency/Organization and Location: Southern Leyte State University-Main Campus
- List of Accomplishments and Contributions (if any):
 - Prepared Students and Auxiliary quarterly report.
 - Facilitated the activities conducted by the SAS office.
 - Prepared PPMP, PR, Communication Letters, Memo's and etc., and disseminated to its designated receiver.
 - Took minutes of meeting and documentation.
- Summary of Actual Duties
 - Acts as receiving and releasing staff of the Vice President – SAS Office;

- Encodes Students and Auxiliary for office supplies;
- Prepares travel claims, purchase request, cash advances, and liquidations of SAS staff and Vice President;
- Assists in the documentation of SAS activities;
- Assists on making all the preparations for the conduct of activities spearheaded by the officer.

- Duration: June 20, 2017 to October 13, 2017
- Position: Part-time Faculty
- Name of Office/Unit: Business Administration
- Immediate Supervisor: Mona Liza M. Bosque
- Name of Agency/Organization and Location: Southern Leyte State University-Tomas Oppus Campus
- List of Accomplishments and Contributions (if any):
 - Prepared syllabus for the first semester of 2017.
 - Prepared grade sheets, exams, quizzes, lesson, and etc. for the students.
- Summary of Actual Duties
 - Establishing key objectives for classes;
 - Creating curriculum that accomplishes the set objectives;
 - Developing a syllabus that outlines topics that will be explored and listing due dates for assignments and exams;

Attachment to CS Form No. 212


ZARGIA GRACE A. PASION

(Signature over Printed Name
of Employee/Applicant)

Date: April 3, 2024