



REPUBLIC OF THE PHILIPPINES  
 DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
 Morong Avenue, Pasig City

February 24, 1997

OFFICE OF THE SECRETARY

DECS O.E.D. I.E.  
 No. 18 s. 1997

REVISION OF PERSONAL DATA SHEET  
 (CIVIL SERVICE FORM 212)

To: Undersecretaries  
 Assistant Secretaries  
 Bureau/Cultural Agency Directors  
 Regional Directors  
 Schools Superintendents  
 Directors of Service Centers and Heads of Units  
 Presidents, State Colleges and Universities  
 Vocational Schools Superintendents/Administrators  
 Chiefs of Divisions

1. Enclosed for the information and guidance of all concerned is Civil Service Commission Memorandum Circular No. 5, s. 1997 entitled Revised Personal Data Sheet (Civil Service Form 212). The CS Form 212 or RPS shall be used in all government offices effective February 24, 1997.

2. It is desired that this information be brought to the attention of all officials and employees involved in the preparation and processing of appointments for their guidance and compliance.

*R. Gloria*  
 RICARDO T. GLORIA  
 Secretary

*RHS*  
 2/24/97

136 U.S. A. stated.  
 Reference: DECS Order No. 96-3-1993  
 Attachment: 187-34-1X-2, 1-87  
 To be indicated in the Perpetual Index  
 under the following subject:

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT,  
 CHANGE,  
 EMPLOYEES  
 OFFICIAL  
 FORMS



MC No. 6 s. 1997

MEMORANDUM CIRCULAR

FOR : ALL OFFICIALS AND EMPLOYEES OF DEPARTMENTS, BUREAUS, OFFICES, AGENCIES, OF THE NATIONAL GOVERNMENT, LOCAL GOVERNMENT AND GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS AND STATE COLLEGES AND UNIVERSITIES

SUBJECT : Revised Personal Data Sheet (Civil Service Form 212)

The Civil Service Commission, through Memorandum Circular No. 37, s. 1993, has revised the CS Form 212 or Personal Data Sheet effective January 1, 1994. After two (2) years of using said form, there is now a need to further revise the PDS in order that employees accomplishing said forms shall better understand the personal information being requested to be filled in.

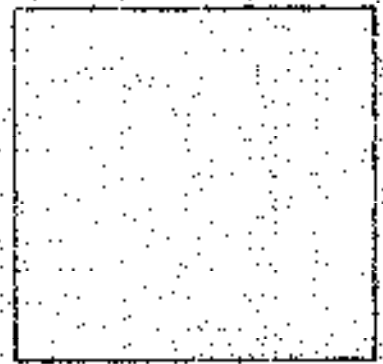
Pursuant to CSC Resolution No. 97-0398 dated January 17, 1997, the Civil Service Commission has adopted the revised CS Form 212 or PDS attached herewith for use in all government offices effective February 1, 1997.

This Memorandum Circular takes effect immediately.

  
CORAZON ALMA G. DE LEON  
Chairman

20 January 1997  
/com:ec

# PERSONAL DATA SHEET



Photo

1. Surname	First Name	Middle Name	2. Sex	3. Civil Status
			Male Female	Single Married Widower/Widow Separated
4. If Married, write Maiden Name		5. Name of Spouse		Occupation
6. Taxpayer's Identification Number			7. Citizenship	
8. Date of Birth		9. Place of Birth		
10. Height (Meters)		11. Weight (Kilos)		
12. Address				
14. Name of Father		Place of Birth	13. Telephone No.	
			15. Name of Mother	
			Place of Birth	
16. Children				
Name		Age	Name	

(Continue on separate sheet if necessary)

17. Education	Name of School College/University	Degree Awarded (write NONE if not graduated)	Number of Units Completed Course Title	Inclusive Dates of Attendance	Honors Received
ELEMENTARY					
SECONDARY					
VOCATIONAL					
COLLEGE					
POST GRADUATE					

(Continue on separate sheet if necessary)

18. Civil Service Eligibility/Professional Board Bar	Date of Examination	Rating	Place of Exam

19. Record of In-Service Trainings (As accredited by the CSC), Study and Scholarship Grants			
Title of Seminar/Conference/ Course/Training	Inclusive Dates	No. of Hours	Conducted by

20. Service record (Include experience outside government service)

Inclusive Dates	Position	Department/Agency	Monthly Salary	Status of Appointment

(Continue on separate sheet if necessary)

21. Special Skills

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22. Other Qualifications (include membership in related association, hobbies, etc)

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(Continue on separate sheet if necessary)

23. 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?  Yes  No

b) within the fourth degree (for Local Government employees)?  Yes  No

If "Yes", give particulars.

24. Do you have any pending:

a) administrative case?  Yes  No

b) criminal case?  Yes  No

If you have any, give details of the offense.

25. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?  Yes  No

26. Have you ever been convicted of any administrative offense?  Yes  No

If your answer is "Yes", give details of the offense.

27. Have you ever been retired, forced to resign or dropped from employment in the public and private sector?  Yes  No

If "Yes", give reasons.

28. Have you ever been a candidate in a national or local election (except Barangay Election)?  Yes  No

If "Yes", give date of election and other particulars.

29. References (Persons not related by consanguinity or affinity to applicant/appointee)

Name	Address

30. I declare that the answers given above are true and correct.

[Signature Box]

Signature

[Stamp Box]

[Date Box]

Community Tax Cert. No. [ ]  
 Issued at [ ]  
 Issued on [ ]

Date: [ ]