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

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\(^1\), 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.

\(^1\) 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
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,

[Signature]
ALICIA dela ROSA-BALA
Chairperson

[Signature]
ROBERT S. MARTINEZ
Commissioner

[Signature]
VACANT
Commissioner

Attested by:

[Signature]
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.
# 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.

**Extracted Text:**

### I. PERSONAL INFORMATION

2. **Surname**
   - **First Name**
   - **Middle Name**

3. **Date of Birth** (mm/dd/yyyy)

4. **Place of Birth**
   - **Male**
   - **Female**

5. **Civil Status**
   - Single
   - Married
   - Widowed
   - Separated
   - Other/s:

6. **Sex**
   - **Male**
   - **Female**

7. **Height** (in)

8. **Weight** (kg)

9. **Blood Type**

10. **Civil Status**

11. **Height** (in)

12. **Weight** (kg)

13. **Blood Type**

14. **Civil Status**

15. **Height** (in)

16. **Weight** (kg)

17. **Residential Address**
   - **House/Block/Lot No.**
   - **Street**
   - **Subdivision/Village**
   - **_barangay**
   - **City/Municipality**
   - **Province**

18. **Permanent Address**
   - **House/Block/Lot No.**
   - **Street**
   - **Subdivision/Village**
   - **barangay**
   - **City/Municipality**
   - **Province**

19. **Telephone No.**

20. **Mobile No.**

21. **E-mail Address** (If any)

### II. FAMILY BACKGROUND

22. **Spouse's Surname**
   - **First Name**
   - **Middle Name**

23. **Name of Children** (Write full name and list all)
   - **Date of Birth** (mm/dd/yyyy)

24. **Father's Surname**
   - **First Name**
   - **Middle Name**

25. **Mother's Maiden Name**
   - **Surname**
   - **First Name**
   - **Middle Name**

### 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**

27. **Elementary**

28. **Secondary**

29. **Vocational/Trade Course**

30. **College**

31. **Graduate Studies**

(Continue on separate sheet if necessary)

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**Signature**

**Date**
### IV. CIVIL SERVICE ELIGIBILITY

<table>
<thead>
<tr>
<th>Career Service/RA 1086 (Board/Bar) Under Special Laws/CES/CSEE</th>
<th>Rating (If Applicable)</th>
<th>Date of Examination/Conferment</th>
<th>Place of Examination/Conferment</th>
<th>License (If Applicable)</th>
<th>Number</th>
<th>Date of Validity</th>
</tr>
</thead>
</table>

(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.)

<table>
<thead>
<tr>
<th>Inclusive Dates (mm/dd/yyyy)</th>
<th>Position Title (Write in full; Do not abbreviate)</th>
<th>Department / Agency / Office / Company (Write in full; Do not abbreviate)</th>
<th>Monthly Salary</th>
<th>Salary Grade or Step (Format: 'X/Y')</th>
<th>Status of Appointment</th>
<th>Govt Service (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
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</tr>
</tbody>
</table>

(Continue on separate sheet if necessary)

**Signature**

**Date**
### VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

<table>
<thead>
<tr>
<th>NAME &amp; ADDRESS OF ORGANIZATION (Write in full)</th>
<th>INCLUSIVE DATES (mm/dd/yyyy)</th>
<th>NUMBER OF HOURS</th>
<th>POSITION / NATURE OF WORK</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
<td></td>
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</tbody>
</table>

(Continue on separate sheet if necessary)

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

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

<table>
<thead>
<tr>
<th>TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)</th>
<th>INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)</th>
<th>NUMBER OF HOURS</th>
<th>TYPE OF L&amp;D (Managerial/Supervisory/Technical)</th>
<th>CONDUCTED/SPONSORED BY (Write in full)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
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</tr>
</tbody>
</table>

(Continue on separate sheet if necessary)

### VIII. OTHER INFORMATION

<table>
<thead>
<tr>
<th>SPECIAL SKILLS and HOBBIES</th>
<th>NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)</th>
<th>MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

(Continue on separate sheet if necessary)

**SIGNATURE**

**DATE**

CS Form 273 (Revised 2011), Page 3 of 4
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, a. within the third degree?  
   □ YES  □ NO  
   If YES, give details:  
   ____________________________  
   ____________________________  

b. within the fourth degree (for Local Government Unit - Career Employees)?  
   □ YES  □ NO  
   If YES, give details:  
   ____________________________  
   ____________________________

35.  
a. Have you ever been found guilty of any administrative offense?  
   □ YES  □ NO  
   If YES, give details:  
   ____________________________  
   ____________________________

b. Have you been criminally charged before any court?  
   □ YES  □ NO  
   If YES, give details:  
   ____________________________  
   ____________________________

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)?  
   □ YES  □ NO  
   If YES, give details:  
   ____________________________  
   ____________________________

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:  
   ____________________________  
   ____________________________

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 items:  
a. Are you a member of any indigenous group?  
   □ YES  □ NO  
   If YES, please specify:  
   ____________________________  
   ____________________________

b. Are you a person with disability?  
   □ YES  □ NO  
   If YES, please specify ID No:  
   ____________________________  
   ____________________________

c. Are you a solo parent?  
   □ YES  □ NO  
   If YES, please specify ID No:  
   ____________________________  
   ____________________________

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

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>TEL. NO.</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

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 (e.g. Passport, GSIS, SSIC, Driver’s License, etc.)  

PLEASE INDICATE ID Number and Date of Issuance  

Government Issued ID:  

ID/License/Passport No.:  

Signature (Sign inside the box)  

Date/Place of Issue:  

Date Accomplished  

Right Thumbsmark  

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

Person Administering Oath  

______________________________
### 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**

<table>
<thead>
<tr>
<th>Duration: February 11, 2011 – present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position: Human Resource Management Officer III</td>
</tr>
<tr>
<td>Name of Office/Unit: Finance and Administrative Service</td>
</tr>
<tr>
<td>Immediate Supervisor: Maria Estrada</td>
</tr>
<tr>
<td>Name of Agency/Organization and Location: Department of Human Resources, Metro Manila</td>
</tr>
</tbody>
</table>

- **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.

<table>
<thead>
<tr>
<th>Duration: January 2, 2002 – February 10, 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position: Administrative Officer III</td>
</tr>
<tr>
<td>Name of Office/Unit: Finance and Administrative Division</td>
</tr>
<tr>
<td>Immediate Supervisor: Celia Romano</td>
</tr>
<tr>
<td>Name of Agency/Organization and Location: Department of Finance</td>
</tr>
</tbody>
</table>

- **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.

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(Signature over Printed Name of Employee/Applicant)

Date: ________________