



Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



May 2, 2017

**RELEASED**

DepEd, Division Office of Catanduanes

RECORDS SECTION

Date: MAY 02 2017

Time: 4:25 P.M.

Initial/Signature: [Signature]


MEMORANDUM

TO : Asst. Schools Division Superintendent  
Public Schools District Supervisors  
Elementary & Secondary School Heads/Principals/OICs  
Section Heads  
Non-Teaching Personnel

Per attached CSC MC No. 11 s, 2017 dated April 6, 2017 re: Personal Data Sheet (CS Form No. 212, Revised 2017) paragraph 3- "Officials and employees shall submit two (2) copies of their accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) to the agency HRMO not later than April 30, 2017. The agency HRMO shall submit one (1) copy of the employees' PDS to the Civil Service Commission Filed Office concerned."

In view hereof, employees are advised to submit **two (2) copies** of accomplished **Personal Data Sheet (CS Form No. 212, Revised 2017)** at the **Personnel Section** not later than **May 8, 2017**. Submission must be in bunch by school.

For information, guidance and immediate compliance.

  
**SOCORRO V. DELA ROSA, CESO VI**  
Schools Division Superintendent ✓



MC No. **11**, 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 :** Personal Data Sheet (CS Form No. 212, Revised 2017)

Pursuant to CSC Resolution No. 1700656 promulgated on March 21, 2017, the Commission approved the adoption of the Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017), together with the Work Experience Sheet.

The Personal Data Sheet (CS Form No. 212, Revised 2017) is supported by the Guide to Filling Out the PDS to guide employees and applicants in the accomplishment of the fields introduced in the said PDS form.

Officials and employees shall submit two (2) copies of their accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) to the agency HRMO not later than April 30, 2017. The agency HRMO shall submit one (1) copy of the employees' PDS to the Civil Service Commission Field Office concerned.

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 Memorandum Circular shall take effect fifteen (15) days after the publication of the said CSC Resolution in a newspaper of general circulation.

  
**ALICIA dela ROSA-BALA**  
Chairperson

06 APR 2017

CSC Resolution No. 1700656 dated March 21, 2017 was published on March 23, 2017 in The Philippine Star.

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