DIVISION MEMORANDUM
No. 177, s. 2017

To: OIC-ASDS, Chief SGOD & CID
   Education Program Supervisors
   Public Schools District Supervisors
   Public Elementary and Secondary School Heads
   Non-Teaching Personnel and All Other Concerned

Subject: UPDATING AND SUBMISSION OF REVISED
   PERSONAL DATA SHEET (Form 212 Revised 2017)

Date: April 5, 2017

1. Pursuant to CSC Resolution # 1700656 dated March 21, 2017 directed all
government employees to submit their updated Personal Data Sheet (PDS) to the Civil
Service Commission using the revised 2017 form not later than April 30, 2017.

2. In this regard, all permanent Teaching, Teaching Related and Non-Teaching personnel
including Non-Teaching with Co-terminous to the Incumbent (CTI) Status are hereby
directed to submit the above-mentioned document under oath in 2 hard copies and
electronic copy with transmittal by district not later than April 21, 2017 to the
Administrative Unit. Attached is the Revised 2017 PDS Form 212 and guide to fill-up
the form.

3. School heads are tasked in the gathering of the above-mentioned documents by school
and responsible for submission to the district supervisor/bookkeeper. Such documents
should reach the Division Office on or before April 21, 2017.

3. You are all invited to download the PDS template and guide from the websites of
(www.depedbohol.org) and (www.csc.gov.ph).

4. Immediate dissemination of and strict compliance to this Memorandum is desired.

WILFREDA D. BONGALOS, Ph.D., CESO VI
Schools Division Superintendent
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 countrywhere 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.
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 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 NA if not applicable. DO NOT ABBREVIATE.

(Do not fill up for CSC use only)

#### I. PERSONAL INFORMATION

2. **SURNAME**
   
3. **DATE OF BIRTH**
   - (mm/dd/yyyy)

4. **PLACE OF BIRTH**
   - 

5. **SEX**
   - Male
   - Female

6. **CIVIL STATUS**
   - Single
   - Married
   - Widowed
   - Separated

7. **HEIGHT (m)**

8. **WEIGHT (kg)**

9. **BLOOD TYPE**

10. **CSS ID NO.**

11. **SSS NO.**

12. **PHINMA ID NO.**

13. **PERMANENT ADDRESS**
   - House/Mobile No.
   - Street
   - City/Municipality
   - Province

14. **EMPLOYER NAME**

15. **EMAIL ADDRESS (if any)**

#### II. FAMILY BACKGROUND

22. **SPOUSE’S SURNAME**
   - First Name
   - Middle Name
   - Occupation
   - Employee/Business Name
   - Business Address
   - Telephone No.

23. **NAME OF CHILDREN**
   - (Write full name and list all)

24. **FATHER’S SURNAME**
   - First Name
   - Middle Name

25. **MOTHER’S MOTHER NAME**
   - First Name
   - Middle Name

(Continue on separate sheet if necessary)

#### III. EDUCATIONAL BACKGROUND

26. **LEVEL**
   - Elementary
   - Secondary
   - Vocational/Trade Course
   - College
   - Graduate Studies

(Continue on separate sheet if necessary)

**SIGNATURE**

**DATE**

CS FORM No. 212 (Revised 2017), Page 1 of 4
### V. CIVIL SERVICE ELIGIBILITY

<table>
<thead>
<tr>
<th>CAREER SERVICES [RA 1080 (BOARD BAR) UNDER SPECIAL LAWS/CEB/CSEF]</th>
<th>RATING [If Applicable]</th>
<th>DATE OF EXAMINATION / CONFIRMATION</th>
<th>PLACE OF EXAMINATION / CONFIRMATION</th>
<th>LICENSE [If applicable]</th>
</tr>
</thead>
<tbody>
<tr>
<td>BARANGAY ELIGIBILITY / FORENSIC LICENSE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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 JØMP/ GRADE/ REASON / STEP (From a &quot;1/STEP&quot; INCREMENT)</th>
<th>STATUS OF APPOINTMENT</th>
<th>GOVT SERVICE (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
<td></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 ORGANIZATIONS

<table>
<thead>
<tr>
<th>Item</th>
<th>Name &amp; Address of Organization</th>
<th>Inclusive Dates</th>
<th>Number of Hours</th>
<th>Position / Nature of Work</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

(Continue on separate sheet if necessary)

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

(Start from the most recent L&D training program and include only the relevant L&D training dates for the last five (5) years for Deputy Chief/Executive/High-level officials)

<table>
<thead>
<tr>
<th>Item</th>
<th>Title of Learning and Development Intervention/Training Programs</th>
<th>Inclusive Dates of Attendance</th>
<th>Number of Hours</th>
<th>Type of L&amp;D (1)</th>
<th>Conduction Sponsored By</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

(Continue on separate sheet if necessary)

## VIII. OTHER INFORMATION

<table>
<thead>
<tr>
<th>Item</th>
<th>Special Skills and Hobbies</th>
<th>Non-Academic Distinctions / Recognition</th>
<th>Membership in Association/Organization</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

(Continue on separate sheet if necessary)

**Signature**

**Date**
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? 
   b. within the fourth degree (for Local Government Unit - Career Employees)?
   [Options: Yes, No] 
   If Yes, give details:

35. a. Have you ever been found guilty of any administrative offense?
   b. Have you been criminally charged before any court?
   [Options: 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?
   [Options: 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, completed contract or phased out (abolition) in the public or private sector?
   [Options: 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)?
   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?
   [Options: Yes, No] 
   If Yes, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?
   [Options: 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?
   b. Are you a person with disability?
   c. Are you a solo parent?
   [Options: Yes, No] 
   If Yes, please specify:

41. REFERENCES (Person related by consanguinity or affinity to applicant/applicant)

<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 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 cases against me.

Government Issued ID: [Driver's License, Passport, SSS, PhilHealth, etc.]

PASSED: ___________________________ 
GIVEN NAME: ___________________________ 
SURNAME: ___________________________ 
MIDDLE NAME: ___________________________

[Signature]

Date of Issue: 
Place of Issue: 

ID picture taken within the last 6 months, 2.5 cm x 3.5 cm (passport size) 
With full and handwritten name tag and signature over printed name

COMPUTER GENERATED OR PHOTOCOPIED PICTURE IS NOT ACCEPTABLE

PHOTO

SUBSCRIBED AND SWORN to before me this _______ day of ________, 20___

(affiant exhibiting his/her validly issued government ID as indicated above)

Person Administering Oath