

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 ACCOMPLISHING 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)

I. PERSONAL INFORMATION

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

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	NAME EXTENSION (JR., SR)		
	MIDDLE NAME			
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME				
	FIRST NAME	NAME EXTENSION (JR., SR)		
	MIDDLE NAME			
25. MOTHER'S MAIDEN NAME				
	SURNAME			
	FIRST NAME			
	MIDDLE NAME			
			(Continue on separate sheet if necessary)	

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 HONORS RECEIVED
			From	To			
ELEMENTARY							
SECONDARY							
VOCATIONAL / TRADE COURSE							
COLLEGE							
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

IV. CIVIL SERVICE ELIGIBILITY					
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE							
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.							
28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						

(Continue on separate sheet if necessary)

SIGNATURE		DATE		CS FORM 212 (Revised 2017), Page 2 of 4
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)

(Continue on separate sheet if necessary)

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)?			YES NO YES NO If YES, give details: _____				
35. a. Have you ever been found guilty of any administrative offense?          b. Have you been criminally charged before any court?			YES NO If YES, give details: _____				
			YES NO If YES, give details: Date Filed: _____ Status of Case/s: _____				
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?			YES NO If YES, give details: _____				
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?			YES NO If YES, give details: _____				
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?			YES NO If YES, give details: _____				
			YES NO If YES, give details: _____				
39. Have you acquired the status of an immigrant or permanent resident of another country?			YES NO If YES, give details (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?			YES NO If YES, please specify: _____				
			YES NO If YES, please specify ID No: _____				
			YES NO If YES, please specify ID No: _____				
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)			<div>ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size)  With full and handwritten name tag and signature over printed name  Computer generated or photocopied picture is not acceptable</div> <div>PHOTO</div> <div></div> <div>Right Thumbmark</div>				
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.							
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID:</div> <div>ID/License/Passport No.:</div> <div>Date/Place of Issuance:</div>			<div></div> <div>Signature (Sign inside the box)</div> <div></div> <div>Date Accomplished</div>				
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.							
<div></div> <div>Person Administering Oath</div>							

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