

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Manila

July 5, 1977

DEPARTMENT MEMORANDUM
No. 139, s. 1977

ACCOMPLISHING THE PERSONAL DATA SHEET FOR
THE PAGLILINGKOD: BAGONG LIPUNAN PROGRAM

To: Bureau Directors
Regional Directors
Chiefs of Services and
Heads of Units
Coordinator, State Colleges
and Universities
Schools Superintendents

1. For the information and guidance of all concerned, there is herewith inclosed Memorandum Circular No. 989 of the Office of the President of the Philippines entitled "Requiring All Officials and Employees of the Government to Accomplish the Personal Data Sheet for the Paglilingkod: Bagong Lipunan Program."

2. In accomplishing the Personal Data Sheet (Form No. 1, June, 1977) the attention of all concerned is specially invited to the following provisions:

a. The form should be accomplished in triplicate by all officials and employees including casuals;

b. Not less than 4% of the personnel of every primary or equivalent unit of an office shall be scheduled for work in any given period;

c. Before the forms are accomplished, heads of units will hold with their officials and employees a conference to discuss the work schedule;

d. The forms should be sorted out according to regions and periods of preferences; and

e. Heads of offices shall submit the forms to the head of the department not later than July 15, 1977, who in turn will submit them to the National Secretariat of the Paglilingkod: Bagong Lipunan, 9th Floor, Abaza Building, Quezon City, not later than July 20, 1977.

3. The cooperation of all officials and employees is earnestly requested.

(SOD.) JUAN L. MANUEL
Secretary of Education and Culture

Incl.:
As stated

Reference:
None

Allotment: 1-2-3-4--(D.O. 1-76)

To be indicated in the Perpetual Index
under the following subjects:

✓ BUREAUS & OFFICES
✓ EMPLOYEES
✓ FORMS
OFFICIALS

TANGGAPAN NG PANGULO NG FILIPINAS
(Office of the President of the Philippines)

MEMORANDUM CIRCULAR NO. 989

REQUIRING ALL OFFICIALS AND EMPLOYEES OF THE GOVERNMENT
TO ACCOMPLISH THE PERSONAL DATA SHEET FOR THE
PAGLILINGKOD: BAGONG LIPUNAN PROGRAM.

For purposes of effective and smooth implementation of the provisions of LOI No. 559, all officials and employees of the government are hereby required to accomplish the personal data sheet (Form No. 1 June 1977) prepared by the National Secretariat of PAGLILINGKOD: BAGONG LIPUNAN, a sample copy of which is attached.

All heads of departments, bureaus and offices, including government-owned or controlled corporations shall have the form reproduced and distributed in triplicate to their respective officials and employees for accomplishment as herein required.

It is desired that as much as possible not less than 4% of the personnel of every primary or equivalent unit of an office shall be scheduled for work pursuant to the provisions of LOI No. 559 in any given period provided that the service shall not be seriously interrupted, disrupted or hampered; and in this connection, before the forms are accomplished, heads of such primary or equivalent units shall hold a conference with their respective officials and employees to discuss their work schedule under the LOI to ensure that at the end of one year all the officials and employees under them shall have complied with the provisions of the LOI.

Officials and employees of the National Government may not select areas comprised by Region IV.

The forms, which shall be sorted according to regions and periods of preferences, shall be submitted in duplicate by heads of primary or equivalent units to the heads of offices not later than July 15, 1977. These heads of offices shall in turn submit them to the National Secretariat of the PAGLILINGKOD: BAGONG LIPUNAN at the 9th Floor of the Ablaza Building, Quezon City, not later than July 20, 1977.

Strict compliance herewith is hereby enjoined.

(SGD.) JACOBO C. CLAVE
Presidential Executive Assistant

June 30, 1977

A true copy

MALACANANG
 Paglilingkod: Bagong Lipunan
 National Secretariat

PERSONAL DATA SHEET

ad Instructions at the back of this sheet before accomplishing form)

IDENTIFICATION PARTICULARS:

Name: _____
 (Last) (First) (MI) Code

Sex: _____ Male _____ Female _____
 (1) (2)

Place of Birth: _____
 City/Province Code

Home Address: _____
 (Street/Bangay) (Town/City) (Province) Code

EMPLOYMENT DATA

Position: _____
 Code Monthly Salary

Office: _____
 (Bureau/Corp./Agency) (Department) Code

Office Address: _____
 (Street) (City/Town/Province) Code

EDUCATIONAL ATTAINMENT:

1. Degree Pursued/Completed:				2. Vocational Training Completed	
Degree	Code	No. of Years Attended	Check if Graduated	Course	Code
_____	_____	_____	()	_____	_____
_____	_____	_____	()	_____	_____
_____	_____	_____	()	_____	_____

3. Grade/Year Completed
 a. High School _____
 b. Primary/Int. _____

EXPERIENCE QUALIFICATIONS:

FIELD	Code	a) Fields of Training (check)	b) Work Experience (check)	c) Field of Interest (Rank First 3 Choices)
Agrarian Reform	01	()	()	_____
Cooperatives	02	()	()	_____
Geage Industry	03	()	()	_____
Information Dissemination	04	()	()	_____
Nutrition	05	()	()	_____

E. PREFERRED AREA AND THE TIME OF ASSIGNMENT

a. Preferred place of assignment
(Rank first 3 choices) b. Period Preferred (Rank first 3 choices)

<u>RANK</u>	<u>Town</u>	<u>Province</u>	<u>Code</u>	<u>Month</u>	<u>Code</u>	<u>First Half (Check)</u>	<u>Second Half</u>
I	_____	_____	_____	_____	_____	()	()
II	_____	_____	_____	_____	_____	()	()
III	_____	_____	_____	_____	_____	()	()

Personnel Officer

Date

(Signature)

INSTRUCTIONS

1. Use ballpen or ink in filling up forms.
2. Print answers.
3. Do not fill up boxes or spaces marked "CODE".
4. Under Column E-b re: Period Preferred
 "First Half" refers to the period from the 1st to the 15th of each month.
 "Second Half" refers to the period from the 16th to the 30th (31st) of each month.
5. Your choices on the period preferred should be done after consultation with your immediate supervisor.
6. Submitted in duplicate.

