



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

May 9, 2023

DIVISION MEMORANDUM
No. 0240 s, 2023

FILLING UP OF PERSONAL DATA SHEET (CSC FORM NO. 212)

To : Assistant Schools Division Superintendents
Chief of CID and SGOD
Education Program Supervisors
Public Schools District Supervisors & OIC-PSDS
Public Elementary & Secondary School Heads
Teaching & Teaching Related Positions
Non-Teaching Personnel
All Other Concerned

1. This is to reiterates CSC Memorandum Circular No. 11, s. 2017 dated April 6, 2017 and reminding everyone for their civic and public duty to fill up properly their Personal Data Sheet (PDS) or Civil Service Form No. 212 as the official information sheet for all government officials and employees and as a main supporting document for all appointments in the government service.
2. Please take note that any misrepresentation made in the Personal Data Sheet (PDS) shall cause the filing of administrative/criminal cases against the person concerned. Thus, this office advised to those who are processing of appointment to legibly and accurately accomplished the said form and the CSCFO also encourage encoded entry of PDS to ensure neatness and easy access. PDS Form is available and downloadable at DepEd Bohol website.
3. Attached herewith is the detailed guide on how to accomplish the revised 2017 CSC Form No. 212 or Personal Data Sheet (PDS) for ready reference.
4. For the information, guidance and compliance of all concerned.

EVANGEL M. LUMINARIAS, PhD., CESO V
Schools Division Superintendent



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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 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.

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. 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 | | | |
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CERTIFICATION

This is to certify that the information contained in this form are true, correct and complete.

Highest Ranking HRMO