

### Republic of the Philippines Department of Education Region XII

## CITY SCHOOLS DIVISION OF TACURONG

City of Tacurong



**DIVISION MEMORANDUM** 

No. 31.

S. 2017

TO:

**Division Chiefs** 

**Division Supervisors** 

All Division Office Personnel

Cluster Heads

Public Elementary & Secondary School Heads Teachers & School-Based Non-teaching Personnel

This Division

FROM:

ROMELITO G. FLORES, CESO VI

Old Schools Division Superintendent

SUBJECT:

SUBMISSION OF UPDATED PERSONAL DATA SHEET

(PDS) USING THE CIVIL SERVICE FORM NO. 212, REVISED

2017

DATE:

April 3, 2017

- In Compliance with the CSC Resolution No. 1700656 dated March 21, 2017, all government officials and employees are required to submit an updated Personal Data Sheet (PDS) using the CSC Form No. 212, Revised 2017 to the Human Resource Management Office of this Division on or before April 17, 2017 for submission to the Civil Service Commission.
- Division Chiefs, Sections Heads and School Administrators must ensure that all teachers & other personnel under their supervision shall comply with the said document.
- A Review Committee shall be created at the school level to review and ensure that all submitted PDS are compliant with the requirement of the Civil Service Commission before submitting to the Division Office.
- Attached are the following: 4.
  - 1. Copy of CSC Form 212, Revised 2017
  - 2. Guide to Filling Up the Personal Data Sheet
- A soft copy of the PDS can be downloaded from the CSC Website: http://www.csc.gov.ph.
- For the information, guidance and immediate compliance of all concerned.

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🐼 Visit Us:<u>www.depedtacurong.org</u>

CS Form No. 212 Revised 2017 **PERSONAL DATA SHEET** WARNING: Any misinterpretation 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 LPSKSSMALINFORMATION 2. SURNAME FIRST NAME NAME EXTENSION (JR. SR) MIDDLE NAME 3. DATE OF BIRTH 16 CITIZENSHIP (mm/dd/yyyy) Filipino ☐ Dual Citizenship □ by birth □ by naturalization 4. PLACE OF BIRTH If holder of dual citizenship. Pls. indicate country: please indicate the details 5 SEX ☐ Male ☐ Female ☐ Single 8 CIVIL STATUS ☐ Married 17. RESIDENTIAL ADDRESS ☐ Widowed ☐ Separated House/Block/Lot No. Street Other/s: Subdivision/Village Barangay 7 HEIGHT (m) City/Municipality *Р*гоидсе 8. WEIGHT (kg) ZIP CODE 9. BLOOD TYPE 18 PERMANENT ADDRESS House/Block/Lat No Street 10. GSIS ID NO Subdivision/Village Barangay 11 PAG-IRIG ID NO City/Municipality Province 12 PHILHEALTH NO ZIP CODE 13. SSS NO. 19. TELEPHONE NO 4 TIN NO 20 MOBILE NO 15. AGENCY EMPLOYEE NO. 21. E-MAIL ADDRESS (if any) CAMINE SACROPURES 22. SPOUSE'S SURNAME 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) FIRST NAME MIDDLE NAME OCCUPATION EMPLOYER/BUSINESS NAME BUSINESS ADDRESS TELEPHONE NO 24 FATHER'S SURNAME NAME EXTENSION (JR., SR) FIRST NAME MIDDLE NAME MOTHER'S MAIDEN NAME SURNAME FIRST NAME MIDDLE NAME (Continue on separate sheet if necessary) AND A TONAL BACKOPOING SCHOLARSHIP NAME OF SCHOOL HIGHEST LEVEL PERIOD OF ATTENDANCE BASIC EDUCATION/DEGREE/COURSE LEVEL ACADEMIC HONORS YFAR UNITS EARNED (Write in full) (Write in full) GRADUATED (if not graduated) RECEIVED From To ELEMENTARY SECONDARY VOCATIONAL / TRADE COURSE COLLEGE

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# 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
- In the MS Excel format, all the tick boxes will automatically be marked once
- 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.
- 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

#### 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
- 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.

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- Inclusive dates are indicated in numeric format: mm/dd/yyyy.
- titles department/agency/office/company. DO NOT ABBREVIATE. COMPLETE NAME
- 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,
- 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/

- 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:
- 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
- Indicate the number of hours attended for program.
- Indicate the type of L&D intervention (e.g. managerial, supervisory,
- Indicate the FULL name of institution/agency that conducted or sponsored the program. DO NOT ABBREVIATE. (e.g. CSC should be Civil Service Commission).

#### Other Information VIII.

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