

Republic of the Philippines
(Republic of the Philippines)
MINISTERI NG EDUKASYON AT KULTURA
(MINISTRY OF EDUCATION AND CULTURE)
Manila

May 19, 1982

MEC ORDER
No. 18, s. 1982

REVISION OF CS FORM NO. 212 (PERSONAL DATA SHEET)

To: Bureau Directors
Regional Directors
Cultural Agency Directors
Chiefs of Services and Heads of Units
Presidents, State Colleges and Universities
Schools Superintendents
Vocational Schools Superintendents/Administrators

1. Inclosed is a copy of Memorandum Circular No. 5, s. 1982, of the Civil Service Commission regarding the revision of CS Form No. 212 (Personal Data Sheet), which is self-explanatory.
2. It is desired that this Order be brought to the attention of all concerned for their information and guidance.

(SGD.) ONOFRE D. CORPUZ
Minister

Incl.:
As stated

Reference:
None

Allotments: 1-2--(D.O. 1-76)

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

CHANGE
FORMS

(Inclosure to MEC Order No. 18, s. 1982)

Republika ng Pilipinas
KOMISYON NG SERBISYO SIBIL
(Civil Service Commission)
M a n i l a

MC #5 s. 1982

MEMORANDUM CIRCULAR

T O : ALL HEADS OF MINISTRIES, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS

SUBJECTS : Revision of CS Form No. 212 (Personal Data Sheet)

As one of the supporting papers for the processing of appointments, CS Form 212 or the Personal Data Sheet helps provide information necessary in determining with dispatch whether an individual is qualified for the position to which he is being proposed for appointment.

It is noted, however, that some of the information called for in the form which was last revised in 1973 no longer serve the purpose for which the document is being required. Hence, there is need to further revise the form to make it multi-purpose and truly reflective of the individual accomplishing it.

Pursuant therefore to Section 9(c) of Presidential Decree No. 807, which empowers this Commission to "... prescribe all forms for publications, examinations, appointments, reports, records, and such other forms as may be required. . .," the 1973 personal data sheet is hereby revised and its use prescribed government-wide for purpose of personnel transactions.

Enclosed is a sample copy of the revised form for respective reproduction by ministries, bureaus, and agencies of the national and local governments and government-owned and controlled corporations concerned. Under no case, however, should any change or modification be made on the information items to be elicited and recorded by the personal data sheet.

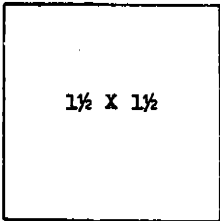
THE PERSONAL DATA SHEET AS HEREIN REVISED SHALL BE USED BEGINNING JUNE 1, 1982.

(SGD.) ALBINA MANALO-DANS
Commissioner

(SGD.) FILEMON U. FERNANDEZ, JR.
Commissioner

15 April, 1982

A true copy



PERSONAL DATA SHEET

Photo

1. SURNAME		FIRST NAME	MIDDLE NAME	2. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		3. CIVIL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> WIDOW/ER <input type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED	
4. IF MARRIED, WRITE MAIDEN NAME				5. NAME OF SPOUSE		OCCUPATION	
6. TAXPAYER'S ACCOUNT NUMBER				7. CITIZENSHIP			
8. PLACE OF BIRTH		9. DATE OF BIRTH		10. HEIGHT (meters)		11. WEIGHT (kilos)	
12. ADDRESS				13. TELEPHONE NUMBER			
14. NAME OF FATHER		PLACE OF BIRTH		15. NAME OF MOTHER		PLACE OF BIRTH	
16. CHILDREN							
<u>NAME</u>		<u>AGE</u>		<u>NAME</u>		<u>AGE</u>	
_____		_____		_____		_____	
_____		_____		_____		_____	

(continue on separate sheet if necessary)

17. EDUCATION	NAME OF SCHOOL/ COLLEGE/UNIVERSITY	DEGREE/UNITS EARNED	INCLUSIVE DATES OF ATTENDANCE	HONORS RECEIVED
ELEMENTARY				
SECONDARY				
VOCATIONAL				
COLLEGE				
POST GRADUATE				

(continue on separate sheet if necessary)

18. CIVIL SERVICE ELIGIBILITY/BOARD/BAR EXAMINATION PASSED	DATE OF EXAMINATION	RATING	PLACE OF EXAMINATION

(continue on separate sheet if necessary)

19. RECORD OF IN-SERVICE TRAININGS, STUDY AND SCHOLARSHIP GRANTS		
TRAINING COURSES	PERIOD OF TRAINING	CONDUCTED BY

(continue on separate sheet if necessary)

20. SERVICE RECORD (Include experience outside government service)

INCLUSIVE DATES	POSITION	MINISTRY/AGENCY	SALARY	STATUS OF APPOINTMENT

(continue on separate sheet if necessary)

21. SPECIAL SKILLS

22. OTHER QUALIFICATIONS (Include membership in related associations, hobbies, etc.)

(continue on separate sheet if necessary)

23. Are you related within the third degree of consanguinity or of 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 Ministry you are to be appointed? Yes No. If yes, give particulars.

24. Have you ever been convicted for violating any law, decree, ordinance or regulations by any court or tribunal? Yes No. Have you ever been convicted for any breach or infraction by a military tribunal or authority, or found guilty of an administrative offense? Yes No. If your answer is "Yes", to any of the questions, give particulars.

25. Do you have any pending administrative/criminal case? If you have any, give particulars.

26. Have you ever been retired, dismissed, forced to resign from any employment for reason other than lack of funds or dropped from the rolls? Yes No. If "Yes", give particulars.

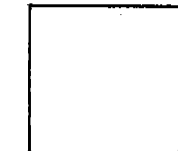
27. REFERENCES (Persons not related by consanguinity or affinity to applicant/appointee)

NAME

ADDRESS

I declare under penalties of perjury that the answers given above are true and correct to the best of my knowledge and belief.

Date Accomplished



Right Thumbmark

Signature
Res. Cert. No. _____
Issued at _____
Issued on _____