


**MEMORANDUM**

**FOR :** ALL OFFICIALS AND EMPLOYEES

**FROM :**   
DONATO B. SAN JUAN  
Deputy Commissioner  
Internal Administration Group

**SUBJECT :** SUBMISSION OF PERSONAL DATA SHEET AND  
CLARIFICATION ON THE FILLING OUT OF PDS  
(CS FORM NO. 212, REVISED 2017)

**DATE :** 20 December 2021

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**References**

- a. Civil Service Commission (CSC) Memorandum Circular (MC) 14, s. 2018 or the 2017 Omnibus Rules on Appointment and Other Human Resource Action (Revised 2018)
  - b. Full implementation of the Internal Administration Management System (IAMS)
- 1.0 Pursuant to Reference a., all officials and employees of the BOC shall update their Personal Data Sheet (PDS) on an annual basis.
- 2.0 All personnel are reminded to use the PDS CSC Form No. 212 Revised 2017, which may be downloaded from the CSC website.  
  
(<http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>)
- 3.0 Relative thereto, the HRMD and all Administrative Division/Units shall review and evaluate whether the submitted copies of the PDS are complete, properly accomplished and saved by the employees concerned. Please refer to the following submission details:



| PDS TYPE             | DATE OF SUBMISSION | RECEIVING OFFICE & COVERAGE  | REMARKS  |
|----------------------|--------------------|--|--|
| SOFT COPY            | 31 January 2022    | <b>Human Resource Management Division</b><br><br>Employees under the Office of the Commissioner and Internal Administration Group including Ad hoc offices<br><br>*Must be consolidated per Division | <ul style="list-style-type: none"> <li>Must be in editable Excel Format (.xlsx)</li> <li>File name format:<br/>Employee ID No. (space) Surname, First Name</li> </ul> <b>Sample:</b><br><div style="border: 1px solid black; padding: 2px; display: inline-block;">20160143 Peña,Kris.xlsx</div> |
|                      |                    | <b>Administrative Unit of each Group</b><br><br>Employees under AOCG, RCMG, MISTG, PCAG, IG, EG<br><br>*Including Ad hoc Offices and those who are deployed in the Ports                             |  |
| HARD COPY (ORIGINAL) | 28 February 2022   | <b>Administrative Division of each Collection District</b><br><br>Employees of the Ports and Sub-Ports   | <ul style="list-style-type: none"> <li>Originally signed</li> <li>Duly notarized</li> <li>Must be printed in <b>Legal/Folio (8.5 X 13 inches)</b> bond paper size.</li> </ul>  |

4.0 All **Administrative units of Group/Port** must submit the **consolidated PDS** to the HRMD on the following dates:

- |                             |   |                         |
|-----------------------------|---|-------------------------|
| <b>Soft Copies</b>          | - | <b>18 February 2022</b> |
| <b>Original Hard Copies</b> | - | <b>18 March 2022</b>    |

5.0 For clarifications regarding the accomplishment of the PDS, please be informed of the following provisions pursuant to Civil Service Commission Memorandum Circular 16, s. 2017 issued May 15, 2017:



hmb

- a. In Part III (Educational Background) of the PDS, indicate **ELEMENTARY** if graduated in Primary Level, **HIGH SCHOOL** for Secondary Level under the old curriculum and **JUNIOR HIGH SCHOOL** or **SENIOR HIGH SCHOOL** if graduated under the K-12 curriculum.
- b. In page 3, Part VII (Learning and Development Interventions), the types of L&D Intervention which should be indicated in the fifth column of the PDS may be **Managerial, Supervisory, Technical, or Foundation**.

**Managerial trainings** – Please refer to CSC MC No. 13, s. 2011 (This MC provides the definition for Supervisory and Executive/Managerial positions in the government which may be used as reference for identifying managerial trainings)

**Technical trainings** – refers to substantive programs in specific professional/ technical/ scientific areas for enhancement of skills and knowledge of second level personnel in the career service

**Foundation trainings** – other L&D interventions such as Induction Program, Orientation Program or Value Development Program fall under this type

- c. Photo/ID Picture to be attached should be **passport size (4.5 x 3.5 cm)**. **The handwritten name tag with signature is no longer required.** Thus, passport size ID picture which **may or may not have a name tag** should be attached.
- d. The **WORK EXPERIENCE SHEET** should be accomplished and submitted together with the PDS **for purposes of applying to a vacant position** in government. Thus, said form is not required for updating the PDS.

6.0 The persons/officers to administer the oath are:

- a. Deputy Commissioner, IAG - For District Collectors, Directors and other Deputy Commissioners
- b. Director III of each Group - For Division Chiefs and below
- c. District Collector - For Deputy Collectors, Sub-port Collector and below
- d. Notary Public

7.0 For guidance and strict compliance.