



MC No. 6 s. 1997

## MEMORANDUM CIRCULAR

**F O R** : ALL OFFICIALS AND EMPLOYEES OF DEPARTMENTS, BUREAUS, OFFICES, AGENCIES, OF THE NATIONAL GOVERNMENT, LOCAL GOVERNMENT AND GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS AND STATE COLLEGES AND UNIVERSITIES

**SUBJECT** : Revised Personal Data Sheet (Civil Service Form 212)

The Civil Service Commission, through Memorandum Circular No. 37, s. 1993, has revised the CS Form 212 or Personal Data Sheet effective January 1, 1994. After two (2) years of using said form, there is now a need to further revise the PDS in order that employees accomplishing said form shall better understand the personal information being requested to be filled in.

Pursuant to CSC Resolution No. 97-0398 dated January 17, 1997, the Civil Service Commission has adopted the revised CS Form 212 or PDS attached herewith for use in all government offices effective February 1, 1997.

This Memorandum Circular takes effect immediately.

  
CORAZON ALMA G. DE LEON  
Chairman

28 January 1997  
/comsec

Republic of the Philippines  
**CIVIL SERVICE COMMISSION**



Re : Revised Personal Data sheet  
(Civil Service Form 212)

RESOLUTION NO. 970398

**WHEREAS**, the Civil Service Commission, as the central personnel agency, has prescribed the Civil Service Form 212 or the Personal Data Sheet (PDS) as the official information sheet for all government personnel and as the main supporting document for appointment in government;

**WHEREAS**, the CS Form 212 or PDS has periodically been revised to conform with the requirements for appointment;

**WHEREAS**, the CSC, through Memorandum Circular No. 37, s. 1993, has revised the PDS effective January 1, 1994;

**WHEREAS**, after two (2) years of using said form, there is now a need to further revise the PDS in order that employees accomplishing said form shall better understand the personal information being requested to be filled in.

**WHEREFORE**, the Commission resolves to adopt the revised CS Form 212 or Personal Data Sheet hereto attached.

The Commission further resolves that the revised form shall be used in all government agencies and offices effective February 1, 1997.

Quezon City, **JAN 17 1997**

  
**CORAZON ALMA G. DE LEON**  
Chairman

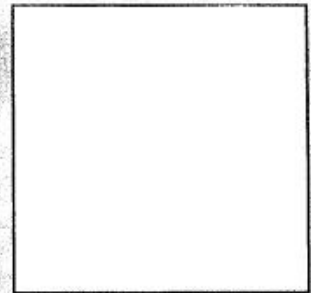
  
**RAMON P. ERENETA, JR.**  
Commissioner

  
**THELMA P. GAMINDE**  
Commissioner

Attested by:

  
**CARMENCITA GISELLE E. B. BRINGAS**  
Board Secretary VI

# PERSONAL DATA SHEET



**Photo**

1. Surname      First Name      Middle Name			2. Sex [    ] Male [    ] Female		3. Civil Status [    ] Single    [    ] Widower/Widow [    ] Married   [    ] Separated	
4. If Married, write Maiden Name			5. Name of Spouse		Occupation	
6. Taxpayer's Identification Number				7. Citizenship		
8. Date of Birth				9. Place of Birth		
10. Height (Meters)				11. Weight (Kilos)		
12. Address						
14. Name of Father			Place of Birth		15. Name of Mother	
					Place of Birth	
16. Children						
Name		Age		Name		Age

(Continue on separate sheet if necessary)

17. Education	Name of School/ College/University	Degree Earned <small>(write NONE if not graduated)</small>	Number of Units Completed Course Title	Inclusive Dates of Attendance	Honors Received
ELEMENTARY					
SECONDARY					
VOCATIONAL		Course:			
COLLEGE					
POST GRADUATE					

(Continue on separate sheet if necessary)

18. Civil Service Eligibility/Professional Board/Bar	Date of Examination	Rating	Place of Exam

19. Record of In-Service Trainings (Accredited by the CSC), Study and Scholarship Grants			
Title of Seminar/Conference/ Course/Training	Inclusive Dates	No. of Hours	Conducted by

(Continue on separate sheet if necessary)

20. Service record (Include experience outside government service)				Status of
Inclusive Dates	Position	Department/Agency	Monthly Salary	Appointments

(Continue on separate sheet if necessary)

21. Special Skills

22. Other Qualifications (include membership in related association, hobbies, etc)

(Continue on separate sheet if necessary)

23. 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,  
 a) within the third degree?  Yes  No  
 b) within the fourth degree (for Local Government employees)?  Yes  No  
 If "Yes", give particulars.

24. Do you have any pending a) administrative case?  Yes  No  
 b) criminal case?  Yes  No  
 If you have any, give details of the offense.

25. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulations by any court or tribunal?  Yes  No  
 26. Have you ever been convicted of any administrative offense?  Yes  No  
 If your answer is "Yes", give details of the offense.

27. Have you ever been retired, forced to resign or dropped from employment in the public and private sector?  
 Yes  No. If "Yes", give reasons.

28. Have you ever been a candidate in a national or local election (except Barangay election)?  
 Yes  No. If "Yes", give date of election and other particulars.

29. References (Persons not related by consanguinity or affinity to applicant/appointee)

Name	Address

30. I declare that the answers given above are true and correct.

Signature

Right Thumbmark

Date accomplished

Community Tax Cert. No   
 Issued at   
 Issued on