



Republic of the Philippines  
Department of Education  
Region XVIII, Negros Island Region  
**DIVISION OF NEGROS ORIENTAL**  
*Dumaguete City*



May 23, 2017

**DIVISION MEMORANDUM**

No. 244, s. 2017

**PERSONAL DATA SHEET (CS Form No. 212, Revised 2017)**

To : Assistant Schools Division Superintendent  
Chiefs, Education Supervisor  
District Supervisors/District-In-Charge  
Elementary /Secondary School Administrators  
Teaching/Non-Teaching Personnel

1. Enclosed are copies of CSC Memorandum Circulars relative to the submission of the Personal Data Sheet (CS Form No. 212, Revised 2017) of all government employees and officials to the Civil Service Commission.
2. In this connection, it is suggested that the attached guidelines in accomplishing the revised PDS shall be discussed thoroughly during a school/district meeting.
3. The accomplished Personal Data Sheet together with the Personal Data Sheet Transmittal Form must be submitted in 2 copies in 2 folders, (color red) for the elementary, and 2 copies in 2 folders, (color blue) for the secondary, to the Office of the Administrative Officer, for consolidation and submission to the Civil Service Commission Field Office. Deadline for submission is **June 15, 2017**.
4. It is desired that this Memorandum be given preferential attention and widest dissemination.

**SALUSTIANO T. JIMENEZ, CESO VI**  
OIC – Office of the Assistant Regional Director &  
OIC – Office of the Schools Division Superintendent

Inclosed: As stated.  
/lpsur.

25 MAY 2017



MC No. **11**, s. 2017

**MEMORANDUM CIRCULAR**

**TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES**

**SUBJECT : Personal Data Sheet (CS Form No. 212, Revised 2017)**

Pursuant to CSC Resolution No. 1700656 promulgated on March 21, 2017, the Commission approved the adoption of the Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017), together with the Work Experience Sheet.

The Personal Data Sheet (CS Form No. 212, Revised 2017) is supported by the Guide to Filling Out the PDS to guide employees and applicants in the accomplishment of the fields introduced in the said PDS form.

Officials and employees shall submit two (2) copies of their accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) to the agency HRMO not later than April 30, 2017. The agency HRMO shall submit one (1) copy of the employees' PDS to the Civil Service Commission Field Office concerned.

Any misrepresentation made in the Personal Data Sheet (CS Form No. 212, Revised 2017) and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

This Memorandum Circular shall take effect fifteen (15) days after the publication of the said CSC Resolution in a newspaper of general circulation.

  
**ALICIA dela ROSA-BALA**  
Chairperson

06 APR 2017

CSC Resolution No. 1700656 dated March 21, 2017 was published on March 23, 2017 in The Philippine Star.

*In a R. A. C. E. to Serve: Responsive, Accessible, Courteous and Effective Public Service*



Adoption of the Personal Data Sheet  
(CS Form No. 212, Revised 2017)

x-----x

Number: 1700656

Promulgated: 21 MAR 2017

## RESOLUTION

**WHEREAS**, the Civil Service Commission (CSC), as the central human resource institution in the bureaucracy, is mandated to prescribe all forms for Civil Service examinations, appointments, reports and such other human resource matters as may be required by law, rules and regulations;

**WHEREAS**, the CSC has prescribed the Personal Data Sheet (PDS) or Civil Service Form No. 212 as the official information sheet for all government officials and employees and as a main supporting document for all appointments in the government service;

**WHEREAS**, the PDS has been periodically revised with the last revision issued under CSC Memorandum Circular No. 8, s. 2005 promulgated thru CSC Resolution No. 050233 which took effect on March 3, 2005;

**WHEREAS**, after more than ten (10) years of using the PDS 2005 revised form, the Commission recognizes the need to further revise the PDS to conform with the requirements on appointments and other issuances;

**WHEREAS**, the Commission has deemed the revision of the PDS necessary to capture relevant information regarding citizenship, for monitoring and reportorial purposes in line with the implementation of Items 3 and 5, Section 5, Republic Act No. 9225<sup>1</sup>, including dual citizenship by birth;

**WHEREAS**, to aid the CSC Regional and Field Offices in the evaluation of appointments issued in terms of appointee's qualifications vis-à-vis the position being filled, a Work Experience Sheet is included where the actual duties of the relevant positions declared in Item V (Work Experience) of the PDS, Revised 2017 are specified for purposes of application to a vacant position;

**WHEREFORE**, the Commission **RESOLVES** to **APPROVE** the adoption of the Personal Data Sheet (CS Form No. 212, Revised 2017), together with the Work Experience Sheet, as attached to this Resolution.

<sup>1</sup> An Act Making the Citizenship of the Philippine Citizens Who Acquire Foreign Citizenship Permanent, Amending for the Purpose Commonwealth Act No. 63, As Amended and for Other Purposes, otherwise known as Citizenship Retention and Re-acquisition Act of 2003

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The Commission **RESOLVES FURTHER** that the Personal Data Sheet (CS Form No. 212, Revised 2017) shall be supported by the Guide to Filling Out the PDS to guide employees and applicants in the accomplishment of the fields introduced in the PDS, Revised 2017.

Officials and employees shall submit an updated Personal Data Sheet (CS Form No. 212, Revised 2017) to the agency HRMO not later than April 30, 2017.

Any misrepresentation made in the Personal Data Sheet (CS Form No. 212, Revised 2017) and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

This Resolution shall take effect after fifteen (15) days from its publication in a newspaper of general circulation.

Quezon City,

  
**ALICIA dela ROSA-BALA**  
Chairperson

  
**ROBERT S. MARTINEZ**  
Commissioner

**VACANT**  
Commissioner

Attested by:

  
**DOLORES B. BONIFACIO**  
Director IV  
Commission Secretariat and Liaison Office

## GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS)

**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.*

**Please fill out each of the fields in the PDS when applicable.**

**Note:**

- The PDS may be accomplished using the MS Word format or MS Excel format.
- In the MS Excel format, all the tick boxes will automatically be marked once clicked.
- The PDS must bear the signature of the employee and date of accomplishment at the bottom of every page.
- Entries in the PDS may be filled out through handwriting or via typewriter/computer. If handwritten, entries should be in block capital (e.g. PRINT) format using a pen.
- All information should be provided accurately.
- Do not leave blank entries. Put N/A if not applicable.
- For purposes of application to a vacant position, the additional sheet for work experience should be accomplished.

**I. Personal Information**

- Employee's name is to be filled out in the following format: surname, first name, name extension (if any), middle name. A space is allotted for each character or letter in the name.
- Dates are in numeric format: mm/dd/yyyy
- Specifics should be given to "Others" response in the civil status field.
- Agency employee number refers to employee ID number in the current agency.
- For holders of foreign/dual citizenship, please select from the dropdown list the foreign country where you were born/naturalized or type/write the same in the space provided therein.

## II. Family Background

- Names of spouse and parents are to be filled out the following format: surname, first name, name extension (if any), middle name.
- Mother's name is her maiden name, or name when she was single or before marriage.
- List full names (first name and surname) of ALL your children.
- Date of birth is in numeric format: mm/dd/yyyy

## III. Educational Background

- Indicate FULL name of schools. DO NOT ABBREVIATE.
- For Elementary Level, indicate PRIMARY EDUCATION if graduated
- For Secondary Level, indicate HIGH SCHOOL if graduated under the old curriculum; or JUNIOR HIGH SCHOOL or SENIOR HIGH SCHOOL if graduated under the K-12 curriculum.
- Indicate in FULL all courses taken in college (e.g. ASSOCIATE IN ARTS, AB ECONOMICS, BS PSYCHOLOGY, MA IN HISTORY).
- Indicate all masters or doctorate degrees taken.
- If graduated for every level, indicate year of graduation.
- If not graduated in any level, indicate the highest grade, level or units earned.
- Period of attendance are stated in school years (e.g. 1992-1996)
- Indicate any scholarship and/or academic honors received in each level.

## IV. Civil Service Eligibility

- Indicate all civil service eligibilities earned with corresponding rating, date and place of examination/conferment.

Example:

Career Service Sub-Professional	EO132/790 – Veteran Preference Rating
Career Service Professional	PD 907 – Honor Graduate
Career Service Executive	RA 7883 – Barangay Health Worker
Stenographer	Barangay Official
PD 997 – Scientific and Technological Specialist	

- If earned eligibility entails a license (RA 1080), indicate the license number and its date of validity.

## V. Work Experience

- Indicate all positions held both in the public and private employment starting from current work.

- Inclusive dates are indicated in numeric format: mm/dd/yyyy.
- Indicate FULL position titles and COMPLETE NAME of department/agency/office/company. DO NOT ABBREVIATE.
- Indicate monthly salary in figures (e.g. P21,877).
- Salary grade and salary step, if applicable, should be stated in the format "00-0" (e.g. 24-2, 24 for salary grade, 2 for salary step)
- Indicate status of employment (e.g. permanent, temporary, casual, contractual)
- Indicate "yes" under government service if position held is in the public or government employment or "no" if held in the private employment.
- Additional sheet for work experience should be accomplished and submitted together with the PDS in case of application to a vacant position. This should be accomplished only for work experience relevant to the position being applied to.

**VI. Voluntary Work or Involvement in Civic/Non-Government/People/Voluntary Organizations**

- Indicate the FULL name and address of the organization where involved as voluntary worker.
- Inclusive dates, start (from) and end (to) should be in numeric format: mm/dd/yyyy.
- Indicate the number of hours of voluntary work rendered.
- Indicate the position/nature of voluntary work rendered.

**VII. Learning and Development Interventions**

- Indicate FULL titles of learning and development (L&D) interventions attended during employment. Indicate list from the most recent L&D.
- Inclusive dates of attendance, start (from) and end (to) should be in numeric format: mm/dd/yyyy.
- Indicate the number of hours attended for program.
- Indicate the type of L&D intervention (e.g. managerial, supervisory, technical).
- Indicate the FULL name of institution/agency that conducted or sponsored the program. DO NOT ABBREVIATE. (e.g. CSC should be Civil Service Commission).

**VIII. Other Information**

- Indicate special skills /hobbies.
- Indicate in FULL non-academic distinctions/recognition (awards received)
- Indicate membership in any professional association/organization by writing in FULL said association/organization.

**# 34-40**

- Indicate response to questions 34 to 40 on the right side of the sheet.
- Provide details or specifications for any yes response.

**# 41**

- Indicate the FULL name of references with the format FIRST NAME, MI, SURNAME, their addresses and respective telephone numbers.

**# 42**

- As agreement to and for completion of the PDS, the employee's signature and right thumb mark should be affixed in the boxes provided. Indicate also the government ID number and date of issuance in the boxes provided. Lastly, attach a RECENT PASSPORT SIZE (4.5 cm. x 3.5 cm.) picture with COMPLETE AND HANDWRITTEN NAME TAG and SIGNATURE OVER PRINTED NAME. Picture must be taken within the last six (6) months. Computer generated or photocopied picture is not acceptable.



## 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.

**Sample: If applying to Supervising Administrative Officer**

- Duration: February 11, 2011 – present
- Position: Human Resource Management Officer III
- Name of Office/Unit: Finance and Administrative Service
- Immediate Supervisor: Maria Estrada
- Name of Agency/Organization and Location: Department of Human Resources, Metro Manila
  
- List of Accomplishments and Contributions (if any)
  - Developed recruitment plan
  - Designed training program for retirees under EO 366
  
- Summary of Actual Duties
  - Responsible for the management of the recruitment and selection process and the coordination of training activities of the Department; provides assistance in the management of the Division's programs and activities and performs other related functions.

- Duration: January 2, 2002 – February 10, 2011
- Position: Administrative Officer III
- Name of Office/Unit: Finance and Administrative Division
- Immediate Supervisor: Celia Romano
- Name of Agency/Organization and Location: Department of Finance
  
- List of Accomplishments and Contributions (if any)
  
- Summary of Actual Duties
  - Responsible in performing administrative and technical tasks e.g., pre-screening of applicants, , preparation of monthly report on accession and separation, report of appointments issued, preparation of minutes of meetings of various HR committees and monitoring of trainings conducted; responds to queries and performs other related functions.

\_\_\_\_\_  
(Signature over Printed Name  
of Employee/Applicant)

Date: \_\_\_\_\_

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. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME			
FIRST NAME			NAME EXTENSION (JR, SR)
MIDDLE NAME			
3. DATE OF BIRTH (mm/dd/yyyy)		16. CITIZENSHIP	<input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: <div></div>
4. PLACE OF BIRTH		If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
7. HEIGHT (m)		ZIP CODE	
8. WEIGHT (kg)			
9. BLOOD TYPE		18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
10. GSIS ID NO.		ZIP CODE	
11. PAG-IBIG ID NO.			
12. PHILHEALTH NO.			
13. SSS NO.		19. TELEPHONE NO.	
14. TIN NO.		20. MOBILE NO.	
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR, SR)		
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME				
FIRST NAME		NAME EXTENSION (JR, SR)		
MIDDLE NAME				
25. MOTHER'S MAIDEN NAME				
SURNAME				
FIRST NAME				
MIDDLE NAME			(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							
SECONDARY							
VOCATIONAL / TRADE COURSE							
COLLEGE							
GRADUATE STUDIES							

(Continue on separate sheet if necessary)	
SIGNATURE	DATE

[illegible]

## V. WORK EXPERIENCE

[illegible]

<b>SIGNATURE</b>		<b>DATE</b>	
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<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 type="checkbox"/> NO</p> <p><input type="checkbox"/> YES      <input 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 type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES      <input 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 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 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 type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES      <input 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 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 type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES      <input 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"><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table>				NAME	ADDRESS	TEL. NO.												
NAME	ADDRESS	TEL. NO.																
<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>		<div><p>ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size)</p><p>With full and handwritten name tag and signature over printed name</p><p>Computer generated or photocopied picture is not acceptable</p></div> <p>PHOTO</p> <div><p>Signature (Sign inside the box)</p><p>Date Accomplished</p><p>Right Thumbmark</p></div>																
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</p> <p>PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: _____</p> <p>ID/License/Passport No.: _____</p> <p>Date/Place of Issuance: _____</p>																		
<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div><p>Person Administering Oath</p></div>																		



MC No. 16, s. 2017

**MEMORANDUM CIRCULAR**

**TO : ALL HEADS OF CONSTITUTIONAL BODIES; NATIONAL GOVERNMENT AGENCIES; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES**

**SUBJECT : Clarification on the Filling Out of Personal Data Sheet (CS Form No. 212, Revised 2017) and Extension of Deadline of Submission**

The Civil Service Commission issued Memorandum Circular No. 11, s. 2017 dated April 6, 2017 on the adoption of the Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017). In said circular, all government officials and employees were required to submit two (2) copies of their updated PDS to the agency HRMO not later than April 30, 2017. \_\_\_\_\_

In view of the numerous concerns and queries received regarding the accomplishment of the PDS, the Commission adopts the following policies clarifying the following provisions in the Guide to Filling Out the PDS:

1. In the first item of Part I (Personal Information), page 1 of the Guide, the sentence "A space is allotted for each character or letter in the name" was deleted since the space allotted for the name is already continuous and no longer per character as previously designed.
2. In Part III (Educational Background), page 2 of the Guide, indicate ELEMENTARY in the third column under item 26, Part III of the PDS if graduated in Elementary Level.
3. The Work Experience sheet which is the additional sheet for work experience as indicated in the last item of Part V (Work Experience), page 3 of the Guide, should be accomplished and submitted together with the PDS for purposes of applying to a vacant position in government. Thus, said form is not required for updating the PDS in compliance with the abovementioned circular.

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4. In the fourth item of Part VII (Learning and Development Interventions), page 3 of the Guide, the types of L&D intervention which should be indicated in the fifth column of Part VII of the PDS may be Managerial, Supervisory, Technical or Foundation. CSC MC No. 13, s. 2011 provides the definition for Supervisory and Executive/Managerial positions in government which may be used as reference for identifying managerial trainings. On the other hand, Item b, Section 7 of the Omnibus Rules Implementing Book V of Executive Order No. 292 provides that Technical training program *"refers to substantive programs in specific professional/technical/scientific areas for enhancement of skills and knowledge of second level personnel in the career service."* Other L&D interventions such as the Induction Program, Orientation Program or Value Development Program fall under the Foundation type.
5. In Item No. 42, page 4 of the Guide, the picture to be attached should be passport size (4.5 cm x 3.5 cm). The handwritten name tag with the signature is no longer required. Thus, passport size ID picture which may or may not have a name tag should be attached.
6. The PDS should be subscribed and sworn to before the highest-ranking Human Resource Management Officer (HRMO) of the agency, any authorized official/officer in the agency, any officer authorized to administer oath or a notary public. Heads of agencies may delegate such authority through an Office Order.

The Guide to Filling Out the Personal Data Sheet (PDS) (Annex A) has been revised accordingly.

The deadline of submission of the PDS to the agency HRMO is extended to June 15, 2017. The agency HRMO shall submit to the CSC Field Office concerned copy of the updated PDS not later than July 31, 2017, using the attached transmittal form (Annex B).

Lastly, those who have already submitted their updated PDS to the agency HRMO in compliance with CSC MC No. 11, s. 2017 need not re-submit. The above guidelines shall apply to those who have not yet submitted their updated PDS to the agency HRMO.

This Memorandum Circular shall take effect immediately.

  
**ALICIA dela ROSA-BALA**  
Chairperson

15 MAY 2017

## GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS)

**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.*

***Please fill out each of the fields in the PDS when applicable.***

**Note:**

- The PDS may be accomplished using the MS Word format or MS Excel format.
- In the MS Excel format, all the tick boxes will automatically be marked once clicked.
- The PDS must bear the signature of the employee and date of accomplishment at the bottom of every page.
- Entries in the PDS may be filled out through handwriting or via typewriter/computer. If handwritten, entries should be in block capital (e.g. PRINT) format using a pen.
- All information should be provided accurately.
- Do not leave blank entries. Put N/A if not applicable.
- For purposes of application to a vacant position, the additional sheet for work experience should be accomplished. For the purpose of updating personnel information in the PDS, the Work Experience sheet is not required.

### **I. Personal Information**

- Employee's name is to be filled out in the following format: surname, first name, name extension (if any), middle name.
- Dates are in numeric format: mm/dd/yyyy
- Specifics should be given to "Others" response in the civil status field.
- Agency employee number refers to employee ID number in the current agency.
- For holders of foreign/dual citizenship, please select from the dropdown list the foreign country where you were born/naturalized or type/write the same in the space provided therein.



## **II. Family Background**

- Names of spouse and parents are to be filled out the following format: surname, first name, name extension (if any), middle name.
- Mother's name is her maiden name, or name when she was single or before marriage.
- List full names (first name and surname) of ALL your children.
- Date of birth is in numeric format: mm/dd/yyyy

## **III. Educational Background**

- Indicate FULL name of schools. DO NOT ABBREVIATE.
- For Elementary Level, indicate ELEMENTARY if graduated.
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- Indicate in FULL all courses taken in college (e.g. ASSOCIATE IN ARTS, AB ECONOMICS, BS PSYCHOLOGY).
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## **IV. Civil Service Eligibility**

- Indicate all civil service eligibilities earned with corresponding rating, date and place of examination/conferment.

Example:

Career Service Sub-Professional	EO132/790 – Veteran Preference Rating
Career Service Professional	PD 907 – Honor Graduate
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- If earned eligibility entails a license (RA 1080), indicate the license number and its date of validity.

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- Indicate all positions held both in the public and private employment starting from current work.
- Inclusive dates are indicated in numeric format: mm/dd/yyyy.
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- Indicate monthly salary in figures (e.g. P21,877).
- Salary grade and salary step, if applicable, should be stated in the format "00-0" (e.g. **24-2**, 24 for salary grade, 2 for salary step)
- Indicate status of employment (e.g. permanent, temporary, casual, contractual)
- Indicate "yes" under government service if position held is in the public or government employment or "no" if held in the private employment.
- Additional sheet for work experience should be accomplished and submitted together with the PDS in case of application to a vacant position. This should be accomplished only for work experience relevant to the position being applied to.

## **VI. Voluntary Work or Involvement in Civic/Non-Government/People/Voluntary Organizations**

- Indicate the FULL name and address of the organization where involved as voluntary worker.
- Inclusive dates, start (from) and end (to) should be in numeric format: mm/dd/yyyy.
- Indicate the number of hours of voluntary work rendered.
- Indicate the position/nature of voluntary work rendered.

## **VII. Learning and Development Interventions**

- Indicate FULL titles of learning and development (L&D) interventions attended during employment. Indicate list from the most recent L&D.
- Inclusive dates of attendance, start (from) and end (to) should be in numeric format: mm/dd/yyyy.
- Indicate the number of hours attended for program.
- Indicate the type of L&D intervention (i.e. Managerial, Supervisory, Technical or Foundation). For managerial and supervisory L&D interventions, reference should be made to CSC MC No. 13, s. 2011 while technical L&D interventions are defined in Item b, Section 7 of the Omnibus Rules Implementing Book V of Executive Order No. 292. Other L&D interventions such as the Induction Program, Orientation Program or Values Development Program fall under the Foundation type.
- Indicate the FULL name of institution/agency that conducted or sponsored the program. DO NOT ABBREVIATE. (e.g. CSC should be Civil Service Commission).

## **VIII. Other Information**

- Indicate special skills /hobbies.
- Indicate in FULL non-academic distinctions/recognition (awards received)
- Indicate membership in any professional association/organization by writing in FULL said association/organization.

### **# 34-40**

- Indicate response to questions 34 to 40 on the right side of the sheet.
- Provide details or specifications for any yes response.

### **# 41**

- Indicate the FULL name of references with the format FIRST NAME, MI, SURNAME, their addresses and respective telephone numbers.

### **# 42**

- As agreement to and for completion of the PDS, the employee's signature and right thumb mark should be affixed in the boxes provided. Indicate also the government ID number and date of issuance in the boxes provided. Lastly, attach a RECENT PASSPORT SIZE (4.5 cm. x 3.5 cm.) picture. Picture must be taken within the last six (6) months. Computer generated or photocopied picture is not acceptable.
- The PDS should be subscribed and sworn to before the highest-ranking Human Resource Management Officer (HRMO) of the agency, any authorized official/officer in the agency, any officer authorized to administer oath or a notary public. Heads of agencies may delegate such authority through an Office Order.

PERSONAL DATA SHEET TRANSMITTAL FORM

AGENCY: \_\_\_\_\_

REGION: \_\_\_\_\_

INSTRUCTIONS:

- (1) Fill-out the data needed in the PDS Transmittal form completely and accurately.
- (2) Do not abbreviate entries.
- (3) Submit the duly accomplished PDS Transmittal form to the CSC Field Office-In-Charge together with the updated Personal Data Sheets (PDS) of all officials and employees.

Date of receipt of CSCFO: \_\_\_\_\_

No.	NAME OF EMPLOYEES				POSITION TITLE (indicate parenthetical title, if applicable)	SALARY/ JOB/ PAY GRADE	EMPLOYMENT STATUS
	Last Name	First Name	Name Extension (Jr. / III)	Middle Name			
1							
2							
3							
4							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

CERTIFICATION

This is to certify that the information contained in this form are true, correct and complete.

\_\_\_\_\_  
Highest Ranking HRMO