



# FILLING OUT OF PERSONAL DATA SHEET (PDS)

Based on CSC MC 16 s. 2017



## **General Guidelines**

Any misrepresentation made in the PDS and the Work Experience Sheet shall cause filing of administrative/ criminal case/s against the person concerned

- 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



## General Guidelines

- The PDS must bear the signature of the employee and date of accomplishment at the bottom of every page.
- All dates should be in numeric format:  
mm/dd/yyyy

- 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.



## **General Guidelines**

- All information should be provided accurately
  - Put N/A if not applicable.
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- For purposes of application to a vacant position, the additional sheet for work experience should be accomplished.

**CS Form No. 212**  
Revised 2017

## PERSONAL DATA SHEET

**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.

**READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE AC COMPLESHING THE PDS FORM.**  
Print legibly. Tick appropriate boxes (  ) and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

1. CS ID No. \_\_\_\_\_ (Do not fill up. For CSC use only)

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**I. PERSONAL INFORMATION**

2. SURNAME			
FIRST NAME			NAME EXTENSION (JR., SR)
MIDDLE NAME			
3. DATE OF BIRTH (mm/dd/yyyy)			16. CITIZENSHIP <input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	If holder of dual citizenship, please indicate the details.		
5. SEX <input type="checkbox"/> Male <input type="checkbox"/> Female			
6. CIVIL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS		
7. HEIGHT (m)			House/Block/Lot No. _____ Street _____
8. WEIGHT (kg)			Subdivision/Village _____ Barangay _____
9. BLOOD TYPE			City/Municipality _____ Province _____
10. GSB ID NO.			18. PERMANENT ADDRESS
11. PAG-IBIG ID NO.			House/Block/Lot No. _____ Street _____
12. PHUHEALTH NO.			Subdivision/Village _____ Barangay _____
13. SSS NO.			City/Municipality _____ Province _____
14. TIN NO.			19. TELEPHONE NO.
15. AGENCY EMPLOYEE NO.			20. MOBILE NO.
			21. E-MAIL ADDRESS (if any)

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**II. FAMILY BACKGROUND**

22. SPOUSE'S SURNAME			23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME				
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME				
FIRST NAME				
MIDDLE NAME				
25. MOTHER'S MAIDEN NAME				
SURNAME				
FIRST NAME				
MIDDLE NAME				

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**III. EDUCATIONAL BACKGROUND**

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC AWARDS RECEIVED
			From	To			
ELEMENTARY							
SECONDARY							
VOCATIONAL / TRADE COURSE							
COLLEGE							

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*(Continue on separate sheet if necessary)*

SIGNATURE	DATE
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Specifics should be given to "others" response in the civil status field.

Agency employee number refers to employee ID number in the current agency.

Only input Surname, First name and middle name for mother's maiden name

If not graduated in any level, indicate the highest grade, level, or units earned.

Indicate the FULL name of schools. Do not abbreviate.

Don't forget to indicate N/A

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.

List full names (first name and surname) of ALL your children.

Period of attendance are stated in school years (e.g. 1992-1996).

If graduated, indicate N/A

Indicate in FULL all courses taken in college (e.g. ASSOCIATE IN ARTS, AB ECONOMICS, BS PSYCHOLOGY).

For ELEMENTARY, indicate ELEMENTARY.

For SECONDARY, indicate HIGH SCHOOL.





34. 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?

b. within the fourth degree (for Local Government Unit - Career Employees)?

35. a. Have you ever been found guilty of any administrative offense?

b. Have you been criminally charged before any court?

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?

b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?

39. Have you acquired the status of an immigrant or permanent resident of another country?

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:

a. Are you a member of any indigenous group?

b. Are you a person with disability?

c. Are you a solo parent?

41. REFERENCES (Person not related by consanguinity or affinity to applicant (appointee))

NAME	ADDRESS	TEL. NO.

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: \_\_\_\_\_

ID/License/Passport No.: \_\_\_\_\_

Date/Place of Issuance: \_\_\_\_\_

Signature (Sign inside the box)

Date Accomplished \_\_\_\_\_

Right Thumbmark

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath

Indicate response to questions 34 to 40 on the right side of the sheet. Provide details or specifications for any yes response.

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

The PDS should be subscribed and sworn to before the highest-ranking Human Resource Management Officer (HRMO) of the agency, any authorized official/officer in the agency, any officer authorized to administer oath at a notary public. Heads of agencies may delegate such authority through an Office Order.

Make sure to attach passport size ID taken within the last 6 months.

Please do not attach computer generated picture.



**WORK EXPERIENCE SHEET**

**Instructions:** 1. Include only the work experiences relevant to the position being applied to.  
2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

**Sample: If applying to Supervising Administrative Officer**

- Duration: February 11, 2011 – present
- Position: Human Resource Management Officer III
- Name of Office/Unit: Finance and Administrative Service
- Immediate Supervisor: Maria Estrada
- Name of Agency/Organization and Location: Department of Human Resources, Metro Manila
  
- List of Accomplishments and Contributions (if any)
  - Developed recruitment plan
  - Designed training program for retirees under EO 366
  
- Summary of Actual Duties
  - Responsible for the management of the recruitment and selection process and the coordination of training activities of the Department; provides assistance in the management of the Division's programs and activities and performs other related functions.

- Duration: January 2, 2002 – February 10, 2011
- Position: Administrative Officer III
- Name of Office/Unit: Finance and Administrative Division
- Immediate Supervisor: Celia Romano
- Name of Agency/Organization and Location: Department of Finance
  
- List of Accomplishments and Contributions (if any)
  
- Summary of Actual Duties
  - Responsible in performing administrative and technical tasks e.g., pre-screening of applicants, preparation of monthly report on accession and separation, report of appointments issued, preparation of minutes of meetings of various HR committees and monitoring of trainings conducted; responds to queries and performs other related functions.

Make sure that the indicated dates in your Work Experience Sheet are the same as the dates in your Personal Data Sheet.

Indicate work experience from most recent.

\_\_\_\_\_  
(Signature over Printed Name of Employee/Applicant)

Date: \_\_\_\_\_

Indicate the date of accomplishment in mm/dd/yyyy.