



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.

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

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.
- 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).
- 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 (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.

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

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- 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 _____