

GUIDE TO FILLING UP THE PERSONAL DATA SHEET

Please fill up each of the fields in the PDS when applicable.

Note:

- CSC ID No. is a systems-generated number to be filled by up the CSC-CO personnel. Do not fill up this field.
- Write name of the employee at the lower right end of every page of the PDS.
- Print entries in the PDS using black ink ballpen only. Do not use sign pen.
- All information should be provided accurately as it will be the permanent record in the CSC Personnel Information Database.
- Do not leave blank entries. Put N/A for not applicable.

I. Personal Information

- Employee's name is to be filled up in the form: surname, first name and middle name where a space is allotted for each character or letter in the name.
- Dates are in numeric form (mm/dd/yyyy)
- Specifics should be given to "Others" response in the civil status field.
- Agency employee number refers to employee ID number in the current agency.

II. Family Background

- Names of spouse and parents are to be filled up in the form: surname, first name and middle name.
- Mother's name is her maiden name, that is, when she was single or before marriage.
- List full names (first and surname) of ALL your children.
- Date of birth is in numeric form (mm/dd/yyyy)

III. Educational Background

- Indicate FULL name of schools.
- Indicate in FULL all courses taken in college (e.g. ASSO. IN ARTS, AB ECONOMICS, BS PSYCHOLOGY, MA IN HISTORY).
- Indicate all masters or doctorate courses taken.
- If graduated for every level, indicate year of graduation.

- If not graduated in any level, indicate the highest grade, level or units earned.
- Inclusive dates of attendance are stated in schoolyears.
- Indicate any scholarship and/or academic honors received in each level.

IV. Civil Service Eligibility

- Indicate all civil service eligibilities earned with corresponding rating, date and place of examination /conferment.

Example:

Career service sub-professional	EO132/790 - Veteran Preference Rating
Career service professional	PD 907 - Honor Graduate
Career service executive	RA 7883 - Barangay Health Worker
Stenographer	PD 997 - Scientific and Technological Specialist
	CSC Res. #93-3666 - Barangay Official

- If earned eligibility entails a license (RA 1080), indicate the license number and its date of release.

V. Work Experience

- Indicate all positions held both in the public and private employment starting from current work.
- Inclusive dates are indicated in numeric form (mm/dd/yyyy)
- Indicate FULL position titles and COMPLETE NAME of department/agency/office/company.
- Indicate monthly salary in figures (e.g. P21,877)
- Salary grade and step increment is stated in the format "00-0" (e.g. 24-2 for salary grade 24, step increment 2).
- Indicate status of employment (i.e., permanent, temporary, casual, contractual)
- Indicate "yes" under government service if position held is in the public or government employment or "no" if held in the private employment.

VI. Voluntary Work or involvement in civic/non-government/people/voluntary organizations

- Indicate the FULL name and address of the organization where involved as voluntary worker.
- Inclusive dates, start (from) and end (to) shall be in numeric form (mm/dd/yyyy)

- Indicate the number of hours of voluntary work rendered.
- Indicate the position /nature of voluntary work rendered.

I. VII. Training Programs

- Indicate FULL titles of seminars, conferences, workshops and short courses attended during employment. Indicate list from the most recent training.
- Inclusive dates of attendance, start (from) and end (to) shall be in numeric form (mm/dd/yyyy).
- Indicate the number of hours attended for program
- Indicate the FULL name of institution/agency that conducted or sponsored the program. Do not use abbreviation (e.g. CSC should be Civil Service Commission).

VIII. Other Information

- Indicate special skills/hobbies
- Indicate in FULL non-academic distinctions/recognition (awards received)
- Indicate membership in any professional association/organization by writing in FULL said association/organization.

#s 36-41

- Indicate response to questions 36 to 41 on the right side of the sheet.
- Give details or specifications for any yes response.

#42

- Indicate the FULL name of references with the format SURNAME, FIRST NAME MI, their addresses and respective telephone numbers

#43

- As agreement to #43 and for completion of the PDS, indicate the employee's signature and right thumb mark in the boxes provided. Also indicate the community tax certificate number, date and place of issuance in the boxes provided. Lastly, attach a RECENT PASSPORT SIZE picture with the name and signature affixed at the back and must be taken within the last 6 months. Computer generated or photocopied/xeroxed picture is not acceptable.