



Department of Education

REGION III SCHOOLS DIVISION OFFICE OF ANGELES CITY

28 Jan 2025

DIVISION MEMORANDUM No. 03,2 s. 2025

UPDATING OF PERSONAL DATA SHEET (PDS) (CS Form No. 212, Revised 2017)

To: Chief Education Supervisors

Public Elementary and Secondary School Heads

Unit Heads

All Others Concerned

- 1. For purpose of updating the 201 File, all Teaching and Non-Teaching Personnel are required to submit their duly accomplished, updated, notarized or duly administered by authorized administering officer, Personal Data Sheet (PDS) using the CSC Form NO. 212 Revised 2017 not later than February 28, 2025.
- 2. School heads, Administrative Officers/Assistants in charge of the personnel records shall ensure compliance with the requirements of the Civil Service Commission before filing the updated PDS in their respective School 201 Files.
- 3. Similarly, Division Chiefs and Section/Unit Heads must ensure that all personnel under their supervision shall comply with the said document and submit the reviewed PDS to the Records Unit for filing in the Division 201 Files.
- 4. Attached are the template and Guide to Filling Up the Personal Data Sheet, which you may also download at www.csc.gov.ph.
- 5. Immediate dissemination of and strict compliance with the contents of this memorandum is enjoined.

ENGR. EDGARD C. DOMINGO Ph.D. CESO V

Schools Division Superintendent

Encl:

None As stated

Reference:

To be indicated in the Perpetual Index under the following subjects: PERSONAL DATA SHEET 201 FILE

MCS/AOV/January 28, 2024







CS Form No. 212 Revised 2017		PERSO	NAL DAT	'A SH	IEE.	ſ			
WARNING: Any misrepresentat	tion made in the Perso	onal Data Sheet and th	e Work Experience Sheet	shall cause the	filing of add	ministrative	/criminal case/s	against the pe	erson
concerned. READ THE ATTACHED GUIDE	TO FILLING OUT THE	PERSONAL DATA SH	EET (PDS) BEFORE ACCO	MPLISHING TI	HE PDS FOR	RM.			
Print legibly. Tick appropriate boxes		sheet if necessary. Indicat	e N/A if not applicable. DO NO	T ABBREVIATE		1. CS ID No.		(Do not fill up. F	or CSC use only
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13. SSS NO.			19. TELEPHONE NO.						
14. TIN NO.			20. MOBILE NO.						
15. AGENCY EMPLOYEE NO.			21. E-MAIL ADDRESS (if any)						
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GRADUATE STUDIES

SIGNATURE

CS FORM 212 (Revised 2017), Page 1 of 4

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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:

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- 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

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- 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.

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 Indicate the FULL name of references with the format FIRST NAME, MI, SURNAME, their addresses and respective telephone numbers.

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- 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 any officer authorized to administer oath, or a notary public.