

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  FIRST NAME  MIDDLE NAME	TOBILLA		
	JAMES BENNETTE		NAME EXTENSION (JR., SR) N/A
	ALMADEN		
3. DATE OF BIRTH (mm/dd/yyyy)	4/11/2000	16. CITIZENSHIP  If holder of dual citizenship, please indicate the details.	<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	PALO LEYTE		
5. SEX	<input checked="" type="checkbox"/> Male <input 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	BLOCK 8 LOT 6 PHASE 1	
		House/Block/Lot No. Street	
		ST. SCHOLASTICA VILLAGE GUINDAPUNAN	
7. HEIGHT (m)	1.57 M	Subdivision/Village Barangay	
8. WEIGHT (kg)	55 KG	PALO LEYTE	
9. BLOOD TYPE	B+	City/Municipality Province	
10. GSIS ID NO.	N/A	6501	
11. PAG-IBIG ID NO.	121326307252	18. PERMANENT ADDRESS	
12. PHILHEALTH NO.	13-250813580-0	BLOCK 8 LOT 6 PHASE 1	
13. SSS NO.	06-4647952-9	House/Block/Lot No. Street	
14. TIN NO.	632-099-684-00000	ST. SCHOLASTICA VILLAGE GUINDAPUNAN	
15. AGENCY EMPLOYEE NO.	N/A	Subdivision/Village Barangay	
16. CITIZENSHIP		PALO LEYTE	
17. RESIDENTIAL ADDRESS		City/Municipality Province	
18. PERMANENT ADDRESS		6501	
19. TELEPHONE NO.		20. MOBILE NO.	
20. MOBILE NO.		09192193301	
21. E-MAIL ADDRESS (if any)		jbtobilla0@gmail.com	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME  FIRST NAME  MIDDLE NAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
	N/A	NAME EXTENSION (JR., SR)		
	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME  FIRST NAME  MIDDLE NAME	TOBILLA			
	BENDEL BENNETTE	NAME EXTENSION (JR., SR)		
	PACHECO			
25. MOTHER'S MAIDEN NAME  SURNAME  FIRST NAME  MIDDLE NAME				
	ALMADEN			
	JASMIN			
	MENDEZ			

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	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	PALO I CENTRAL SCHOOL	N/A	S.Y. 2007	S.Y. 2013	GRADUATED	2013	N/A
SECONDARY	ST. MARY'S ACADEMY OF PALO	GENERAL ACADEMIC STRAND	S.Y. 2013	S.Y. 2019	GRADUATED	2019	N/A
VOCATIONAL / TECHNICAL	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	LEYTE NORMAL UNIVERSITY	BS TOURISM MANAGEMENT	S.Y. 2019	S.Y. 2023	GRADUATED	2023	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	5/7/2024

#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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.***

[illegible]

**(Continue on separate sheet if necessary)**

<b>SIGNATURE</b>		<b>DATE</b>	07/05/2024
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	From	To			
N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
COMPUTER LITERACY		
RESILIENCY		
COOKING		
HIKING/JOGGING		
BASKETBALL		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	5/7/2024
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to 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,  
a. within the third degree?  
b. within the fourth degree (for Local Government Unit - Career Employees)?

☐ YES

☒ NO

☐ YES

☒ NO

If YES, give details:  
\_\_\_\_\_

35. a. Have you ever been found guilty of any administrative offense?  
  
b. Have you been criminally charged before any court?

☐ YES

☒ NO

If YES, give details:  
\_\_\_\_\_

☐ YES

☒ NO

If YES, give details:  
Date Filed: \_\_\_\_\_  
Status of Case/s: \_\_\_\_\_

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

☐ YES

☒ NO

If YES, give details:  
\_\_\_\_\_

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?

☐ YES

☒ NO

If YES, give details:  
\_\_\_\_\_

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?  
  
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?

☐ YES

☒ NO

If YES, give details: \_\_\_\_\_

☐ YES

☒ NO

If YES, give details: \_\_\_\_\_

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES

☒ NO

If YES, give details (country):  
\_\_\_\_\_

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  
a. Are you a member of any indigenous group?  
b. Are you a person with disability?  
c. Are you a solo parent?

☐ YES

☒ NO

If YES, please specify: \_\_\_\_\_

☐ YES

☒ NO

If YES, please specify ID No: \_\_\_\_\_

☐ YES

☒ NO

If YES, please specify ID No: \_\_\_\_\_

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
EMILY JILL T. NIVAL	TACLOBAN CITY	9328854878
FATIMA KRIZIA C. ASISTIN	PALO, LEYTE	9757596063
JUSTIN KIRBY D. JAVELLANA	PALO, LEYTE	9950143174

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.

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: DRIVER'S LICENSE

ID/License/Passport No.: HO2-21-000766

Date/Place of Issuance: 2021/LTO TACLOBAN CITY

Signature (Sign inside the box)  
07/05/2024  
Date Accomplished

Right Thumbmark

PHOTO

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath

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