



Republic of the Philippines
Civil Service Commission
Constitution Hills, Batasang Pambansa Complex, Diliman, 1126 Quezon City

100 Years of Service;
Civil Service at its Best,
Mamamayan Muna

MC No. 10, s. 2003

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES, DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT AND LOCAL GOVERNMENT UNITS, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Revised Personal Data Sheet (CS Form 212)

The Civil Service Commission through its Memorandum Circular Nos. 40, s. 1998 and 15, s. 1999, has adopted the revised CS Form 212 or Personal Data Sheet (PDS) effective January 15, 1999. After four (4) years of using said form, there is now a need to further revise it in order that employees accomplishing the same shall better appreciate the importance of the personal information inputted into it.

Pursuant to CSC Resolution No. 031000 dated 9-22-03 the Commission has adopted the revised Personal Data Sheet (CS Form 212), copy attached, for use in all government agencies effective November 1, 2003 or until the consumption of all printed copies of the old PDS, but not beyond 2003.


KARINA CONSTANTINO-DAVID
Chairman

- The revised PDS is now available at CSC Regional/Field Offices.

23 September 2003



**Amendment to the Personal Data Sheet
(CS Form 212)**

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RESOLUTION NO. 031000

WHEREAS, under Section 12 (18), Chapter 3 of Executive Order No. 292, the Civil Service Commission (CSC) is mandated to keep and maintain personnel records of all officials and employees in the Civil Service;

WHEREAS, Section 12 (8), Chapter 3 of the same Executive Order also mandates the CSC to prescribe all forms for Civil Service examinations, appointments, reports and such other forms as may be required by laws, rules and regulations;

WHEREAS, pursuant to CSC Resolution Nos. 98-3143 and 99-1907 which took effect on 15 January 1999 and 27 September 1999, respectively, the Commission has adopted the revised CS Form 212 or Personal Data Sheet (PDS) to be used in all government offices;

WHEREAS, after four (4) years of using said form, there is now a need to further revise the PDS in order that employees accomplishing the same shall better understand and appreciate the importance of the personal information being requested to be filled in;

WHEREAS, such revision addresses the current demands of the changing time for an integrated human resource management information system which can be used as a tool for decision-making affecting career development as well as personnel actions in the civil service;

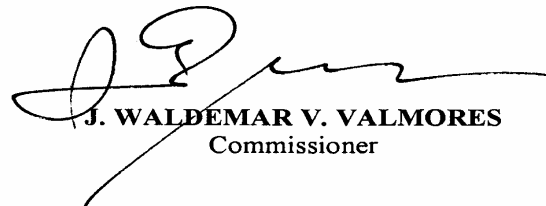
WHEREFORE, the Commission hereby adopts the attached Revised Personal Data Sheet (CS Form 212) for use in all government offices effective November 1, 2003 or until the consumption of the printed copies of the old PDS but not beyond calendar year 2003.

This Resolution shall take effect immediately.

Quezon City, SEP 22 2003


KARINA CONSTANTINO-DAVID
Chairperson


JOSE F. ERESTAIN, JR.
Commissioner


J. WALDEMAR V. VALMORES
Commissioner

Attested by:


REBECCA A. FERNANDEZ
Director IV

PERSONAL DATA SHEET

not older than 6 mos.
3.5 cm. X 4.5 cm.
(passport size)

Print legibly. Mark appropriate brackets [] with * ✓

I. PERSONAL INFORMATION

1 SURNAME			
FIRST NAME			
MIDDLE NAME			
2 DATE OF BIRTH		13 RESIDENTIAL ADDRESS	
3 PLACE OF BIRTH		ZIP CODE	
4 SEX	<input type="checkbox"/> Male <input type="checkbox"/> Female	14 TELEPHONE NO.	
5 CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Married <input type="checkbox"/> Separated	15 PERMANENT ADDRESS	
6 CITIZENSHIP		ZIP CODE	
7 HEIGHT (m)		16 TELEPHONE NO.	
8 WEIGHT (kg)		17 E-MAIL ADDRESS (if any)	
9 BLOOD TYPE		18 CELLPHONE NO. (if any)	
10 USSIS POLIGY NO.		19 AGENCY EMPLOYEE NO.	
11 PAG-IBIG ID NO.		20 TIN	
12 PHILHEALTH NO.			

II. FAMILY BACKGROUND

21 NAME OF FATHER		25 NAME OF SPOUSE	
22 MOTHER'S MAIDEN NAME		OCCUPATION	
23 PARENTS' ADDRESS		EMPLOYER/BUS. NAME	
		BUSINESS ADDRESS	
24 NAME OF CHILD/CHILDREN	Date of Birth: (mm/dd/yyyy)	NAME OF CHILD/CHILDREN	Date of Birth: (mm/dd/yyyy)

(Continue on separate sheet, if necessary)

III. EDUCATIONAL BACKGROUND

26 LEVEL	Name of School (Write in full)	DEGREE / COURSE / UNITS	INCLUSIVE DATES OF ATTENDANCE		Highest Grade/Level Finished	ACADEMIC HONORS RECEIVED
			From	To		
ELEMENTARY						
SECONDARY		DEGREE / COURSE TITLE (Write in full)	Units Earned (if not graduated)			
VOCATIONAL/ TRADE COURSE*						
TERTIARY COURSE (COLLEGE)						
GRADUATE STUDIES						
- Master's Degree						
- Diploma						
- Doctorate						
NON-DEGREE COURSE*						

*Course taken aside from tertiary education, but not classified as Graduate Studies

(Continue on separate sheet, if necessary)

<p>34. Are you related by consanguinity or affinity to any of the following: appointing authority, recommending authority, chief of bureau/office or 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? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(for NATIONAL GOVERNMENT Employees)</i></p> <p>b. Within the fourth degree? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(for LOCAL GOVERNMENT Employees)</i></p> <p>If your answer is "YES", give particulars. _____</p>
<p>35. Have you ever been declared guilty of any administrative offense?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If your answer is "YES", give details of the offense. _____</p>
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulations by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If your answer is "YES", give details of the offense. _____</p>
<p>37. Have you ever been forced to retire/ resign or dropped from employment in the public or private sector?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If your answer is "YES", give reasons. _____</p>
<p>38. Have you ever been a candidate in a national or local election (except Barangay election)?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If your answer is "YES", give date of election and other particulars. _____</p>
<p>39. 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? <input type="checkbox"/> YES <input type="checkbox"/> NO If your answer is "YES", please specify _____</p> <p>b. Are you differently abled? <input type="checkbox"/> YES <input type="checkbox"/> NO If your answer is "YES", please specify _____</p> <p>c. Are you a solo parent? <input type="checkbox"/> YES <input type="checkbox"/> NO If your answer is "YES", please specify _____</p>

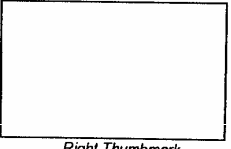
40. REFERENCES (Person not related by consanguinity or affinity to applicant / appointee)

NAME	ADDRESS	TELEPHONE NO.

41. I declare under the penalties of perjury that this Personal Data Sheet has been accomplished in good faith, verified by me and to the best of my knowledge and belief is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines.

I also authorize the agency head / authorized representative to verify / validate the contents stated herein. I trust that all this information shall remain confidential.

Signature	_____
Date Accomplished	_____
Community Tax Certificate No.	_____
Issued at	_____
Issued on	_____



Right Thumbmark

* Solo Parent as defined in Section 3 of Republic Act No. 8972 refers to any individual who falls under any of the following categories:

- (a) A woman who gives birth as a result of rape and other crimes against chastity even without a final conviction of the offender: Provided that the mother keeps and raises the child;
- (b) Parent left solo or alone with the responsibility of parenthood due to the death of spouse;
- (c) Parent left solo or alone with the responsibility of parenthood while the spouse is detained, or is serving sentence for a criminal conviction for at least one (1) year;
- (d) Parent left solo or alone with the responsibility of parenthood due to physical and/or mental incapacity of spouse as certified by a public medical practitioner;
- (e) Parent left solo or alone with the responsibility of parenthood due to legal separation or de facto separation from spouse for at least one (1) year as long as he/she is entrusted with the custody of the children;
- (f) Parent left solo or alone with the responsibility of parenthood due to declaration of nullity or annulment of marriage as decreed by a court or by a church as long as he/she is entrusted with the custody of the children;
- (g) Parent left solo or alone with the responsibility of parenthood due to abandonment of spouse for at least one (1) year;
- (h) Parent left solo or alone with the responsibility of parenthood due to unmarried mother/father who has preferred to keep and rear her/his child/children instead of having others care for them or give them up to a welfare institution;
- (i) Any other person who solely provides parental care and support to a child or children; and
- (j) Any family member who assumes the responsibility of head of family as a result of the death, abandonment, disappearance or prolonged absence of the parents or solo parent.