MEMORANDUM

TO: Asst. Schools Division Superintendent
    Public Schools District Supervisors
    Elementary & Secondary School Heads/Principals/OICs
    Section Heads
    Non-Teaching Personnel

May 2, 2017

Per attached CSC MC No. 11 s, 2017 dated April 6, 2017 re: Personal Data Sheet (CS Form No. 212, Revised 2017) paragraph 3- “Officials and employees shall submit two (2) copies of their accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) to the agency HRMO not later than April 30, 2017. The agency HRMO shall submit one (1) copy of the employees’ PDS to the Civil Service Commission Filed Office concerned.”

In view hereof, employees are advised to submit two (2) copies of accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) at the Personnel Section not later than May 8, 2017. Submission must be in bunch by school.

For information, guidance and immediate compliance.

[Signature]

SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent
MEMORANDUM CIRCULAR

TO: ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT: Personal Data Sheet (CS Form No. 212, Revised 2017)

Pursuant to CSC Resolution No. 1700656 promulgated on March 21, 2017, the Commission approved the adoption of the Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017), together with the Work Experience Sheet.

The Personal Data Sheet (CS Form No. 212, Revised 2017) is supported by the Guide to Filling Out the PDS to guide employees and applicants in the accomplishment of the fields introduced in the said PDS form.

Officials and employees shall submit two (2) copies of their accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) to the agency HRMO not later than April 30, 2017. The agency HRMO shall submit one (1) copy of the employees’ PDS to the Civil Service Commission Field Office concerned.

Any misrepresentation made in the Personal Data Sheet (CS Form No. 212, Revised 2017) and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

This Memorandum Circular shall take effect fifteen (15) days after the publication of the said CSC Resolution in a newspaper of general circulation.

06 APR 2017

ALICIA dela ROSA-BALA
Chairperson

CSC Resolution No. 1700656 dated March 21, 2017 was published on March 23, 2017 in The Philippine Star.

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

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