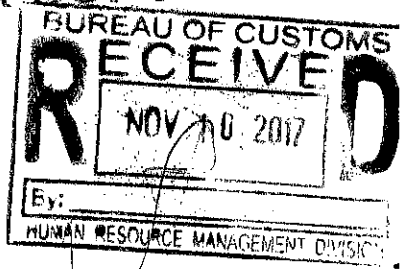


2017-11-029



Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
1099 Manila

Ray
MASTER COPY



MEMORANDUM

FOR : ALL APPLICANTS FOR HIRING AND PROMOTION

**THRU : HUMAN RESOURCE MANAGEMENT DIVISION, IAG
AND ALL ADMINISTRATIVE UNITS OF PORTS AND
SUPPORTS**

**FROM : *SARMAK*
GLADYS F. ROSALES, MPA, CESE
Officer-in-Charge – Deputy Commissioner
Internal Administration Group**

**SUBJECT : Submission of Personal Data Sheet for Application to
a Vacant Position**

DATE : 09 November 2017

1. References:

- a. Bulletin of Vacant Positions and Instructions to All Applicants posted at the BOC Website (<http://customs.gov.ph/bulletin-of-vacant-positions-2/>)
- b. CSC – MC No. 24, s. 2017 Omnibus Rules on Appointments and Other Human Resource Actions
- c. CSC – MC No. 16, s. 2017 Clarification on the Filling Out of Personal Data Sheet (CS Form No. 212, Revised 2017) and Extension of Deadline of Submission
- d. CSC – MC No. 11, s. 2017 Personal Data Sheet (CS Form No. 212, Revised 2017)
- e. Guide to Filling Out the PDS

2. All applicants must submit an original, updated, and duly accomplished Personal Data Sheet (PDS/CS Form 212 Revised 2017) with attached Work Experience Sheet.

3. The Work Experience Sheet must be accomplished and submitted together with the PDS for purposes of applying to a vacant position in government as per item no. 2 of CSC MC No. 16, s. 2017 dated 15 May 2017.
4. Attached is a copy of the revised PDS, Work Experience Sheet, and Guide to Filling Out the PDS by the Civil Service Commission to assist the applicants in accomplishing the said forms.
5. For strict compliance.