

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 if accomplished through own handwriting. Tick appropriate boxes ☐ and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

I. PERSONAL INFORMATION

1. SURNAME	TOCO		
2. FIRST NAME	JITKA MAE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	FERMANO		
3. DATE OF BIRTH (dd/mm/yyyy)	6/9/2002	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	HINDANG, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX AT BIRTH	<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:		
7. HEIGHT (m)	143	17. RESIDENTIAL ADDRESS	N/A LAWIS House/Block/Lot No. Street N/A TAGBIBI Subdivision/Village Barangay HINDANG LEYTE City/Municipality Province
8. WEIGHT (kg)	40	ZIP CODE	6523
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	N/A LAWIS House/Block/Lot No. Street N/A TAGBIBI Subdivision/Village Barangay HINDANG LEYTE City/Municipality Province
10. UMID ID NO.	06-5143293-3	ZIP CODE	
11. PAG-IBIG ID NO.	121368039215		
12. PHILHEALTH NO.	13-250516896-1		
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
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	tocojtkamae@gmail.com

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)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)		
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	TOCO			3/11/1968
FIRST NAME	ROMEO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BORLEO			
25. MOTHER'S MAIDEN NAME				7/10/1975
SURNAME	FERMANO			
FIRST NAME	YOLANDA			
MIDDLE NAME	LUSAREZ			

(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	HINDANG CENTRAL SCHOOL	N/A	7/5/2010	3/4/2016	N/A	2015	2nd HONORABLE MENTION
SECONDARY	HINDANG NATIONAL HIGH SCHOOL	N/A	7/4/2016	7/2/2021	N/A	2021	WITH HIGH HONOR
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	AB ENGLISH LANGUAGE STUDIES	8/16/2021	6/20/2025	N/A	2025	CUM LAUDE
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	August 30, 2025
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

[illegible][illegible]

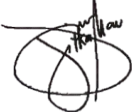
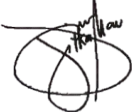
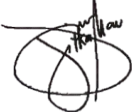


(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	SINGING		N/A		N/A
	DANCING		N/A		N/A
	HOSTING		N/A		N/A
	VIDEO EDITING		N/A		N/A
	VOLLEYBALL		N/A		N/A
	BADMINTON		1st PLACE WINNER DURING THE CLUSTER MEET AND 3rd PLACE WINNER DURING THE DISTRICT MEET (SINGLE - B)		N/A
	WRITING		1st PLACE IN ESSAY WRITING HELD AT HINDANG NATIONAL HIGH SCHOOL		SCHOOL PUBLICATION

(Continue on separate sheet if necessary)

<i>(Signature on separate sheet if necessary)</i>			
SIGNATURE		DATE	AUGUST 30, 2025

<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, as amended); and (c) Expanded Solo Parents Welfare Act (RA 11861), 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: 40%;">NAME</th> <th style="width: 40%;">OFFICE / RESIDENTIAL ADDRESS</th> <th style="width: 20%;">CONTACT NO. AND/OR EMAIL</th> </tr> </thead> <tbody> <tr> <td>APRIL ROSE VILLABER - ALOJADO</td> <td>VISCA, BAYBAY CITY, LEYTE</td> <td>N/A</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		NAME	OFFICE / RESIDENTIAL ADDRESS	CONTACT NO. AND/OR EMAIL	APRIL ROSE VILLABER - ALOJADO	VISCA, BAYBAY CITY, LEYTE	N/A						
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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>													
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<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p style="color: red; text-align: center;">(wet signature/e-signature/digital certificate except for notary public)</p> <p style="text-align: center;">Person Administering Oath</p> </div> </div> <div style="width: 45%; text-align: center;">  PHOTO </div> </div> <div style="text-align: center; margin-top: 20px;">  Right Thumbmark </div>													