




DIVISION MEMORANDUM
No. **32**, 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
OIC Schools Division Superintendent

SUBJECT: **SUBMISSION OF UPDATED PERSONAL DATA SHEET (PDS) USING THE CIVIL SERVICE FORM NO. 212, REVISED 2017**

DATE: April 3, 2017

1. 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.
2. Division Chiefs, Sections Heads and School Administrators must ensure that all teachers & other personnel under their supervision shall comply with the said document.
3. 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.
4. Attached are the following:
 1. Copy of CSC Form 212, Revised 2017
 2. Guide to Filling Up the Personal Data Sheet
5. A soft copy of the PDS can be downloaded from the CSC Website: <http://www.csc.gov.ph>.
6. For the information, guidance and immediate compliance of all concerned.

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.

- 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.