



Republika ng Pilipinas
National Irrigation Administration
(PAMBANSANG PANGASIWAAN NG PATUBIG)
Lungsod ng Quezon

Office Address: National Government Center
EDSA, Diliman, Quezon City, Philippines
Telephone Nos.: (02) 929-6071 to 78
Website: www.nia.gov.ph

9
Telefax No. (632) 928-9343
TIN No. (00-916-415)

MC No. 28, s. 2017

MEMORANDUM CIRCULAR

**TO : DEPUTY ADMINISTRATORS, DEPARTMENT/ REGIONAL/
PROJECT MANAGERS, DIVISION MANAGERS AND OTHERS
CONCERNED**

SUBJECT : PERSONAL DATA SHEET (CS FORM NO. 212, REVISED 2017)

Pursuant to CSC MC No. 11, s. 2017 and CSC Resolution No. 1700656 promulgated on 21 March 2017 on the subject "Personal Data Sheet (CS Form No. 212, Revised 2017) that all government officials and employees are enjoined to use the 2017 Revised Personal Data Sheet together with the Work Experience Sheet.

For the information and guidance of all concerned, enclosed is a copy of the guidelines in filling out the 2017 Revised Personal Data Sheet.

Officials and employees shall submit two copies of the accomplished PDS (CS Form No. 212, Revised 2017) not later than April 30, 2017 to Human Resources Division/ Administrative Division/Administrative Unit for Central Office and Regional/Project Offices, respectively. The HR Manager/Administrative and Finance Manager 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 shall take effect immediately.


GEN. RICARDO R. VISAYA (Ret.)
Administrator

APRIL 27, 2017
Date

