

**[CSC MEMORANDUM CIRCULAR NO. 6, January
28, 1997]**

REVISED PERSONAL DATA SHEET (CIVIL SERVICE FORM 212)

The Civil Service Commission, through Memorandum Circular No. 37, s. 1993, has revised the CS Form 212 or Personal Data Sheet effective January 1, 1994. After two (2) years of using said form, there is now a need to further revise the PDS in order that employees accomplishing said form shall better understand the personal information being requested to be filled in.

Pursuant to CSC Resolution No. 97-0398 dated January 17, 1997, the Civil Service Commission has adopted the revised CS Form 212 or PDS attached herewith * for use in all government offices effective February 1, 1997.

This Memorandum Circular takes effect immediately.

Adopted: 28 Jan. 1997

(SGD.) CORAZON ALMA G. DE LEON
Chairman

RESOLUTION NO. 97-0398

WHEREAS, the Civil Service Commission, as the central personnel agency, has prescribed the Civil Service Form 212 or the Personal Data Sheet (PDS) as the official information sheet for all government personnel and as the main supporting document for appointment in government;

WHEREAS, the CS Form 212 or PDS has periodically been revised to conform with the requirements for appointment;

WHEREAS, after the CSC, through Memorandum Circular No. 37, s. 1993, has revised the PDS effective January 1, 1994;

WHEREAS, after two (2) years of using said form, there is now a need to further revise the PDS in order that employees accomplishing said form shall better understand the personal information being requested to be filled in.

WHEREFORE, the Commission resolves to adopt the revised CS Form 212 or Personal Data Sheet hereto attached.

The Commission further resolves that the revised form shall be used in all government agencies and offices effective February 1, 1997.