

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

References

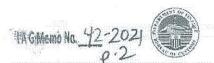
a. Civil Service Commission (CSC) Memorandum Circular (MC) 14, s. 2018 or the 2017 Omnibus Rules on Appointment and Other Human Resource Action (Revised 2018)

b. Full implementation of the Internal Administration Management System (IAMS)

- Pursuant to Reference a., all officials and employees of the BOC shall update 1.0 their Personal Data Sheet (PDS) on an annual basis.
- All personnel are reminded to use the PDS CSC Form No. 212 Revised 2017, 2.0 which may be downloaded from the CSC website.

(http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personaldata-sheet-revised-2017.html)

Relative thereto, the HRMD and all Administrative Division/Units shall review 3.0 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:



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

NTEGRITY ACCOUNTABLE

PDS TYPE	DATE OF SUBMISSION	RECEIVING OFFICE & COVERAGE	REMARKS
SOFT	31 January 2022	Human Resource Management Division Employees under the Office of the Commissioner and Internal Administration Group including Ad hoc offices *Must be consolidated per Division Administrative Unit of each Group Employees under AOCG, RCMG, MISTG, PCAG, IG, EG *Including Ad hoc Offices and those who	 Must be in editable Excel Format (.xlsx) File name format: Employee ID No. (space) Surname, First Name Sample: 20160143 Peña,Kris.xlsx
		are deployed in the Ports	 Originally signed
HARD COPY (ORIGINAL)	28 February 2022	Administrative Division of each Collection District Employees of the Ports and Sub-Ports	 Duly notarized Must be printed in Legal Folio (8.5 X 13 inches) bond paper size.

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

Soft Copies - Original Hard Copies -

18 February 2022 18 March 2022

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:



REAU OF CUSTO



MASTER CU

- 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.