## 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 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 2. SURNAME PASION NAME EXTENSION (JR., SR) FIRST NAME **ZARGIA GRACE** N/A MIDDLE NAME **AMPOLOQUIO** 3. DATE OF BIRTH 01/16/1997 16. CITIZENSHIP (mm/dd/yyyy) ✓ Filipino Dual Citizenship by birth by naturalization 4. PLACE OF BIRTH Sogod, Southern Leyte If holder of dual citizenship, Pls. indicate country: please indicate the details. 5. SEX Male ✓ Female ✓ Single ☐ Married 17. RESIDENTIAL ADDRESS L. Regis 6 CIVIL STATUS Widowed House/Block/Lot No Separated Street Zone V Other/s: Subdivision/Village Barangay 7. HEIGHT (m) 1.651m Sogod Southern Leyte City/Municipality Province 8. WEIGHT (kg) 80kg 7IP CODE 6606 18. PERMANENT ADDRESS L. Regis 9. BLOOD TYPE 0+ House/Block/Lot No. Street Zone V 10. GSIS ID NO. None 2006 465 802 Subdivision/Village Barangay Sogod Southern Leyte 11. PAG-IBIG ID NO. 1212-4584-8319 City/Municipality Province 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 FAMILY BACKGROU 22. SPOUSE'S SURNAME NA 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) FIRST NAME 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 NAME EXTENSION (JR., SR) FIRST NAME RAFAEL MIDDLE NAME **ATIENZA** 25. MOTHER'S MAIDEN NAME **AMPOLOQUIO** SURNAME FIRST NAME **ELISA MARIA** CABALE MIDDLE NAME (Continue on separate sheet if necessary)

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED	YEAR GRADUATED	SCHOLARSHIP ACADEMIC HONORS
			From	То	(if not graduated)		RECEIVED
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

SIGNATURE

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April 3, 2024

DATE

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			(Co	ntinue on separate sheet i	f necessary)				

VI. VOLUNTARY WORK OR INVOLVEMENT	IN CIVIC / NON-GOVERNMENT /			ORGANIZATIOI	V/S	
29. NAME & ADDRESS OF O (Write in full		INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
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III. LEARNING AND DEVELOPMENT (L&D,	INTERVENTIONS/TRAINING PR					
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ecords Management 101 in the Age of Data Privacy	and Freedom of Information	03/13/2024	03/13/2024	4.0	Technical	Southern Leyte State University-Main Campu
asic Computer Skills for Online Safety Security and	Gmail Management with the topic	10/25/2023	10/25/2023	2.0	Technical	Records Management Office Southern Leyte State University-Main Campus, Hum
nline Safety asic Computer Skills for Online Safety Security and	Gmail Feature and Google Drive	10/25/2023	10/25/2023	91.00088	50, 10 8110 18	Resource Management and Development Office Southern Leyte State University-Main Campus, Hun
evelling of Interpretation on the 2017 Omnibus Rule				2.0	Technical	Resource Management and Development Office Southern Leyte State University-Main Campus, Hum
esource Actions	a Detter I helps	09/18/2023	09/18/2023	4.0	Technical	Resource Management and Development Office  Southern Leyte State University-Main Campus, Hun
inancial Literacy for Employees: Understanding for obs Fair 2023 with the theme "Pabahay, Billhing Abo	Director of the Control of the Contr	07/25/2023	07/25/2023	4.0	Technical	Resource Management and Development Office
Trabaho Para sa Manggagawang Pilipino"			9/6/2023	8.0	Technical	Southern Leyte State University-Main Campus, Department of Labor and Employment
ssential Course Training on Design and Creation of	Infographics Using Canva	09/14/2022	09/14/2022	8.0	Technical	Southern Leyte State University-Main Campus, Hur Resource Management and Development Office
Disaster Preparedness: Basic First Aid Orientation			01/22/2020	8.0	Technical	Southern Leyte State University-Main Campu Disaster Risk and Reduction Management
Incident Command System (ICS) and Emergency Operation Center (EOC) Executive Course			02/28/2020	8.0	Technical	Southern Leyte State University-Main Campu Disaster Risk and Reduction Management
Strategic Performance Management System (SPMS)			10/28/2019	8.0	Technical	Southern Leyte State University-Main Campu
5S Records Filing System Seminar-Workshop			10/21/2019	8.0	Technical	Southern Leyte State University-Main Campu Records Management Office
Strategic Workshop to address Perennial Procurement Issues and Concerns			07/30/2020	8.0	Technical	Southern Leyte State University-Main Campu Procurement Office
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IIII. OTHER INFORMATION	(Cont	nue on separate s	sheet if necessary	0		
31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)					33. MEMBERSHIP IN ASSOCIATION/ORGANIZATIO
READING	PEARLY WHITE AWARD 2023					JOB ORDER ASSOCIATION
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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 - Care	eer Employees)?		NO			
35.	a. Have you ever been found guilty of any administrative offe	☐ YES ☑ NO If YES, give details:					
e standik essenses en disconen en opides	b. Have you been criminally charged before any court?	☐ YES ☑ NO  If YES, give details:  Date Filed:  Status of Case/s:					
36.	Have you ever been convicted of any crime or violation of ar any court or tribunal?	☐ YES ☑ NO If YES, give details:					
37.	Have you ever been separated from the service in any of the dropped from the rolls, dismissal, termination, end of term, fi the public or private sector?		☐ YES ☑ NO If YES, give details:				
38.	a. Have you ever been a candidate in a national or local election and the second secon	ction held within the last year (except	☐ YES ☑ NO If YES, give details:				
	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):					
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40.			marko Coel enre da marko				
a.	and (c) Solo Parents Welfare Act of 2000 (RA 8972), please Are you a member of any indigenous group?	e answer the following items.	YES If YES, please specify:	☑ NO			
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 applican	nt /appointee)					
	NAME	ADDRESS	TEL NO				
	HAZELLE V. ASALDO	SLSU-MAIN CAMPUS	TEL. NO. 09173485766				
	VENUS MAE S. RADORES	SLSU-MAIN CAMPUS	09654922760				
	ANNABELLE M. HUFALAR	SLSU-MAIN CAMPUS	09364701756				
42.	I declare under oath that I have personally accomplishe complete statement pursuant to the provisions of pertir Philippines. I authorize the agency head/authorized repres agree that any misrepresentation made in this doct administrative/criminal case/s against me.	nent laws, rules and regulations of the centative to verify/validate the contents state	Republic of the ed herein.	ZARGIA GRACE A. PASION			
G	Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)	Market Ma					
P	ILEASE INDICATE ID Number and Date of Issuance sovernment Issued ID: H11-21-200116						
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0	ate/Place of Issuance: 05/27/2021, LTO-SAN JUAN	NE TENT	Right Thumbmark				
-	SUBSCRIBED AND SWORN to before me this	APR 2024 , affiant exhib	iting his/her validly issued	government ID as indicated above.			
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-		ATTY, MSAME, GUINOCOR, VSU Oxfee/Legal Officer					
- Company		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.
- 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