CS Form No. 212

Revised 2025

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 if accomplished through own handwriting. Tick appropriate boxe 📗) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. PERSONAL INFORMATION 1. SURNAME тосо IAME EXTENSION (JR., SR) 2. FIRST NAME JITKA MAE MIDDLE NAME **FERMANO** 3. DATE OF BIRTH 6/9/2002 16. CITIZENSHIP ✓ Filipino Dual Citizenship (dd/mm/yyyy) by birth by naturalization HINDANG, LEYTE Pls. indicate country: 4. PLACE OF BIRTH If holder of dual citizenship, please indicate the details. Male ✓ Female 5. SEX AT BIRTH T ✓ Single Married 17. RESIDENTIAL ADDRESS N/A LAWIS 6 CIVIL STATUS House/Block/Lot No Widowed Separated N/A TAGBIBI Other/s: Barangay Subdivision/V HINDANG LEYTE 7. HEIGHT (m) 143 City/Municipality Province 8. WEIGHT (kg) 40 ZIP CODE LAWIS 18. PERMANENT ADDRESS 9. BLOOD TYPE 0 House/Block/Lot No. Street TAGBIBI N/A 10. UMID ID NO. 06-5143293-3 Subdivision/Village Barangay HINDANG **LEYTE** 11. PAG-IBIG ID NO. 121368039215 City/Municipality Province 13-250516896-1 12 PHILHEALTH NO ZIP CODE 13. PhilSys Number (PSN): 8624-8312-8758-9729 19. TELEPHONE NO. N/A 14. TIN NO. 682-029-752-00000 20. MOBILE NO. 09704526155 / 09274656470 tocojitkamae@gmail.com N/A 15. AGENCY EMPLOYEE NO 21. E-MAIL ADDRESS (if any) II. FAMILY BACKGROUND 22. SPOUSE'S SURNAME N/A 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (dd/mm/yyyy) IAME EXTENSION (JR., SR) N/A FIRST NAME N/A MIDDLE NAME OCCUPATION N/A N/A EMPLOYER/BUSINESS NAME N/A BUSINESS ADDRESS TELEPHONE NO. N/A 24. FATHER'S SURNAME TOCO 3/11/1968 AME EXTENSION (JR., SR) FIRST NAME ROMFO MIDDLE NAME **BORLEO** 25. MOTHER'S MAIDEN NAME 7/10/1975 SURNAME **FERMANO** YOLANDA FIRST NAME LUSAREZ (Continue on separate sheet if necessary) MIDDLE NAME III. EDUCATIONAL BACKGROUND HIGHEST LEVEL/ UNITS EARNED SCHOLARSHIP/ ACADEMIC PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE LEVEL (Write in full) (Write in full) GRADUATED HONORS RECEIVED (if not graduated) From To 2nd HINDANG CENTRAL SCHOOL HONORABLE ELEMENTARY N/A 7/5/2010 3/4/2016 N/A 2015 MENTION WITH HIGH SECONDARY HINDANG NATIONAL HIGH SCHOOL N/A 7/4/2016 7/2/2021 N/A 2021 HONOR VOCATIONAL / N/A N/A N/A N/A N/A N/A N/A TRADE COURSE **VISAYAS STATE UNIVERSITY** AB ENGLISH LANGUAGE STUDIES 6/20/2025 **CUM LAUDE** COLLEGE 8/16/2021 N/A 2025 N/A N/A GRADUATE STUDIES N/A N/A N/A N/A N/A DATE SIGNATURE August 30, 2025

	SERVICE ELIG	GIBILITY					
27. CES/CSEE/CAREER SERVICE/RA 1080 (BOARD/ BAR)/UNDER SPECIAL LAWS/CATEGORY II/ IV ELIGIBILITY			RATING (If Applicable)	DATE OF EXAMINATION /	PLACE OF EXAMINATION / CONFERMENT		f applicable)
		UNIFORMED PERSONNEL	(п Арріїсавіе)	CONFERMENT	CONI ERWIENT	NUMBER	Valid Until
НС	HONOR GRADUATE ELIGIBILITY			8/15/2025	PALO, LEYTE	N/A	N/A
			(Continue on sep	parate sheet if necessary)		
	EXPERIENCE						01 4
	vate employme .USIVE DATES	nt. Start from your recen	t work.) Description	on of duties should	be indicated in the attacl	ned Work Experi	ence Sheet.
	dd/mm/yyy)	POSITION TI (Write in full/Do not		DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)		STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	То	,		, , , , ,	,		,
12/5/2023	2/20/2025	RECEIPTS EN	CODER	CGGA BUILDE	RS & ENTERPRISES	JOB ORDER	N/A
9/25/2021	021 2/27/2022 PRIVATE TUTOR / STUDY ASSIS		IDY ASSISTANT	LIPAF	RDO FAMILY	JOB ORDER	N/A
	1						
	+						
	-						
	1						
			(Continue on ser	parate sheet if necessary)		
SIGN	IATURE		THE STATE OF THE S		DATE	AUGUST	30, 2025
J.JIMI VILE		4)					ised 2025), Page 2 of 4

VI. VOLUNTARY WORK OR INVOLVEMENT	OLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
9. NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (dd/mm/yyyy) From To		NUMBER OF HOURS		POSITION / NATURE OF WORK	
N/A		N/A	N/A	N/A		N/A	
			sheet if necessary)			
VII. LEARNING AND DEVELOPMENT (L&D)	INTERVENTIONS/TRAINING PR						
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		INCLUSIVE DATES OF ATTENDANCE (dd/mm/yyyy)		NUMBER OF HOURS	Type of L&D (Managerial/ Supervisory/	CONDUCTED/ SPONSORED BY (Write in full)	
ENGLISH LANGUAGE WO	DDKOUDD.	From	То		Technical/etc)	DEPARTMENT OF ARTS, LANGUAGES, AND	
ENGLISH LANGUAGE WO	DKNSHUP	10/16/2024	10/16/2024	5.0	TECHNICAL	LITERATURE - VISAYAS STATE UNIVERSITY	
	(Con)	tinue on senarate	sheet if necessary				
VIII. OTHER INFORMATION	(00)	inue on separate	oneet ii neeessary)			
31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)			33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)			
SINGING	N/A			N/A			
DANCING			١		N/A		
HOSTING			١		N/A		
VIDEO EDITING			N/A			N/A	
VOLLEYBALL 444 PLACE WINNER RUPING THE			TET AND Owl	N AOF 1477-1-	N/A		
BADMINTON 1st PLACE WINNER DURING THE DI:			EET AND 3rd F (SINGLE - B)	LACE WINNER	N/A		
WRITING	1st PLACE IN ESSAY WRITING HELD AT HINDANG NATIONAL HIGH SCHOOL				SCHOOL PUBLICATION		
SIGNATURE	(Continue on separate sheet if necessary				ATE	AUGUST 30, 2025	

34.	Are you related by consanguinity or affinity to the appointing of chief of bureau or office or to the person who has immediate stated to the person who have the person who h				
	Bureau or Department where you will be apppointed, a. within the third degree?	□ VES □ NO			
	b. within the fourth degree (for Local Government Unit - Care	or Employage)?	YES NO		
	b. within the lourth degree (for Local Government only - Cale	er Employees)!	☐ YES ☑ NO If YES, give details:		
			ii i Lo, give details.		
35	a. Have you ever been found guilty of any administrative offer	nse?			
33.	a. Have you ever been round gainly or any administrative ener		☐ YES ☑ NO If YES, give details:		
			ii i Eo, give detailo.		
	b. Have you been criminally charged before any court?	YES VO			
		If YES, give details: Date Filed:			
		Status of Case/s:			
26	Have you ever been convicted of any crime or violation of any	/ law decree ordinance or regulation by			
30.	any court or tribunal?	riaw, decree, ordinance or regulation by	☐ YES ☑ NO If YES, give details:		
			11 1 E5, give details.		
27	Harry and the second of the second is the second of the se	f-IIi			
37.	Have you ever been separated from the service in any of the dropped from the rolls, dismissal, termination, end of term, fin		☐ YES ☑ NO If YES, give details:		
	in the public or private sector?	issued contract or phased out (aboution)	11 125, give details.		
38.	a. Have you ever been a candidate in a national or local elect	ion held within the last year (except	☐ YES ☑ NO		
	Barangay election)?	, , ,	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 or	•	If YES, give details:		
39	Have you acquired the status of an immigrant or permanent re	esident of another country?			
00.	3	· · · · · · · · · · · · · · · · · · ·			
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magr	na Carta for Disabled Persons (RA 7277,			
	as amended); and (c) Expanded Solo Parents Welfare Act (R				
	items:				
a.	Are you a member of any indigenous group?		☐ YES ☑ NO If YES, please specify:		
b.	Are you a person with disability?		YES VO		
	, no year poise. That allows may.		If YES, please specify ID No:		
C.	Are you a solo parent?		YES VO		
			If YES, please specify ID No:		
41.	REFERENCES (Person not related by consanguinity or affinity to applic	cant /appointee)			
	NAME	OFFICE / RESIDENTIAL ADDRESS	CONTACT NO. AND/OR EMAIL		
	APRIL ROSE VILLABER - ALOJADO	VISCA, BAYBAY CITY, LEYTE	N/A		
42.	I declare under oath that I have personally accomplished	this Personal Data Sheet which is a tru	ue, correct, and		
	complete statement pursuant to the provisions of pertinent	•			
	Philippines. I authorize the agency head/authorized represen agree that any misrepresentation made in this docum				
	administrative/criminal case/s against me.	ient and its attachments shall cause	e the limity of		
	Ţ				
G	overnment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)				
Ρ	LEASE INDICATE ID Number and Date of Issuance	The last			
G	overnment Issued ID: TIN ID				
)/License/Passport No.: 682-029-752-00000	ox)			
_ _	ate/Place of Issuance: 08/12/2025 AT ORMOC CITY, LEYTE	0.0)			
	OU IZZUZU AT ONNO UIT, LETTE	Right Thumbmark			
	SUBSCRIBED AND SWORN to before me this	his/her validly issued government ID as indicated above.			
	(w	eept for notary public)			
	L				
		Person Administering Oat	th		