

5/21

OKC - *[initials]*
NGC - *[initials]*
EMB - *[initials]*
EBB - *[initials]*
LPF - *[initials]*
AVJ - *[initials]*
RAP - *[initials]*
SBB - *[initials]*

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

MC # 26, s. 1982

MEMORANDUM CIRCULAR

TO : ALL REGIONAL IRRIGATION DIRECTORS;
PROJECT MANAGERS AND OTHER CONCERNED

National Irrigation Administration

SUBJECT: REVISION OF CS FORM NO. 212 (PERSONAL DATA SHEET)

For purposes of government-wide personnel transactions and to provide information necessary in determining whether an applicant/employee is qualified for the position to which he is being proposed for an appointment, the herein revised CS Form No. 212 (PDS), shall be used effective June 1, 1982 as prescribed by the Civil Service Commission in its Memorandum Circular #5, s. 1982.

The enclosed sample copy should be reproduced in your respective offices. In no case whatsoever, may any change or modification be made on the information items to be elicited and recorded by the Personal Data Sheet.

Strict compliance is enjoined.

(SGD.) FIORELLO R. ESTUAR
Administrator

May 6, 1982

1½ X 1½

PERSONAL DATA SHEET

PHOTO

1. SURNAME FIRST NAME MIDDLE NAME		2. SEX <input checked="" type="checkbox"/> MALE <input checked="" type="checkbox"/> FEMALE	3. CIVIL STATUS <input checked="" type="checkbox"/> SINGLE <input checked="" type="checkbox"/> WIDOW/ER <input checked="" type="checkbox"/> MARRIED <input checked="" type="checkbox"/> SEPARATED
4. IF MARRIED, WRITE MAIDEN NAME		5. NAME OF SPOUSE	OCCUPATION
6. TAXPAYER'S ACCOUNT NUMBER		7. CITIZENSHIP	
8. PLACE OF BIRTH	9. DATE OF BIRTH	10. HEIGHT (meters)	11. WEIGHT (kilos)
12. ADDRESS		13. TELEPHONE NO.	
14. NAME OF FATHER		PLACE OF BIRTH	15. NAME OF MOTHER
			PLACE OF BIRTH
16. CHILDREN			

NAME

AGE

NAME

AGE

(continue on separate sheet if necessary)

7. EDUCATION	NAME OF SCHOOL/ COLLEGE/UNIVERSITY	DEGREE/UNITS EARNED	INCLUSIVE DATES OF ATTENDANCE	HONORS RECEIVED
ELEMENTARY				
SECONDARY				
VOCATIONAL				
COLLEGE				
POST GRADUATE				

(continue on separate sheet if necessary)

8. CIVIL SERVICE ELIGIBILITY/BOARD/EAR EXAMINATION PASSED	DATE OF EXAMINATION	RATING	PLACE OF EXAMINATION

(continue on separate sheet if necessary)

9. RECORD OF IN-SERVICE TRAININGS, STUDY AND SCHOLARSHIP GRANTS		
TRAINING COURSES	PERIOD OF TRAINING	CONDUCTED BY

(continue on separate sheet if necessary)

20. SERVICE RECORD (Include experience outside government service)

INCLUSIVE DATES	POSITION	MINISTRY/AGENCY	SALARY	STATUS OF APPOINTMENT

(continue on separate sheet if necessary)

21. SPECIAL SKILLS

22. OTHER QUALIFICATIONS (Include membership in related ass'ns,, hobbies, etc.)

(continue on separate sheet if necessary)

23. Are you related within the third degree of consanguinity or of affinity to the appointing or recommending authority, or to the chief of Bureau or office, or to the person who has immediate supervision over you in the Office, Bureau or Ministry you are to be appointed? ☒ Yes ☐ No. If yes, give particulars.

24. 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 tribunal or authority, or found guilty of an administrative offense? ☐ Yes ☒ No. If your answer is "Yes", to any of the questions, give particulars.

25. Do you have any pending administrative/criminal case? If you have any, give particulars.

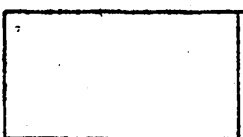
26. Have you ever been retired, dismissed, forced to resign from any employment for reason other than lack of funds or dropped from the rolls? ☐ Yes ☒ No. If "Yes", give particulars.

27. REFERENCES (Persons not related by consanguinity or affinity to applicant/appointee)

NAME	ADDRESS
------	---------

I declare under penalties of perjury that the answers given above are true and correct to the best of my knowledge and belief.

Date Accomplished _____


Right Thumbmark

Signature _____
Res. Cert. No. _____
Issued at _____
Issued on _____