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Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

FOR : THE OFFICE OF THE CHIEF OPERATING OFFICER
ALL ASSISTANCE CHIEF OPERATING OFFICERS
ALL DEPARTMENT MANAGERS/OFFICE HEADS
ALL DIVISION MANAGERS

FROM : 
THE MANAGER
Administrative Services Department

SUBJECT : SUBMISSION OF UPDATED PERSONAL DATA SHEET (PDS)

DATE : 27 SEPTEMBER 2021

Pursuant to the CSC's 2017 Omnibus Rules on Appointments and other Human Resource Actions (Revised 2018), please be informed that all officers and employees, regardless of employment status, are enjoined to submit to the HRD one (1) original copy of their **updated Personal Data Sheet (PDS)** on or before **Thursday, 14 October 2021.**

Everyone is advised to use the PDS CSC Form No. 212 Revised 2017, pursuant to CSC MC No. 11 and 16 s. 2017. The form is available at the HRD and can also be downloaded from the CSC website (csc.gov.ph).

Further, be guided by the following vis-à-vis the PDS:

- The paper size that should be used in printing the PDS form should be 8X14;
- Attach a recent passport-sized photo with a handwritten complete name tag and signature over printed name;
- The photo must be taken within the last six (6) months. Computer-generated or photocopies photo would not be accepted

We have attached a copy of the CSC PDS Form and guide on how to fill the form properly.

For your information and appropriate action.

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:

- 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.

I. PERSONAL INFORMATION

- Employee's name is to be filled out in the following format: surname, first name, name extension (if any), middle name. **A space is allotted for each character or letter in the 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

- 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 **PRIMARY EDUCATION** 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, MA IN HISTORY).
- 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.
- If earned eligibility entails a license (RA 1080), indicate the license number and its date of validity.

Example:

Career Service Sub-Professional
Career Service Professional
Career Service Executive
Stenographer
PD 997 – Scientific and Technological Specialist

EO132/790 – Veteran Preference Rating
PD 907 – Honor Graduate
RA 7883 – Barangay Health Worker
Barangay Official

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 (e.g. managerial, supervisory, technical).
- 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.

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- 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 with **COMPLETE AND HANDWRITTEN NAME TAG** and **SIGNATURE OVER PRINTED NAME**. Picture must be taken within the last six (6) months. Computer generated or photocopied picture is not acceptable.