

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

MC # 49, s. 1973

MEMORANDUM CIRCULAR

TO : 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 self-explanatory.

"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 computerization of all personnel data in the government to fill the need for up-to-date 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

June 8, 1973"

For compliance.


ALFREDO L. JUINIO
Administrator

JVA/lbb
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

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

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

June 8, 1973

23. OTHER QUALIFICATIONS AND SPECIAL SKILLS: (Include membership in related associations, hobbies, etc.)

(Continue on separate sheet, if necessary)

24. RECORD OF IN-SERVICE TRAINING, SEMINARS, STUDY & SCHOLARSHIP GRANTS

Field of Training : No. of Hours : Period of Training : Conducted by

(Continue on separate sheet, if necessary)

25. SERVICE RECORD (include experiences outside government service)

INCLUSIVE DATES:		POSITION	DEPT./OFFICE	SALARY	STATUS OF APPOINTMENT
FROM	TO				

(Continue on separate sheet, if necessary)

26. Are you related within the 3rd degree of affinity or consanguinity to the appointing or recommending authority or to the person who has direct supervision over you in the office, bureau or department you are to be appointed to? ☐ YES ☐ NO

27. Have you ever been convicted for violating any law, decree, ordinance, or regulations, by any court or tribunal? ☐ YES ☐ NO. Have you ever been convicted for any breach or infraction by a military, naval or constabulary tribunal or authority, or found guilty of an administrative offense? ☐ YES ☐ NO. If yes, to any question, give particulars below:

28. Have you ever been retired, dismissed or forced to resign from any employment for reason other than lack of funds. ☐ YES ☐ NO. If yes, give particulars:

29. REFERENCES:

30. PERFORMANCE RATING (Should also be filled by Personnel Officer)

(O-Outstanding; VS-Very Satisfactory; S-Satisfactory; US-Unsatisfactory)

ENDING : 1969:1970:1971:1972:1973:1974:1975:1976:1977:1978:1979:1980:1981:1982:1983:1984:

30 June	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:
31 Dec.	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:

I HEREBY CERTIFY THAT THE ANSWERS given above are true and correct to the best of my knowledge and belief.

(Signature) _____

Residence Cert. Number _____

Issued at _____ on _____

SUBSCRIBED AND SWORN TO BEFORE ME

(Officer Administering Oath)

(Official Title)

Date: _____