



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

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IA G Memo No. 07-2022

MEMORANDUM

MASTER COPY

FOR : ALL OFFICIALS AND EMPLOYEES

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

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

DATE : 04 February 2022

- 1.0 This refers to the Memorandum dated 20 December 2021, reminding **all officials and employees** of the BOC to update their Personal Data Sheet (PDS) on an annual basis.
- 2.0 In line with the above, please be informed of the following **amended deadlines and requirements** on the submission of **PDS**:

PDS TYPE	DEADLINE OF SUBMISSION	REMARKS
THREE (3) ORIGINAL HARD COPIES 1 – HR COPY 1 – GROUP/ PORT ADMIN COPY 1 – RECEIVING COPY (EMPLOYEE'S PERSONAL COPY)	18 February 2022 (Friday)	<ul style="list-style-type: none"> • Originally signed • Duly notarized • Must be printed in Legal/ Folio (8.5 X 13 inches) bond paper size
SOFT COPY	25 February 2022 (Friday)	<ul style="list-style-type: none"> • Signed, Duly notarized and with Picture • Must be in PDF (.pdf) • File name format: Employee ID No. (space) Surname, First Name <p>Sample:</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> 20160143 Peña, Paulo.pdf </div>



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3.0 Note that hard and soft copies of PDS must be submitted to the following Offices:

RECEIVING OFFICE	COVERAGE
Human Resource Management Division	Employees under the Office of the Commissioner and Internal Administration Group including Ad hoc offices (ITDD & External Affairs) * Hard and soft copies must be consolidated and submitted per Division
Administrative Unit of each Group	Employees under AOCG, RCMG, MISTG, PCAG, IG, EG *Including Ad hoc offices and those who are deployed at the Ports (BATAS, XIP, AMO, PMO, EPCD)
Administrative Division of each Collection District	Employees of the Ports and Sub-Ports

4.0 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 signed by the employees concerned.

5.0 All **Administrative units of Group/Port** may submit the **consolidated hard copies of PDS** to the **HRMD** on or before **18 March 2022 (Friday)** together with the **soft copies of PDS (.pdf)** which may be consolidated in a flash drive or electronically submitted to hcmd@customs.gov.ph, attention Records Section.

6.0 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:

- 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**.



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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.**

7.0 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

8.0 For guidance and strict compliance.