



MEMORANDUM

FOR : **ALL BOC OFFICIALS AND EMPLOYEES**

FROM : **JOSEPH G. ESCASIO**
Chief, Human Resource Management Division
OIC, Administration Office

SUBJECT : **Submission of Updated Personal Data Sheet**

DATE : **04 APRIL 2017**

The Civil Service Commission (CSC) recently issued a resolution mandating the use of revised Personal Data Sheet (PDS), Civil Service Form No. 212 Revised 2017.

Therefrom, all government employees, including employees of the Bureau of Customs, are mandated to update their records using the new revised form.

Herewith are the following documents for guidance and reference:

- a. Copy of revised PDS (CSC Form 212 Revised 2017)
- b. Sample Work Experience Sheet
- c. Guide to Filling out the Personal Data Sheet
- d. Copy of CSC Resolution No. 1700656 dated March 21, 2017

Employees who hold dual citizenship must ensure that they have complied with Civil Service Commission (CSC) Memorandum Circular (MC) 23 – 2016 Re: Policy on Employment in Government Service of Filipino Citizens with Dual Citizenships as clarified further under CSC MC No. 8, s. 2017, hereto attached, before submitting their updated PDS.

Revised PDS should be submitted **on or before April 30, 2017** to the Human Resource Management Division (HRMD) in accordance below:

- 1.1. For all groups under the Office of the Commissioner, the HRMD shall accept updated PDS as endorsed by their respective Deputy Commissioner.
- 1.2. For all ports and sub – ports, employees should submit their updated PDS to their respective administrative officers for endorsement by their respective District/Port Collector.

For strict compliance.

JOSEPH G. ESCASIO
Chief, HRMD
OIC, Administration Office



CIVIL SERVICE COMMISSION
Constitution Hills, Diliman, Quezon City

Adoption of the Personal Data Sheet
(CS Form No. 212, Revised 2017)

Number : 1700656
Promulgated : 21 MARCH 2017

X-----X

RESOLUTION

WHEREAS, the Civil Service Commission (CSC), as the central human resource institution in the bureaucracy, is mandated to prescribe all forms for Civil Service examinations, appointments, reports and such other human resource matters as may be required by law, rules and regulations;

WHEREAS, the CSC has prescribed the Personal Data Sheet (PDS) or Civil Service Form No. 212 as the official information sheet for all government officials and employees and as a main supporting document for all appointments in the government service;

WHEREAS, the PDS has been periodically revised with the last revision issued under CSC Memorandum Circular No. 8, s. 2005 promulgated thru CSC Resolution No. 050233 which took effect on March 3, 2005.

WHEREAS, after more than ten (10) years of using the PDS 2005 revised form, the Commission recognizes the need to further revise the PDS to conform with the requirements on appointments and other issuances;

WHEREAS, the Commission has deemed the revision of the PDS necessary to capture relevant information regarding citizenship, for monitoring and reportorial purposes in line with the implementation of Items 3 and 5, Section 5, Republic Act No. 9225, including dual citizenship by birth;

WHEREAS, to aid the CSC Regional and Field Offices in the evaluation of appointments issued in terms of appointee's qualifications vis-à-vis the position being filled, a Work Experience Sheet is included where the actual duties of the relevant positions declared in Item V (Work Experience) of the PDS, Revised 2017 are specified for purposes of application to a vacant position;

WHEREFORE, the Commission **RESOLVES** to **APPROVE** the adoption of the Personal Data Sheet (CS Form No. 212, Revised 2017), together with the Work Experience Sheet, as attached to this Resolution.

The Commission **RESOLVES FURTHER** that the Personal Data Sheet (CS Form No. 212, Revised 2017) shall be supported by the Guide to Filling Out the PDS to guide employees and applicants in the accomplishment of the fields introduced in the PDS, Revised 2017.

Officials and employees shall submit an updated Personal Data Sheet (CS Form No. 212, Revised 2017) to the agency HRMO not later than April 30, 2017.

Any misrepresentation made in the Personal Data Sheet (CS Form No. 212, Revised 2017) and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

This Resolution shall take effect after fifteen (15) days from its publication in a newspaper of general circulation.

Quezon City,

(Sgd.) **ALICIA dela ROSA-BALA**
Chairperson

(Sgd.) **ROBERT S. MARTINEZ**
Commissioner

VACANT
Commissioner

Attested by:

(Sgd.) **DOLORES B. BONIFACIO**
Director IV
Commission Secretariat and Liaison Office

An Act Making the Citizenship of the Philippine Citizens Who Acquire Foreign Citizenship Permanent, Amending for the Purpose Commonwealth Act No. 63, As Amended and for Other Purposes, otherwise known as Citizenship Retention and Re-acquisition Act of 2003

To access CS Form No. 212, Revised 2017, please visit www.csc.gov.ph.

P.S. March 23, 2017

MC No. 23, s. 2016

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Policy on Employment in the Government Service of Filipino Citizens with Dual Citizenships

Pursuant to CSC Resolution No. 1600908 dated August 11, 2016, the Commission approved the following policy on the employment in the government service of Filipino citizens with dual citizenships:

1. A person with dual citizenship shall not be appointed in the government unless he/she renounces his/her foreign citizenship pursuant to the provisions of Republic Act No. 9225. However, if after renunciation, the person continues to use his/her foreign passport for whatever purposes, he/she shall not be considered for appointment in the government service.¹
2. The right to be appointed to any public office in the Philippines cannot be exercised by, or extended to, those who are candidates for or are occupying any public office in the country of which they are naturalized citizens and/or are in active service as commissioned or non-commissioned officers in the armed forces of the country of which they are naturalized citizens.²
3. Incumbent government employees who have dual citizenships shall be given six (6) months from the effectivity of this Resolution to renounce their foreign citizenship and take their oath of allegiance to the Republic of the Philippines. Otherwise, the prior approval/validation of their appointment shall be recalled.

This Memorandum Circular shall take effect fifteen (15) days after the publication of CSC Resolution No. 1600908 dated August 11, 2016 in a newspaper of general circulation.


ALICIA dela ROSA-BALA
Chairperson

15 SEP 2016

CSC Resolution No. 1600908 dated August 11, 2016 was published on September 9, 2016 in the Philippine Star.

¹ Item 3, Section 5, Republic Act No. 9225 (Citizenship Retention and Re-acquisition Act of 2003)

² Item 5, op.cit.

In a P. A. J. to Serve: Responsive, Accessible, Courteous and Effective Public Service



and

**Policy on Employment in the Government
Service of Filipino Citizens with Dual
Citizenships**

Number: 1600908

Promulgated: July 10, 2017

x -----x

RESOLUTION

WHEREAS, Section 12 (2), Chapter 3, Subtitle A, Title I, Book V of Executive Order No. 292 conferred on the Civil Service Commission the power to "prescribe, amend and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws";

WHEREAS, Section 12 (14), Chapter 3, Subtitle A, Title I, Book V of Executive Order No. 292 provides that the Civil Service Commission shall take appropriate action on all appointments and other personnel matters in the Civil Service;

WHEREAS, pursuant to Section 18, Article XI of the 1987 Constitution and Section 33, Chapter 9 of Executive Order No. 292, public officers and employees owe the State and the Constitution allegiance at all times and any public officer or employee who seeks to change his/her citizenship or acquire the status of an immigrant of another country during his/her tenure shall be dealt with by law;

WHEREAS, Item 3, Section 5 of Republic Act No. 9225, otherwise known as the Citizenship Retention and Re-Acquisition Act of 2003 states that those appointed to any public office shall subscribe and swear to an oath of allegiance to the Republic of the Philippines and its duly constituted authorities prior to their assumption of office; provided that they renounce their oath of allegiance to the country where they took that oath;

WHEREAS, a review of the jurisprudence involving cases of government officials and employees with dual citizenships showed that such cases are limited to elective officials only;

WHEREAS, despite the implementation of RA 9225, there are no cases filed against dual citizens appointed in the government service; and that there are no monitoring mechanisms installed to identify government officials and employees with dual citizenships;

WHEREAS, the Commission has received queries and clarifications on the employment status of those with dual citizenships working in the government;

WHEREAS, to put things in proper perspective, there is a need to issue a policy governing the employment in the government service of Filipino citizens with dual citizenships;

In a S. A. P. to Serve: Responsive, Accessible, Courteous and Effective Public Service

amly

WHEREFORE, the Civil Service Commission **RESOLVES** to **APPROVE** the following policy on the employment in the government service of Filipino citizens with dual citizenships:

1. A person with dual citizenship shall not be appointed in the government unless he/she renounces his/her foreign citizenship pursuant to the provisions of Republic Act No. 9225. However, if after renunciation the person continues to use his/her foreign passport for whatever purposes, he/she shall not be considered for appointment in the government service.¹
2. The right to be appointed to any public office in the Philippines cannot be exercised by, or extended to, those who are candidates for or are occupying any public office in the country of which they are naturalized citizens and/or are in active service as commissioned or non-commissioned officers in the armed forces of the country of which they are naturalized citizens.²
3. Incumbent government employees who have dual citizenships shall be given six (6) months from the effectivity of this Resolution to renounce their foreign citizenship and take their oath of allegiance to the Republic of the Philippines. Otherwise, the prior approval/validation of their appointment shall be recalled.

This Resolution shall take effect after fifteen (15) days from its publication in a newspaper of general circulation.

Quezon City,

Alicia dela Rosa-Bala
ALICIA dela ROSA-BALA
 Chairperson

Robert S. Martinez
ROBERT S. MARTINEZ
 Commissioner

VACANT
Commissioner

Attested by:
Dolores B. Bonifacio
DOLORES B. BONIFACIO
 Director IV
 Commission Secretariat and Liaison Office

HRPSO/APE/JLT/MGC

¹ Item 3, Section 5, Republic Act No. 9225 (Citizenship Retention and Re-acquisition Act of 2003)

² Item 5, op. cit



MASTER COPY

Amig

MC No. 108, s. 2017

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Clarification on the Policy on Employment in the Government Service of Filipino Citizens with Dual Citizenship; CSC MC No. 23, s. 2016

Pursuant to CSC Resolution No. 1700657 dated March 21, 2017, the Commission clarified that CSC MC No.23, s. 2016 covers only natural born Filipino citizens who were naturalized in another country, and later on reacquired their Filipino citizenship. Those who were born to Filipino parents in another state which follows the principle of jus soli are not required to renounce their citizenship.

Therefore, Filipino citizens whose foreign citizenship was acquired by birth is not covered by CSC MC No. 23, s. 2016.

This Memorandum Circular shall take effect immediately.


ALICIA dela ROSA-BALA
Chairperson

21 MAR 2017

In a R. A. C. E. to Serve: Responsive, Accessible, Courteous and Effective Public Service



Amig

Clarification on the Policy on
Employment in the Government
Service of Filipino Citizens with Dual
Citizenship; CSC MC No. 23, s. 2016

Number: 1700657

Promulgated: 21 MAR 2017

x -----x

RESOLUTION

WHEREAS, Section 12 (2), Chapter 3, Subtitle A, Title I, Book V of Executive Order No. 292 conferred on the Civil Service Commission the power to "prescribe, amend and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws";

WHEREAS, Section 12 (14), Chapter 3, Subtitle A, Title I, Book V of Executive Order No. 292 provides that the Civil Service Commission shall take appropriate action on all appointments and other personnel matters in the Civil Service;

WHEREAS, pursuant to Section 18, Article XI of the 1987 Constitution and Section 33, Chapter 9 of Executive Order No. 292, public officers and employees owe the State and the Constitution allegiance at all times and any public officer or employee who seeks to change his/her citizenship or acquire the status of an immigrant of another country during his/her tenure shall be dealt with by law;

WHEREAS, Republic Act No. 9225, otherwise known as the "Citizenship Retention and Re-Acquisition Act of 2003" declared that former natural-born citizens of the Philippines who lost their Philippine citizenship by reason of their naturalization as citizens of a foreign country are deemed to have re-acquired Philippine citizenship;

WHEREAS, Item 3, Section 5 of Republic Act No. 9225, states that those appointed to any public office shall subscribe and swear to an oath of allegiance to the Republic of the Philippines and its duly constituted authorities prior to their assumption to office; provided that they renounce their oath of allegiance to the country where they took that oath;

WHEREAS, the Commission approved the Policy on Employment in the Government Service of Filipino Citizens with Dual Citizenship through Resolution No. 1600908 on August 11, 2016 and disseminated through CSC MC No. 23, s. 2016;

C

In a R. A. C. E. to Serve: Responsive, Accessible, Courteous and Effective Public Service

WHEREAS, the Commission, in the said policy, gave incumbent government employees who have dual citizenship six (6) months from the effectivity of the Resolution (September 24, 2016) to renounce their foreign citizenship. Otherwise the prior approval/validation of their appointment shall be recalled;

WHEREAS, following the issuance of CSC MC No. 23, s. 2016, the Commission received several queries from individuals regarding the application of the said policy to individuals who were born to Filipino parents in a state which follows the doctrine of jus soli (citizenship by birth), resulting in dual citizenship;

WHEREAS, these concerned individuals who have dual citizenship by birth seek clarification on whether they are barred from entering government service or, if already employed in government, whether they should renounce their foreign citizenship;

WHEREAS, the Commission clarifies that CSC MC No. 23, s. 2016 covers only natural born Filipino citizens who were naturalized in another country, and later on reacquired their Filipino citizenship. Those who were born to Filipino parents in another state which follows the principle of jus soli are not required to renounce their citizenship.

WHEREFORE, the Civil Service Commission **RESOLVES** that Filipino citizens whose foreign citizenship was acquired by birth is not covered by CSC MC No. 23, s. 2016.

This Resolution shall take effect immediately.

Quezon City,

Alicia
ALICIA dela ROSA-BALA
Chairperson

Robert S. Martinez
ROBERT S. MARTINEZ
Commissioner

VACANT
Commissioner

Attested by:
Dolores B. Bonifacio
DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

Attachment to CS Form No. 212

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, 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
 - Name of Agency/Organization and Location: Department of Human Resources, Metro Manila
 - List of Accomplishments and Contributions (if any)
 - Developed recruitment plan
 - Designed training program for retirees under EO 366
 - Summary of Actual Duties
 - Responsible for the management of the recruitment and selection process and the coordination of training activities of the Department; provides assistance in the management of the Division's programs and activities and performs other related functions.
-
- 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
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Responsible in performing administrative and technical tasks e.g., pre-screening of applicants, , preparation of monthly report on accession and separation, report of appointments issued, preparation of minutes of meetings of various HR committees and monitoring of trainings conducted; responds to queries and performs other related functions.

(Signature over Printed Name
of Employee/Applicant)

Date: _____

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.

Amig

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.

Example:

Career Service Sub-Professional	EO132/790 – Veteran Preference Rating
Career Service Professional	PD 907 – Honor Graduate
Career Service Executive	RA 7883 – Barangay Health Worker
Stenographer	Barangay Official
PD 997 – Scientific and Technological Specialist	

- If earned eligibility entails a license (RA 1080), indicate the license number and its date of validity.

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.

amp

34-40

- Indicate response to questions 34 to 40 on the right side of the sheet.
- Provide details or specifications for any yes response.

41

- Indicate the FULL name of references with the format FIRST NAME, MI, SURNAME, their addresses and respective telephone numbers.

42

- 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.

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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.

CS ID No.:

(Do not fill up. For CSC use only)

PERSONAL INFORMATION

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

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			
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)

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)

SIGNATURE		DATE	
-----------	--	------	--

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? YES NO

b. within the fourth degree (for Local Government Unit - Career Employees)? YES NO

If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense? YES NO

If YES, give details: _____

b. Have you been criminally charged before any court? 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)? YES NO

If YES, give details: _____

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: _____

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? YES NO

If YES, please specify: _____

b. Are you a person with disability? YES NO

If YES, please specify ID No: _____

c. Are you a solo parent? YES NO

If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.

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

PHOTO

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.

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: _____

ID/License/Passport No.: _____

Date/Place of Issuance: _____

Signature (Sign inside the box)

Date Accomplished _____

Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath