Republika ng Pilipinas PAMBANSANC PANGASIWAAN NG PATUBIG (National Inrigation Administration) Lungsod ng Guezon

MC # 49, s. 1973

MEMORANDUM CIRCULAR

ALL CHIEFS OF DEPARTMENTS AND STAFFS; ALL HEADS OF SPECIAL PROJECTS; REGIONAL, PROVINCIAL AND PROJECT ENGINEERS; IRRIGATION SUPERINTENDENTS AND/OR OFFICERS-IN-CHARGE OF IRRIGATION SYSTEMS/OFFICES National Irrigation Administration

SUBJECT : Revision of C.S. Form No. 212 (Personal Data Sheet)

Reproduced hereunder for their information and compliance is Memorandum Circular # 7, s. 1973 of the Civil Service Commission dated June 8, 1973, on the subject mentioned above which is selfexplanatory.

"Presidential Decree No. 110 promulgated on January 26, 1973, declares, among other things, that the new Civil Service Commission is now in existence and that the Commission shall function in accordance with the pertinent provisions of the Constitution and existing laws, rules and regulations which are not in conflict or incompatible with the provisions of the Constitution.

By virtue of the above-mentioned Presidential Decree and pursuant to the authority conferred upon this Office by Section 1 of Civil Service Rule XX, the use of the revised CS Form No. 212 (Personal Data Sheet), as an attachment to all appointment papers, is hereby prescribed. For this purpose, each agency may have the enclosed sample copy of said form printed or mimeographed as it may see fit, but no change or modification whatsoever should be made in the information contained in the form.

In conformity with the current trends in forms design, the use of this revised form would insure the utilization of the information contained therein as an aid in determining whether the appointment is allowable, and at the same time help this Office in taking more expeditious action on appointments. Moreover, the form has been designed in preparation for the eventual domputerization of all personnel data in the government to fill the need for up-todate records which are necessary in carrying out development projects of the country.

It is therefore required that effective immediately all appointments submitted to this Office for action should, in addition to the other supporting papers, be accompanied by CS Form 212 No. 212 (Revised '73).

All CSC Memorandum Circulars and issuances or parts thereof which are inconsistent with the provisions of this Memorandum-Circular are hereby modified accordingly.

> (SGD.)EPI REY PANGRAMUYEN Acting Commissioner of Civil Service

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June 8, 1973"

For compliance.

ALESCEDO I JUINIO Administrator

JVA/Sbb July 4, 1973.

MC # 7, s. 1973

Republic of the Philippines CIVIL SERVICE COMMISSION Quezon City

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS

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SUBJECT: Revision of C.S. Form No. 212 (Personal Data Sheet)

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It is therefore required that effective immediately all appointments submitted to this Office for action should, in addition to the other supporting papers, be accompanied by CS Form No. 212 (Revised 173). All CSC Memorandum Circulars and issuances or parts thereof which are inconsistent with the provisions of this Memorandum-Circular are hereby modified accordingly.

> (SGD.) EPI REY PANGRAMUYEN Acting Commissioner of Civil Service

June 8, 1973

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