

Based on CSC MC 16 s. 2017



$\square X$

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

$\square X$

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.

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General Guidelines

- All information should be provided accurately
- Put N/A if not applicable.

• For purposes of application to a vacant position, the additional sheet for work experience should be accomplished.

| | CS Form No. 212 Revised 2017 | P | PERSO | NAL DAT | A SHEET | | | | |
|---|--|-----------------------------|--------------------|---|--|--|---|--------|--|
| | WARNING: Any misrepresent | ation made in the Persona | Data Sheet and the | against the person | | | | | |
| | concorned. READ THE ATTACHED GUIDE | | | | | | | | |
| | Print legibly. Tick appropriate boxe | is 🔲) and use separate she | | | | | | | |
| | I. PERSONAL INFORMATI | NON | | | | | | | |
| | 2. SURNAME | | | | | | | | |
| | FIRST NAME | | | | | NAME EXTENSIO | N (IR., SR) | | |
| | MIDDLE NAME | | | 1.5 1.5 | | | | Dault | C |
| | DATE OF BIRTH (mm/6d/yyyy) | | | 16. CITIZENSHIP | 🗆 Filipino | Dual Citizensh by birth | by naturalization | υση τ | forget to indicate N/A |
| Specifics should be given to | 4. PLACE OF BIRTH | | | If holder of dual citizens | ship, | Pls. indica | te country: | | |
| "others" response in the | 5. SEX | Male | E Female | please indicate the det | als. | | + | | |
| civil status field. | 6 CIVIL STATUS | □ Single | Married | 17. RESIDENTIAL ADDRESS | | | | | |
| | 6 CIVE STATUS | Widowed Other/s: | Separated | | House/Block/Lot No. Subdivision/Village | | Street Barangay | For ho | lders of foreign/dual |
| | 7. HEIGHT (m) | | | 1 [| | | | citize | nship, please select |
| | 8. WEIGHT (kg) | | | ZIP CODE | City:Municipality | | Province | | he dropdown list the |
| | 9. BLOOD TYPE | | | 18. PERMANENT ADDRESS | | | | | n country where you |
| | | - | | | House/Block/Lat No. | | Street | | |
| | 10. GSIS ID NO. | | | | SubdivisionWillage | | Barangay | | orn/naturalized or |
| Agency employee number refers | 11. PAG-IBIG ID NO. | | | | City/Municipality | | Province | | rite the same in the |
| to employee ID number in the | 12. PHILHEALTH NO. | | | ZIP CODE | | | | space | provided therein. |
| current agency. | 13. SSS NO. | | | 19. TELEPHONE NO. | | | | | |
| | 14. TIN NO. | | | 20. MOBILE NO. | | | | | |
| | 15. AGENCY EMPLOYEE ND. | | | 21. E-MAIL ADDRESS (if any) | | | | | |
| | I. FAMILY BACKGROUND | 0 | _ | | | | | | |
| | 22. SPOUSE'S SURNAME | | | | 23. NAME of CHILDREN (Write full | name and list all) | DATE OF BIRTH (mmiddlewy) | | |
| | FIRST NAME | | | NAME EXTENSION (JR., SR) | | | | | |
| | MIDDLE NAME | | | | | | | | |
| | OCCUPATION | | | | | | | | |
| | EMPLOYER/BUSINESS NAME | | | | | | | | |
| Only input Surname, First | BUSINESS ADDRESS | | | | | | | | ull names (fist name |
| name and middle name for | TELEPHONE NO. | | | | | | | and su | rname) of ALL your |
| mother's maiden name | 24. FATHER'S SURNAME | | | | | | | childr | en. |
| | FIRST NAME | | | NAME EXTENSION (J.R., SR) | | | | | |
| | MIDDLE NAME | | | | | | | | Period of attendance |
| | 25. MOTHER'S MAIDEN NAME | 1 | | | | | | | are stated in school |
| If not graduated in any 🛛 🗡 | SURNAME | | | | | | | | years (e.g. 1992- |
| level, indicate the highest | FIRST NAME | | | | | | | | 1996). |
| grade, level, or units | MIDDLE NAME | | | | (Conti) | we on separate sheet if n | RESULT | | 1990). |
| earned. | NI. EDUCATIONAL BACK | GROUND | | | | | | | |
| | 28. LEVEL | NAME OF : (Write in | | BASIC EDUCATION/DEGREE (Write in full) | | NDANS LEST LEV UNITS EARNS (f not graduate | ED TEAR MONERIC | | jraduated, |
| Indicate the FULL name of schools. Do not abbreviate. | ELEMENTARY | | | | From | To | Picture I | ind | cate N/A |
| | SECONDARY | | | | | | | - | |
| | VOCATIONAL / TRADE COURSE | | | | | | | | ndicate in FULL all ourses taken in college |
| | COLLEGE | | | | | | | | e.g. ASSOCIATE IN ARTS, |
| | Cuttere | 1 | | | | | | | |
| | iter | | | | | | | | B ECONOMICS, BS |
| | 0101117107 | | 1 | Continue on separate sheet if neces | | | | | SYCHOLOGY). |
| | SIGNATURE | | | | DATE | 200 | CS FORM 212 (Revised 2017), Page 1 of 4 | | or ELEMENTARY, indicate |
| | | | | | | | | | EMENTARY. |
| | 1 A A A A A A A A A A A A A A A A A A A | 1.1.1.1 | | 1 I I I I I I | | | 1 A A A A A A A A A A A A A A A A A A A | | or SECONDARY, indicate |
| | | | | | | | | H. | IGH SCHOOL. |

CIVIL SERVICE ELIG CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER DATE OF RATING SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE EXAMINATION / CONFERMENT PLACE OF EXAMINATION / CONFERMENT Date of Validity NUMBER (If Applicable) If not applicable, indicate N/A Indicate all civil service eligibilities earned with Indicate all civil service corresponding rating, date eligibilities earned with and place of examination/ corresponding rating, date conferment. and place of examination/ conferment. If earned eligibility entails e on separate sheet if a license (RA 1080), indicate WORK EXPERIENCE Indicate monthly salary in the license number and its NCLUSIVE DATES GRADE (V sppkuble ja STEP (format '000')/ INCREMENT GOVT SERVICE (Y/N) POSITION TITLE DEPARTMENT / AGENCY / OFFICE / COMPANY MONTHLY STATUS OF APPOINTMENT figures (e.g. P21,877). (mm/ddiyyyyy) date of validity. (Write in full/Do not abbreviate) (Write in full/Do not abbreviate) From To 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. SIGNATURE DATE

Indicate FULL titles of learning and development (L&D) interventions attended during employment. Indicate list from the most recent L&D.

| | ENT IN CIVIC / NON-GOVERNME OF ORGANIZATION | INCLUS! | E DATES | | | | | |
|----------------------------------|--|--------------------|--------------------|-----------------|---|--|----------|--------------------|
| (With | in full) | (mmid From | diyyyy) To | NUMBER OF YOURS | | POSITION / NATURE OF WORK | | |
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| | (0 | ntinue on separate | sheet if necessary | % | | | | |
| LEARNING AND DEVELOPMENT | L&D) INTERVENTIONS/TRAINING | | | | | | | |
| TITLE OF LEARNING AND DEVELOPMEN | INTERVENTIONS/TRAINING PROGRAMS | INCLUSING | DATES OF DANCE | NUMBER OF HOURS | Type of LD Managelial/ Supervisory/ Technicalianc) | CONDUCTED/ SPONSORED BY | | |
| (Wrm | in full) | | (diyyyy) | NUMBER OF YOURS | Supervisory/ Technicalitec) | (Write in full) | | |
| | | From | To | | | | | |
| - | | | | | | | Indica | te the FULL name o |
| | | | | | | | | ution/agency that |
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| | | - | | | | | | ted or sponsored |
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| | | | | | | | Training | js such as: Induct |
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| | 10 | ntinue on separate | sheet if necessar | | | | | |
| I. OTHER INFORMATION | | | | | | | | |
| 1. SPECIAL SKILLS and HOBBIES | 32. NC | N-ACADEMIC DISTI | | SNITION | | 33. MEMBERSHIP INASSOCIATIONORGANIZATION | | |
| | - | (Vet | e in full) | | | 33. (White in full) | | |
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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 ot a notary public. Heads of agenccies may delegate such authority through an Office Order.

| ahir | you related by consanguinity or affinity to the appointing | | | | | |
|---|--|---|---|---|-----|-----------------------|
| | ef of bureau or office or to the person who has immedia | te supervision over you in the Office, | | | | |
| | reau or Department where you will be apppointed, | | | · · · | 1 | |
| | within the third degree? | | | NO | | |
| b. w | within the fourth degree (for Local Government Unit - Ca | areer Employees)? | | NO | | Inc |
| | | | If YES, give details: | | | |
| | | | | | | qu |
| 5. a. H | Have you ever been found guilty of any administrative o | ffense? | O YES O | NO | 1 | ri |
| | | | If YES, give details: | | 1.1 | |
| | | | | | | Pro |
| | | | | | | sp |
| b. H | Have you been criminally charged before any court? | | |] NO | | |
| | | | If YES, give details: | | 1.7 | re |
| | | | Date Filed: | | | |
| | | | Status of Case/s: | | | |
| 6. Hav | ve you ever been convicted of any crime or violation of | any law, decree, ordinance or regulation | O YES D |] NO | 1 - | |
| by a | any court or tribunal? | | If YES, give details: | | | |
| | | | in rico, give decaile. | | | |
| | | | | | | |
| | ve you ever been separated from the service in any of t | | | □ NO | 1.1 | |
| | irement, dropped from the rolls, dismissal, termination, e | end of term, finished contract or phased | If YES, give details: | | | |
| | (abolition) in the public or private sector? | | | | | |
| | Have you ever been a candidate in a national or local el | ection held within the last year (except | I YES | □ NO | | |
| Bara | rangay election)? | | If YES, give details: | | 1.1 | |
| b. H | Have you resigned from the government service during | the three (3)-month period before the las | T YES | D NO | | |
| | ction to promote/actively campaign for a national or loca | | If YES, give details: | | | |
| a Hau | ve you acquired the status of an immigrant or permaner | at resident of another country? | | | | |
| 9. Hav | ve you acquired the status of an immigrant or permaner | it resident of another country ? | YES | □ NO | | |
| | | | If YES, give details (| (country): | | |
| | | | | | | |
| | rsuant to: (a) Indigenous People's Act (RA 8371); (b) Ma | | | | 1.7 | |
| | 77); and (c) Solo Parents Welfare Act of 2000 (RA 8972 |), please answer the following items: | | | | |
| Are | you a member of any indigenous group? | | YES | □ NO | | |
| | | | If YES, please specify: | | | |
| Are | you a person with disability? | | YES | □ NO | | |
| | | | If YES, please specify I | | | |
| Are | e you a solo parent? | | If YES, please specify I | D No | | |
| | | | IT TEO, please specily I | | 1.1 | |
| 1. REFI | FERENCES (Person not related by consanguinity or affinity to applican | nt /appointee) | | | | |
| | | | | | | |
| | NAME | ADDRESS | TEL. NO. | | | |
| 1 | NAME | ADDRESS | TEL. NO. | ID picture taken within the last 6 months | | |
| 1 | NAME | ADDRESS | TEL. NO. | the last 6 months 4.5 cm, X 3.5 cm | | |
| / | NAME | ADDRESS | TEL. NO. | ID picture taken within the last 6 months 4.5 cm, X.3.5 cm (passport size) | | V |
| 1 | NAME | ADDRESS | TEL. NO. | the last 6 months 4.5 cm, X 3.5 cm (passport size) Computer generated | | V |
| | NAME | ADDRESS | TEL. NO. | the last 6 months 4.5 cm, X 3.5 cm (passport size) | | y Ma |
| 2. de | NAME eclare under oath that I have personally accomplishe | | | the last 6 months 4.5 cm, X.3.5 cm (passport size) Computer generated or photocopied picture | | |
| | | d this Personal Data Sheet which is a | true, correct and | the last 6 months 4.5 cm, X.3.5 cm (passport size) Computer generated or photocopied picture | | si |
| com Phil | eclare under oath that I have personally accomplishe mplete statement pursuant to the provisions of pertim lippines. I authorize the agency head/authorized repr | d this Personal Data Sheet which is a ent laws, rules and regulations of the estantiative to verifyvalidate the conten | true, correct and Republic of the ts stated herein. | the last 6-months 4.5 cm, X.3.5 cm (passport size) Computer generated or photocopied picture is not acceptable | | si |
| com Phil I a | eclare under oath that I have personally accomplishe mplete statement pursuant to the provisions of pertin lippines. I authorize the agency head/authorized repr agree that any misrepresentation made in this dor | d this Personal Data Sheet which is a ent laws, rules and regulations of the estantiative to verifyvalidate the conten | true, correct and Republic of the ts stated herein. | the last 6 months 4.5 cm, X.3.5 cm (passport size) Computer generated or photocopied picture | | si |
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| corr Phil I a adm Govern PLEAS Govern ID/Licen | eclare under oath that I have personally accomplishe npiete statement pursuant to the provisions of pertin lignines. I authorize the agency head/authorized rep agree that any misrepresentation made in this door ministrative/criminal case/s against me. nment Issued ID (i e Person, Goils, SS, PRC, Diver Liense, etc.) SE INDICATE ID Number and Date of Issuance ment Issued ID: | d this Personal Data Sheet which is a ent laws, rules and regulations of the seantaive to verify/validate the conten current and its attachments shall cau | true, correct and Republic of the the stated herein. se the filing of | the last 6-months 4.5 cm, X.3.5 cm (passport size) Computer generated or photocopied picture is not acceptable | | si 6 Pl |
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Indicate response to Juestions 34 to 40 on the right side of the sheet. Provide details or specifications for any yes response.

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

Please do not attach computer generated picture.

| | Attachment to CS Form No. 212 | Make sure that the indicated dates in your Work Experience |
|-----------------------------|---|---|
| | WORK EXPERIENCE SHEET | Sheet are the same as the |
| | Instructions: 1. Include only the work experiences relevant to the position being applied to. | dates in your Personal Data |
| | 2. The duration should include start and finish dates, if known, month in abbreviated form, | Sheet. |
| | 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 | (|
| | Immediate Supervisor: Maria Estrada Name of Agency/Organization and Location: Department of Human Resources, Metro Manila | 1 |
| | | 1 |
| | List of Accomplishments and Contributions (if any) | |
| | Developed recruitment plan | 1 |
| | Designed training program for retirees under EO 366 | |
| dicate work experience from | Summary of Actual Duties | (|
| st recent. | Responsible for the management of the recruitment and selection process and the | (|
| | Responsible for the management of the recruitment and selection process and the coordination of training activities of the Department; provides assistance in the | 1 |
| | management of the Division's programs and activities and performs other related | (|
| | functions. | (|
| | | 1 |
| | 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 | (|
| | • Name of Agency organization and Eoodion. Separation of Finance | 1 |
| | List of Accomplishments and Contributions (if any) | (|
| | Summary of Actual Duties | 1 |
| | Responsible in performing administrative and technical tasks e.g., pre-screening of | (|
| | applicants, preparation of monthly report on accession and separation, report of | 1 |
| | appointments issued, preparation of minutes of meetings of various HR committees | (|
| | and monitoring of trainings conducted; responds to queries and performs other | |
| | related functions. | 1 |
| | | |
| | | Indicate the date of |
| | (Signature over Printed Name | accomplishment in mm/dd/yyyy |
| | of Employee/Applicant) | |
| | or Employee/Applicancy | |
| | Date: | |
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