

Republic of the Philippines Civil Service Commission



Constitution Hills, Batasang Pambansa Complex, Diliman 1126 Quezon City

MC No. <u>08</u>, s. 2005

MEMORANDUM CIRCULAR

TO

ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS; AND STATE UNIVERSITIES AND

COLLEGES

SUBJECT :

Updating of the Personal Data Sheet Using the Revised

CS Form 212

The Civil Service Commission, being the prime source of empirical data on government personnel, will be establishing an e-Government civil servants database of the personal and employment information for all civil servants, including the positions, plantilla and personal services itemization maintained by the Department of Budget and Management (DBM) that will be linked under one Government Human Resources Management Information System (GHRMIS). It will capture the data in the PDS of all government officials and employees maintained by the CSC and the Personal Services Itemization (PSI) maintained by the DBM.

To ensure that accurate information will be encoded in the data capture process, all officials and employees shall update their PDS using the revised CS Form 212, copy attached. The PDS is revised according to the new fields required by the aforementioned system.

In its Resolution No. 050233 dated $\underline{\text{Feb } 16,2005}$, the Commission has adopted the revised PDS for use in the updating of the PDS and appointments in all government agencies.

KARINA CONSTANTINO-DAVID

Chair

16 February 2005



Republic of the Philippines Civil Service Commission

Civil Service of its Best

Constitution Hills, Batasang Pambansa Complex, Diliman, 1126 Quezon City

Updating of the Personal Data Sheet
Using the Revised CS Form 212
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RESOLUTION NO. $\underline{050233}$

WHEREAS, the Civil Service Commission (CSC), as the central personnel agency of the government, is the prime source of empirical data on government personnel;

WHEREAS, the CSC shall establish an e-Government civil servants database of the personal and employment information for all civil servants, including the positions, plantilla and personal services itemization maintained by the Department of Budget and Management (DBM) that will be linked under one Government Human Resources Management Information System (GHRMIS);

WHEREAS, the CSC shall establish the e-Government Civil Servants Personnel Central Database (e-CSPCD), a data capturing of the Personal Data Sheet (PDS) of all government personnel maintained by the CSC and the Personal Services Itemization (PSI) maintained by the DBM;

WHEREAS, the data capture process warrants a preliminary updating of the PDS to ensure that accurate information will be encoded;

WHEREAS, according to the new data fields required by the system, there is a need to further revise the PDS:

WHEREAS, the Commission has approved the revision of the PDS that will capture accurate and relevant personal information;

WHEREAS, all government personnel are required to update their PDS using the revised CS Form 212;

Certified True Copy:

MARIANO T. BAUTISTA
Board Secretary V

Commission Secretariat à Liaison Office

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WHEREFORE, the Commission hereby approves the adoption of the revised PDS for use in the updating activity and appointments in all government agencies.

Quezon City,	FEB 1 6 2005
	KARINA CONSTANTINO-DAVID.
	f Dair

VALDEMAR V. VALMORES

Commissioner

Commissioner

ested by:

Director IV

Opa/rsd

Certified True Copy:

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MARIANO T. BAUTISTA

Board Secretary V

Commission Secretariat & Liaison Office

CS FORM 212 (Revised 2005)		DEDGO			^!! 		* ,
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7277); and (c) Solo Parents Welfare Act of 200	871); (b) Magna Carta for Disabled Persons (RA D) (RA 8972), please answer the following items:	□YES □NO		
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b. Have you ever been guilty of any administrati	ve offense?	☐YES ☐NO If YES, give deta	ails:	
a. Have you ever been formally charged?		☐YES ☐NO If YES, give deta	nils:	
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- 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.

Civil Service Eligibility IV.

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

Example:

Career service professional Career service executive Stenographer

Career service sub-professional EO132/790 - Veteran Prefernce Rating 'PD 907 - Honor Graduate RA 7883 - Barangay Health Worker PD 997 - Scientific and Techonological 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/nongovernment/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.

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.

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.

SCHEDULE OF ACTIVITIES FOR THE PDS UPDATING

Following are the activities to be undertaken in the updating of the PDS. Please note the dates when each activity should be completed.

	Activity	Date of Completion
PREI	PARATORY ACTIVITY	
	OPA will prepare the following materials for the PDS updating activities	· February, 2005
	 HRMIS orientation material guide on how to fill up the PDS new PDS form (soft and hard copy) CSC-IGP Form 2005-1 (for IGP purposes and to be filled up by the HRMO) certification by HRMO (CSC-PDS Certification Form 1), and PDS Summary Forms 1 and 2. 	
	OPA will prepare monitoring schedule	February, 2005
	OPA will distribute materials on PDS updating for CSCROs	March 2, 2005
CSCI	RO ORIENTATION OF CSCFO	
	CSCRO will reproduce materials for CSCFO orientation	March 4, 2005
	CSCRO will gather CSCFOs for orientation on HRMIS and PDS updating using the HRMIS orientation and PDS updating materials. Emphasize the following:	March 7, 2005
	Accredited agencies are to be included under the CSCFO jurisdiction	·

		· ·
	 Agencies will reproduce new PDS forms with the following specifications: Paper thickness – 60 gsm minimum (i.e. mimeo, bond paper) Color of the paper – white or offwhite or beige Paper size – 8 1/2 by 14 inches Color of ink for printing – black Document form – back to back Schedules to meet as prescribed by OPA	
	CSCRO will distribute materials on PDS updating during the orientation of CSCFOs.	March 7, 2005
CSCI HRM	FO ORIENTATION OF AGENCY	
a	CSCFO will reproduce materials for HRMO orientation	March 9 – 11, 2005
	CSCFO will prepare timetable of HRMO orientation and retrieval of new PDS consistent with the schedule prescribed by OPA	
	CSCFO will gather HRMOs for orientation on HRMIS and PDS updating using the HRMIS orientation and PDS updating materials. Emphasize the following:	
	 HRMO will fill up the PDS of employees who are currently on scholarship, training or leave Schedules to be met Agencies' reproduction of new PDS form with the following specifications: 	
	o Paper thickness – 60 gsm minimum (i.e. mimeo, bond paper)	

	 Color of the paper – white or offwhite or beige Paper size – 8 1/2 by 14 inches Color of ink for printing – black Document form – back to back Employees' use of the existing/old PDS as reference in filling up the new PDS. If no old PDS is available in agency, CSCFO shall assist by providing existing copy. 	
HRM	O ORIENTATION OF EMPLOYEES	•
	HRMO will reproduce the new PDS form.	March 14 – April 29, 2005
	HRMO will pull out existing PDS form of employees	
	HRMO will gather employees for HRMIS orientation using the HRMIS orientation material and orientation on PDS updating using the guide in filling up the PDS	
	HRMO will distribute new PDS form and existing PDS forms to employees	
EMPI	LOYEES UPDATING OF PDS	
	Employee will fill up new PDS form	March 14 – April 29, 2005
	Employee will use old PDS as reference to make necessary updates	
	Employee will ensure completeness of entries in the PDS	
	Employee will write his/her name at the lower right end of every page of the PDS.	•
	Employee will submit accomplished PDS	

	to HRMO	,
	· -	
	O's PDS RETRIEVAL FROM THE LOYEES	March 14 – April 29, 2005
	HRMO will check completeness of submitted PDS as to	
	 Picture Signature Thumbmark Name on every page of the PDS N/A entry for not applicable items 	•
	HRMO will submit accomplished PDS, certification and IGP report to CSCFO following the set schedule.	
CSCI	FO's PDS RETRIEVAL FROM HRMO	March 15 – May 2, 2005
	Based on schedule set, CSCFO will retrieve from the Agency the following:	
	 Accomplished PDS CSC PDS Certification Form 1 CSC-IGP Form 2005-1 	
	CSCFO will prepare summary report on retrieved PDS using CSC-PDS Summary Form 2.	
	CSCFO will submit to CSCRO	March 21, 2005
	 CSC-PDS Summary Form 2 CSC-IGP Form 2005-1 	March 28, 2005 April 4, 2005 April 11, 2005 April 18, 2005 April 25, 2005 May 2, 2005
	CSCFO will store retrieved PDS in a secure place until instructions for PDS scanning are received	

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CSC	RO REPORT SUBMISSION	
	CSCRO will prepare weekly status report on retrieved PDS using CSC-PDS Summary Form 1	
•	CSCRO will submit to OPA CSC-PDS Summary Form 1 (on a weekly basis) Copy of CSC-IGP Form 2005-1 collected by CSCFO from HRMO	March 22, 2005 March 29, 2005 April 5, 2005 April 12, 2005 April 19, 2005
ОРА	MONITORING	April 26, 2005 May 3, 2005
	OPA will monitor the PDS retrieval through the CSC-PDS Summary Form 1 submitted weekly by the CSCRO.	
	OPA will prepare status report on PDS retrieval and submit the same to the Commission	March 23, 2005 March 30, 2005 April 6, 2005 April 13, 2005 April 20, 2005 April 27, 2005 May 4, 2005

Note: While the aforementioned schedule of activities was intended or designed to meet the 60% target of PDS updating, the same activities will be followed for the remaining 40%, deadline of which is June 30, 2005.

The CSROs that will meet the 60% retrieval by EO April 2005 will receive a certificate of commendation from the Commission and they will be featured in the CSC Reporter, and the agencies that were covered by the 60% will also be mentioned. Also, bonus points of one hundred (100) will be added to their performance rating.

Further, every 1% submission over the 60% target will earn additional bonus point of ten (10). For example, if

61% complete		total	bonus	points	of 110
67% complete		total	bonus	points	of 170
75% complete		total	bonus	points	of 250
100% complete	=	total	bonus	points	of 500

Likewise, the CSROs will acknowledge or recognize agencies that were covered in the updating to meet the 60% or over, through a certificate of appreciation with an inscription of "Thanks, You Made a Difference."

The OPA will closely monitor the updating of PDS to ensure that the schedules are met. Any query/clarification on the updating procedure can be referred to Ms. Adel Ordoñez and Ms. Tina Buenaventura of the OPA at telephone numbers 932-2606 and 932-3939.

Civil Service Commission
Personnel Information Database
CSC Monitoring of Updating of the New Personal Data Sheet (PDS)
For the Period March 14-April 29, 2005

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TOTAL										CSRO#4		TOTAL							CSRO#3	TOTAL			CSRO#2	TOTAL					CSRO#1		(a)		Regional Office	T as
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39	5	3	4	4		5	5	4	3	5		29	3	3	6	5	4	4	4	23	5	6	11	40	5	6	12	5	12		(e)	April 4-8	Week 4	
31	5	3				5	5	4	3	5		25	3	3	6	5	4	4		23	5	6	11	40	5	6	12	5	12			April 11-15	Week 5	Submitted PDS on a Weekly Basis
26		3				5	5	4	3	5		25	3	3	6	5	4	4		23	5	6	11	40	5	6	12	5	12			April 18-22	Week 6	eekly Basis
22		2				4	4	4	3	5		18	2	2	5	5	3			22	5	6	11	37	4	5	12	5	1			April 25-28	Week 7	
236	25	19	16	17	9	32	30	29	23	35		182	18	20	38	34	29	26	15	153	36	43	74	262	32	43	81	33	76		(f)	EO April	Agencies Covered by	No. of

CSRO#9 1. Zamboanga del Norte	_		TOTAL 6	6. Biliran	Eastern Samar	Northern Samar	3.Samar (Catbalogan)	2. Southern Leyte	CSRO#8 1. Leyte	TOTAL 4	4. Bohol	3. Siquijor		CSRO#7 1. Cebu North & South	TOTAL 6	6. Guimaras	5. Aklan	4. Antique	3. Capiz	2. Iloilo	CSRO#6 1. Negros Occ.	TOTAL 4	Kalinga-Apayao	Ifugao-Mt. Province	Baguio-Benguet	CAR 1. Abra	TOTAL 6	6 Camarines Sur	5. Masbate	4. Albay	3.Catanduanes	2.Camarines Norte	CSRO#5 1.Sorsogon	; (a) (b)		Regional Field Office	
		orte 70	326	24	31	77) 65	36	93	242	60	14	43	th 125	315	10	29	31	26	144	75	188	31		80	. 38	476	127	35	151	47	44	72	(c)		Ce Agencies	
	9		7			_			2	5	1	1	1	2	8	1	1	>		ယ	-	4					9	2	-3	3	1	_	_	(d)	,	be Covered Per	
	8	6	34	5	သ	7	6	4	9	25	5	4	4	11	35	5	з	ω	5	13	7	18	з	4	7	4	45	12	4	15	4	4	7		March 14-18	Week 1	
, ,	ת	4	19	3	2	4	4	2	5	15	3	3	2	7	21	3	2	2	з	8	4	10	2	2	4	2	26	7	2	8	3	2	4		March 21-23	Week 2	No. of Age
	8	6	32	5	3	7	6	3	8	25	5	4	4	11	32	2	З	З	5	13	7	17	ω	4	7	3	45	12	3	15	4	4	7		March 28-April	Week 3	No. of Agencies to have Submitted PDS on a Weekly Basis
	8	6	31	4	3	7	6	3	8	24	5	3	4	11	30		3	ω	5	13	7	17	ы	4	7	3	44	12	3	14	4	4	7	(e)	April 4-8	Week 4	Submitted
	8	6	31	4	3	7	6	3	8	21	5		4	11	30		3	ω	5	13	7	17	3	4	7	3	43	12	3	13	4	4	7		April 11-15	Week 5	PDS on a We
	8	6	30	з	ω	7	6	3	8	21	5		4	11	28		3	З	з	13	7	17	3	4	7	3	43	12	3	13	4	4	7		April 18-22	Week 6	ekly Basis
00	8	6	26		ω	7	5	3	8	20	5		4	11	25		2	ω		13	7	16	3	ယ	7	3	40	11	3	13	4	ω	6		April 25-28	Week 7	
26	53	42	205	24	19	46	38	22	56	151	36	14	26	75	203	10	17	19	26	86	45	113	19	23	48	23	286	76	21	91	28	26	43	Э	- C	Agencies Covered by	No. of

TOTAL				CARAGA	TATOT					ARMM	TOTAL				est.	CSRO#12	TOTAL				est.	CSRO#11		TOTAL					CSRO#10	TOTAL	(a)		Regional Office	
4	4.Surigao del Sur	3.Surigao del Norte	2.Agusan del Sur	1.Agusan del Norte	5	5. Sulu/Basilan	4.Tawi-Tawi	3.Lanao del Sur/Marawi City	2.Maguindanao	1. Cotabato City	S.	5.Sultan Kudarat	4.Cotabato Province	3.Sarangani	2.South Cotabato	1.Cotabato City	5	5.Davao Oriental	4.Compostela Valley	3.Davao del Norte	2.Davao del Sur	1.Davao City		5	5.Lanao del Norte	4.Misamis Occ.	3.Bukidnon	2.Camiguin	1.Misamis Oriental	ဃ	(b)		Field Office	
312	73	62	56	121	180	56	14	43	28	39	210	21	33	60	21	75	372	49	37	30	58	198		415	38	60	35	42	240	252	<u>(c)</u>		Total No. of Agencies	
5	1	_	_	2	5		_	1	-1	_	5	1			1	1	8	1	1	1	-1	4		8	_	1	1	1	4	5	<u>@</u>	Ş	be Covered Per	
28	7	6	5	11	19	5	4	4	3	4	25	5	3	5	თ	7	35	5	з	3	5	18		39	4	5	4	4	22	23		March 14-18	Week 1	
17	4	з	3	7	12	3	ω	2	2	2	15	3	2	3	3	4	20	3	2	2	ω	1		23	2	ω	2	2	13	14		March 21-23	Week 2	No. of Age
28	7	6	5	11	19	5	4	4	З	4	25	5	ω	5	5	7	34	4	ω	ω	5	18		38	ω	5	З	4	22	23		March 28-April 1	Week 3	No. of Agencies to have
28	7	6	5	=======================================	18	5	ω	4	ω	4	25	5	з	5	5	7	34	4	ω	ω	σ	18		38	3	5	з	4	22	23	(e)	April 4-8	Week 4	
28	7	6	5	11	15	5		4	з	4	21	3	3	5	3	7	34	4	ω	3	5	18		38	ú	5	3	4	22	23		April 11-15	Week 5	Submitted PDS on a Weekly Basis
28	7	6	5	11	15	5		4	з	4	15		ω	5		7	34	4	S	з	5	18		38	ω	5	3	4	22	23		April 18-22	Week 6	ekly Basis
28	7	5	5	11	15	5		4	3	ω	14		3	5		6	32	4	ы	з	5	18	4	36	ω	5	з	4	22	22		April 25-28	Week 7	
187	4	37	34	73	114	34	14	26	17	23	143	21	20	36	21	4	223	29	22	18	35	119		249	23	36	21	25	144	151	Э	EO April	Agencies Covered by	No. of

GRAND TOTAL	TOTAL																NCR	(a)	Regional Office
7AL 92	14	Court	Insurance System/Supreme	14. Government Service	13. Dep't. of Science & Techn.	Department of Environment & Natural Resources	11.Dept. of Pub. Works & Hwys.	10. Office of the President / National Food Authority	Dep't of Int. & Local Gov't.	8. Department of Agriculture / Quezon City Government/U.P.	7. Bureau of Internal Revenue / House of Representatives	Bangko Sentral ng Pilipinas / Dept. Foreign Affairs	Department of Nat'l Defense	 Philippine National Police 	Department of Health / Caloocan City Government	 Kizal Technological University / Development Bank of the Philippines 		(b)	Field Office
4,963	360		15		28	34	0.	33	8	40	21	. 29	31		23	52	35	(c)	Total No. of Agencies
111	14				-		-		_	_	_		_	_	-	•		(d)	No. of Agencies to be Covered Per Day
529	52		თ		3	(ی د	ι ω	5	4	ڻ.	ш	ω	_	ഗ	U	4		Week 1
310	30		ယ		2	1	3 6	2	ω	2	ω	2	2		ယ	U	2		Week 2
494	42		4		3		۸ د	ω		4	ڻ.	ω	ယ		Ŋ	Ü	1 ω		Week 2 Week 3 Week 4 Week 5 Week 6 March 28-April 1 April 4-8 April 11-15 April 18-22
481	38		ω		З	(נג	. w		4	4	ယ	ယ		Ω	Ü	1 ω	(e)	Week 4 April 4-8
455	35				ယ		م	ယ		4	4	ω	ယ		Ŋ	S	1 3		Week 5 April 11-15
432	26				ω	•	ىر	အ		4		ω	ω			U	ıω		Week 6 April 18-22
397	25	,			ω	ı	S	3		4		. 2	ω			ပ	, ω		Week 7 April 25-28
3,104	247		15		17	į	3 5	20	8	24	21	17	19		23	<u>3</u>	2 23	3	Agencies Covered by EO April

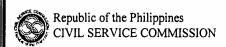
Number of Agencies and Government Personnel Per Field Office/Regional Office

TOTAL						1				CSRO#4	TOTAL							CSRO#3	TOTAL			CSRO#2		TOTAL		,			CSRO#1		Regional Office
10	10. Rombion	9. Palawan	8. Oriental Mindoro	7. Occ. Mindoro	6. Marinduque	5. Rizal	4. Quezon	3. Laguna	2. Cavite	1. Batangas	7	7. Zambales	6. Tarlac	5. Pampanga	4. Nueva Ecija	3. Bulacan	2. Bataan	1. Aurora	3	4. Quirino-Nueva Viscaya	3. Isabela	Cagayan-Batanes		5	Lingayen, Pangasinan	4. Ilocos Norte	3. Ilocos Sur	2. Urdaneta City, Pangasinan	1. La Union	(a)	Field Office
348	25	32	16	17	9	54	50	48	38	59	276	30	34	64	58	49	26	15	255	60	71	124		436	53	71	131	54	127	(b)	No. of Agencies
116,691	4,701	9,661	2,000	3,000	3963	36,000	7,000	21,000	21,366	8,000	113,609	10,393	12,889	42,460	22,234	14,000	8,501	3,132	48,925	10,675	16,832	21,418	7 - 7	81.879	20,145	12,593	15,500	13,150	20,491	(c)	Total No. of Gov't Personnel
70,015	2,821	5,797	1,200	1,800	2,378	21,600	4,200	12,600	12,820	4,800	68,165	6,236	7,733	25,476	13,340	8,400	5,101	1,879	29,355	6,405	10,099	12,851	.,,	49.127	12,087	7,556	9,300	7,890	12,295	(d)	60% of the Total No. of Gov't Personnel (to be covered by EO April)
2,122	85	176	36	55	72	655	127	382	388	145	2,066	189	234	772	404	255	155	57	890	194	306	389	.,	1.489	366	229	282	239	373	(e)	No. of Gov't. Personnel to be Covered Per Day (Mar. 14-Apr. 29 or 33 working days)
10	1	1	1	-1	-	-	1	-	-	-	7	1		-	-	-	-		4	-	1	2		7		1	2	-2	2	3	No. of Agencies to be Covered Per Day
330	33	19	33	33	33	32	30	29	23	35	231	18	20	38	35	29	33	33	132	36	43	74		231	32	43	79	32	76	(9)	No. of Agencies Covered by EO April

231	7	1,272	41,982	69,970	326	6	TOTAL
33	1	79	2,617	4,362	24	6. Biliran	
19	1	135	4,470	7,450	31	5. Eastern Samar	
46	1	137	4,507	7,512	77	4. Northern Samar	
39	1	186	6,127	10,212	65	3.Samar (Catbalogan)	
22	-	99	3,258	5,430	36	2. Southern Leyte	
56	2	636	21,002	35,004	93	1. Leyte	CSRO#8
165	5	1,622	53,522	89,204	242	4	TOTAL
36	1	222	7,313	12,188	60	4. Bohol	
33	-	32	1,070	1,783	14	3. Siquijor	
26	1	255	8,420	14,033	43	2. Negros Oriental	
75	2	1,113	36,720	61,200	125	1. Cebu North & South	CSRO#7
264	æ	1,925	63,518	105,863	315	6	TOTAL
33		40	1,315	2,192	10	6. Guimaras	
17	-	136	4,472	7,454	29	5. Aklan	,
19	>	139	4,598	7,664	31	4. Antique	
33	>	186	6,122	10,203	26	3. Capiz	
86	3	852	28,121	46,869	144	2. Iloilo	
45	-	572	18,889	31,481	75	1. Negros Occ.	CSRO#6
132	4	913	30,136	50,226	188	4	TOTAL
19	-1	127	4,188	6,980	31	4. Kalinga-Apayao	
23	_	137	4,506	7,510	39	3. Ifugao-Mt. Province	
48	_	533	17,580	29,300	80	2. Baguio-Benguet	
23	-1	117	3,862	6,436	38	1. Abra	CAR
297	9	1,278	42,181	70,301	476	6	TOTAL
76	2	347	11,461	19102	127	6 Camarines Sur	
21	_	171	5,651	9,418	35	5. Masbate	
91	3	412	13,591	22,652	151	4. Albay	
28	1	84	2,773	4,621	47	3.Catanduanes	
26	1	107	3,515	5,859	44	2.Camarines Norte	
43	1	157	5,189	8,649	72	1.Sorsogon	CSRO#5
(<u>9</u>)	3	(e)	Œ.	(c)	(b)	(a)	
No. of Agencies Covered by EO April	No. of Agencies to be Covered Per Day	No. of Gov't. Personnel to be Covered Per Day (Mar. 14-Apr. 29 or 33 working days)	60% of the Total No. of Gov't. Personnel (to be covered by EO April)	Total No. of Gov't. Personnel	No. of Agencies	Field Office	Regional Office

ARMM 1. Cotabato City 2.Maguindanao 3.Lanao del Sur/		TOTAL	4. Cotabato Prov 5. Sultan Kudara		. 8																
1. Cotabato City 2.Maguindanao 3.Lanao del Sur/Marawi City 4. Tawi. Tawi		5	o Province (udarat 5	olabato ni o Province (udarat 5	o City olabato ini o Province cudarat 5	o City otabato ni o Province (udarat	yriental 5 City olabato ni o Province (udarat 5	el Norte tela Valley Yriental 5 City olabato ni o Province (udarat 5	el Sur el Norte tela Valley irental 5 City olabato ni o Province fudarat 5	el Sur el Sur lel Norte tela Valley riental 5 o City olabato ni o Province (udarat 5	Ity Ity Iel Sur Iel Norte Iel Norte Itela Valley Driental 5 City Olabato oni o Province (udarat 5	el Norte 5 Xity lel Sur lel Norte tela Valley Yriental 5 City olabato ini o Province (udarat 5	Occ. el Norte 5 ity lel Sur lel Norte tela Valley riental 5 City otabato o Province udarat 5	n Occ. el Norte 5 fel Sur lel Sur lel Norte tela Valley Driental 5 City otabato ni o Province fudarat 5	n Occ. el Norte 5 el Sur lel Sur lel Sur lel Sur joiental 5 City otabato ni o Province fudarat 5	Oriental n Occ. el Norte 5 slity lel Sur lel Norte tela Valley Friental 5 5 City otabato o Province udarat 5	Occ. el Norte for Norte fo	Oriental Occ. el Norte fiel Sur lel Sur lel Norte stela Valley Yriental 5 OCity otabato o Province udarat 5	nga del Sur anga City 3 Oriental n Occ. el Norte fla Sur lel Sur lel Norte stela Valley Friental 5 OCity otabato on o Province udarat 5	anga del Norte nga del Sur anga City Oriental Occ. el Norte fla Sur lel Sur lel Norte stela Valley yriental 5 OCity olabato o Province (udarat 5	anga del Norte inga del Sur anga City 3 3 Oriental in OCC. el Norte 15 5 Sity Jriental 5 OCity Oriental o Ocity Oriental o Ocity Oriental o Oriental
3	210	-	33	21 60 33	75 21 60 33	372 75 21 60 33	75 21 33 33	30 37 49 372 75 21 60 33	58 30 37 49 372 75 21 60	198 58 30 37 49 372 75 21 60	415 198 58 30 37 49 372 75 21 60 33	38 415 419 198 58 30 37 49 372 75 21 60 33	60 38 415 198 198 58 30 37 49 372 75 21 60	35 60 38 415 198 58 30 37 49 372 75 21 60	42 35 60 38 415 198 58 30 37 49 372 21 60 33	240 42 42 35 60 38 415 198 58 30 37 49 372 75 21 60	252 240 42 35 60 38 415 198 58 58 30 37 49 372 75 21 60 33	94 252 240 240 42 35 60 38 415 198 58 30 37 49 3772 75 21 60 33	88 94 252 240 240 42 35 60 38 415 198 58 30 37 49 372 75 21 60	70 88 94 252 240 42 35 60 38 415 198 58 39 37 49 372 21 60 33	(b) 70 88 94 252 240 42 35 60 38 415 415 37 49 372 333
28,442 1,933 3,130	53,997	11,550	14,331 11,558	6,000 9,000 14,331 11,558	13,108 6,000 9,000 14,331 11,558	87,899 13,108 6,000 9,000 14,331 11,558	11,085 5,473 87,899 13,108 6,000 9,000 14,331 11,558	9,693 11,085 5,473 87,899 13,108 6,000 9,000 14,331 11,558	9,500 9,693 11,085 5,473 87,899 13,108 6,000 9,000 14,331 11,558	52,148 9,500 9,693 11,085 5,473 87,899 13,108 6,000 9,000 14,331 11,558	71,577 52,148 9,500 9,693 11,085 5,473 87,899 13,108 6,000 9,000 14,331 11,558	15,689 71,577 52,148 9,500 9,693 11,085 5,473 87,899 13,108 6,000 9,000 14,331 11,558	8,686 15,689 71,577 52,148 9,500 9,693 11,085 5,473 87,899 13,108 6,000 9,000 14,331 11,558	14,308 8,686 15,689 71,577 52,148 9,500 9,693 11,085 5,473 87,899 13,108 6,000 9,000 14,331 11,558	1,781 14,308 8,686 15,689 71,577 52,148 9,500 9,693 11,085 5,473 87,899 13,108 6,000 9,000 14,331 11,558	31,113 1,781 14,308 8,686 15,689 71,577 52,148 9,500 9,693 11,085 5,473 87,899 13,108 6,000 9,000 14,331 11,558	48,298 31,113 1,781 14,308 8,686 15,689 71,577 52,148 9,500 9,693 11,085 5,473 87,899 13,108 6,000 9,000 14,331 11,558	17,354 48,298 31,113 31,113 1,781 14,308 8,686 15,689 71,577 52,148 9,500 9,693 11,085 5,473 87,899 13,108 6,000 9,000 14,331 11,558	18,129 17,354 48,298 31,113 31,113 1,781 14,308 8,686 15,689 71,577 52,148 9,500 9,693 11,085 5,473 87,899 87,899 13,108 6,000 9,000 14,331 11,558	12,815 18,129 17,354 48,298 31,113 1,781 14,308 8,686 15,689 71,577 52,148 9,500 9,693 11,085 5,473 87,899 13,108 6,000 9,000 14,331 11,558	12,815 18,129 17,354 48,298 31,113 1,781 14,308 8,686 15,689 71,577 71,577 52,148 9,500 9,693 11,085 5,473 87,899 13,108 6,000 9,000 14,331 11,558
17,065 1,160 1,878	The second secon	32,398	8,599 6,935 32,398	3,600 5,400 8,599 6,935 32,398	7,865 3,600 5,400 8,599 6,935 32,398	52,739 7,865 3,600 5,400 8,599 6,935 32,398	5,651 3,284 52,739 7,865 3,600 5,400 8,599 6,935 32,398	5,816 6,651 3,284 52,739 7,865 3,600 5,400 8,599 6,935 32,398	5,700 5,816 6,651 3,284 52,739 7,865 3,600 5,400 8,599 6,935 32,398	31,289 5,700 5,816 6,651 3,284 52,739 7,865 3,600 5,400 8,599 6,935 32,398	42,946 31,289 5,700 5,816 6,651 3,284 52,739 7,865 3,600 5,400 8,599 6,935 32,398	9,413 42,946 31,289 5,700 5,816 6,651 3,284 52,739 7,865 3,600 5,400 8,599 6,935 32,398	5,212 9,413 42,946 31,289 5,700 5,816 6,651 3,284 52,739 7,865 3,600 5,400 8,599 6,935 32,398	8,585 5,212 9,413 42,946 31,289 5,700 5,816 6,651 3,284 52,739 7,865 3,600 5,400 8,599 6,935 32,398	1,069 8,585 5,212 9,413 42,946 31,289 5,700 5,816 6,651 3,284 52,739 7,865 3,600 5,400 8,599 6,935 32,398	18,668 1,069 8,585 5,212 9,413 42,946 31,289 5,700 5,816 6,651 3,284 52,739 7,865 3,600 5,400 8,599 6,935	28,979 18,668 1,069 8,585 5,212 9,413 42,946 31,289 5,700 5,816 6,651 3,284 52,739 7,865 3,600 5,400 8,599 6,935 32,398	10,412 28,979 18,668 1,069 8,585 5,212 9,413 42,946 31,289 5,700 5,816 6,651 3,284 52,739 7,865 3,600 5,400 8,599 6,935 32,398	10,877 10,412 28,979 18,668 1,069 8,585 5,212 9,413 42,946 31,289 5,700 5,816 6,651 3,284 52,739 7,865 3,600 5,400 8,599 6,935 32,398	7,689 10,877 10,412 28,979 18,668 1,069 8,585 5,212 9,413 42,946 42,946 5,700 5,816 6,651 3,284 52,739 7,865 3,600 5,400 8,599 6,935 32,398	7,689 7,689 10,877 10,412 28,979 18,668 1,069 8,585 5,212 9,413 42,946 31,289 5,700 5,816 6,651 3,284 52,739 7,865 3,600 5,400 8,599 6,935 32,398
517 35 57		982	261 210 982	109 164 261 210 982	238 109 164 261 210 982	1,598 238 109 164 261 270 282	202 1,598 238 109 164 261 210 982	176 202 100 1,598 238 109 164 261 210	173 176 202 100 1,598 238 109 164 261 210	948 173 176 202 100 1,598 238 109 164 261 210	1,301 948 173 176 202 100 1,598 238 109 164 261 210 982	285 1,301 948 948 173 176 202 100 1,598 238 109 164 261 270	158 285 1,301 948 173 176 202 100 1,598 238 109 164 261 210	260 158 285 1,301 948 173 176 202 100 1,598 238 109 164 261 210	32 260 158 285 1,301 948 173 176 202 100 1,598 238 109 164 261 210	566 32 260 158 285 1,301 173 176 202 100 1,598 109 164 261 210	878 566 32 260 158 285 1,301 173 176 202 100 1,598 109 164 261 270 982	316 878 566 32 260 158 285 1,301 173 176 202 100 1,598 109 164 261 210 982	330 316 878 878 566 32 260 158 285 1,301 176 202 100 1,598 109 164 221 238 109 238 109 164 221	233 330 316 878 566 32 260 158 285 1,301 173 176 202 100 1,598 109 164 238 109 164 2210	(e) 233 330 336 878 566 878 566 32 260 158 285 173 176 202 100 1,598 109 164 261 270 982
<u> </u>	5			1						4 4 4 4 4 8		4 4 4 4 4 4 4 4 4 4			4	4	1 0 4 0 4 0	× × × × × × × × × × × × × × × × × × ×	1		3 2 2 3
23	165	J	20 33	33 36 20 33	45 33 36 20 33	264 45 33 36 20 33	22 29 264 45 33 36 20	18 22 29 264 45 33 36 20	35 18 22 29 264 45 33 33 36	119 35 18 22 29 264 45 33 36 20	264 119 35 18 22 29 264 45 33 36 20	23 264 119 35 18 22 29 264 45 33 36 36	36 23 264 119 35 18 22 29 29 264 45 33 36 36	21 36 23 264 119 35 18 22 29 264 45 33 33	25 21 36 23 264 119 35 18 22 29 29 264 45 33 33	144 25 25 21 36 23 264 119 35 18 22 29 29 29 264 45 33 33	151 144 25 21 36 23 264 119 35 18 22 29 29 264 45 33 33	56 151 144 24 25 27 264 119 35 18 22 29 29 264 45 33 33	53 56 151 144 25 25 21 36 264 119 119 29 29 29 29 264 45 33 33	42 53 56 151 144 25 21 36 264 119 35 18 22 29 29 264 45 33 33	(g) 42 53 56 151 144 25 21 36 23 264 119 35 18 229 29 264 45 33 33 36 33 33

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	14	9,447	311,741	519.568	360	14	TOTAL
	-	823	27,160	45,266	15	14. Government. Service \(\) Insurance System/Supreme Court	
+	1	405	13,352	22,253	28	13. Dep't. of Science & Techn.	
	-	562	18,536	30,894	34	12. Social Security System/ Department of Environment & Natural Resources	
	1	1,010	33,330	55,550	10	11.Dep't. of Pub. Works & Hwys.	
	_	335	11,065	18,441	33	10. Office of the President / National Food Authority	
	_	431	14,239	23,732	8	9. Dep't of Int. & Local Gov't.	
	_	863	28,483	47,471	40	Department of Agriculture / Quezon City Government/U.P.	
	_	656	21,641	36,069	21	7. Bureau of Internal Revenue / House of Representatives	•
	_	390	12,880	21,467	29	Bangko Sentral ng Pilipinas / Dept. Foreign Affairs	
		351	11,570	19,284	31	Department of Nat'l Defense	
	1	2,054	67,766	112,944	1	4. Philippine National Police	
	-	478	15,783	26,305	23	Department of Health / Caloocan City Government	
	_	776	25,611	42,685	52	 Rizal Technological University Development Bank of the Philippines 	
	_	313	10,324	17,207	35	National Museum	NCR
+	·	020	47,109	45,281	210	*	וכואר
+	n -	020	3,079	9,465	343	4. Surigao del Sur	L
		198	6,527	10,879	62	3.Surigao del Norte	
	_	181	5,962	9,937	56	2.Agusan del Sur	
	2	273	9,000	15,000	121	1.Agusan del Norte	CARAGA
	(5)	(e)	(d)	(c)	(b)	(a)	
No. of be Agencies r Covered by EO April	No. of Agencies to be Covered Per Day	No. of Gov't. Personnel to be Covered Per Day (Mar. 14-Apr. 29 or 33 working days)	60% of the Total No. of Gov't. Personnel (to be covered by EO April)	Total No. of Gov't. Personnel	No. of Agencies	Field Office	Regional Office



CERTIFICATION

I hereby certify to the best of my kno	wledge that the enclosed
	(state number)
accomplished Personal Data Sheets (PDS) correspo	nd to the total number of personnel for
(Agency Name o	and Region)
and have been checked for completeness of entry.	
	Printed Name & Signature of HRMO
	Date



PDS Summary Form 1, s. 2005 CSC Regional Office

SUMMARY REPORT ON THE SUBMISSION OF PERSONAL DATA SHEETS

CSC Regional L	•	Noted by:													· .	REGION
CSC Regional Director's Name and Signature	•						1						The state of the s	(1)	Field Office	
•												•				
														(2)	Agency	
									-				,	(3)	Number of Personnel	
•										.,				(4)		
	De	Printed Na	Prepared by:											(5)	Number of PDS Submitted	
Date	Designation	Printed Name and Signature			P. C.	, , ,						٠		(6)	Remarks	

<u>}</u>



PDS Summary Form 2, s. 2005 CSC Field Office

SUMMARY REPORT ON THE SUBMISSION OF PERSONAL DATA SHEETS

	Date			CSC Field Officer's Name and Signature	CSC Fie
ition	Designation				
nd Signature	Printed Name and Signature			by:	Noted by:
	Prepared by:	_			
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			The state of the s		
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(5)	(4)	(3)	(2)	(1)	
Remarks	Date Submitted	Number of PDS Submitted	Number of Personnel	Agency	
				REGION :	REGION FIELD OF

 			II. P	ERSC	NNEI	L (OMP	L E	MENT				<u></u>					Instr
D. JOB ORDERS hiring of worker for piece of work or intermittent job or short duration not exceeding six months and pay is on a daily or hourly basis.	C. CONTRACT OF SERVICES including Consultancy engagement of the services of a person, private firm, nor-governmental agency or international organization to undertake a specific work or job requiring special or technical skills not available in the agency to be accomplished within a specific period not exceeding one year.	SUB TOTAL (Career + Non-Career)	Non-Career Executive Secretaries/Officials of cabinet rank who hold their positions at the pleasure of the President; supervisory and executive positions with fixed terms of office (e.g. Chairman and member of Commission and board)	Elective elected positions in the Local Government Units excluding barangey Chairmen and Councilors	Contractual positions with special contract to undertake a specific work or job that are submitted to CSC for approval	Casual emergency and seasonal positions submitted to CSC for approval	Coterminous positions that is subject to the appointing authority's pleasure, or co-existent with his tenure, or limited by the duration of a project or subject to the availability of funds	B. NON-CAREER POSITIONS	Non-Executive Career career positions excluded from the CES with salary grade 25 and above (e.g. Scientists, Professors, Foreign Service Officers, PNP Officers, members of the Judiciary and Prosecution Service); third level positions ir the LGUs	Third Level positions in the Career Executive Service	Second Level professional, technical and scientific positions	First Level clerical, trades, crafts and custodial service positions	A. CAREER POSITIONS		Level / Classification of Positions			Instruction: Please indicate the number of personnel by level and classification of positions in the spaces provided for. D
			3											Male (3+5+7)	(E)	7		ssification of po
														Female (4+6+8)	(2)	Total		sitions in the spa
														Male	(3)	Non-Te	Numbe	aces provided fo
	200 (100 (100 (100 (100 (100 (100 (100 (Female	(4)	Non-Teaching/ Non-Uniformed	ber of	or. Do not fill sh
														Male	(5)	Tea	Personne	o not fill shaded areas.
														Femake	(6)	Teaching	n n e i	
	12 miles													Male	S	(For PNP, B		
121 141	The second secon													Female	(8)	Unitormed (For PNP, BFP & BJMP)		

CERTIFICATION

Printed Name & Signature of HRMO
Printed Name & Signature of HRMO

CSC-IGP Form 2005-1 To be accomplished by the HRMO



CIVIL SERVICE COMMISSION Republic of the Philippines

INVENTORY OF GOVERNMENT PERSONNEL

Reference Period: as of December 31, 2004

To facilitate the collection of complete data on government personnel, the Civil Service Commission requests your cooperation in accomplishing accurately the following form and submit it, duly certified, to the Civil Service Commission Field Office on or before _______, 2005. Thank you very much.

Instruction: Please check (✓) appropriate box or fill up the spaces provided, whichever is applicable.

I. AGENCY DATA: AGENCY: Classification: Appointments Processing: Attached Bureau (pls. specify mother agency) Attached Agency (pls. specify mother agency).

Not Accredited Pls. specify salary grades being processed by agency (e.g. SG 11 to 19).

career service)

Accredited (agency is delegated the authority to take final action on appointments to positions in

the first, second and third levels of the career service as well as to equivalent positions in the non-

ADDRESS:

TELEPHONE NO .:

E-MAIL ADDRESS:

OPA

- 1. Prepare the following materials for the PDS Updating Activities
- Guide on How to Fills Up the PDS New PDS (soft & hard copy)
- CSC IGP Form 2005-1
- CSC PDS Certification Form 1
- PDS Summary Forms 1 & 2
- 2. Prepare monitoring schedule (February)
- 3. Distribute materials on PDS Updating for CSC ROs (March 2)

MONITORING

10

(March 23 - May 4) 1. Prepare status report of retrieval to the Commission based on submitted PDS Summary Form 1 by the CSC ROs

2. Consolidate CSC IGP **Forms**

CSC RO

2

- 1. Reproduce materials for CSC FO orientation (March 4)
- 2. Gather CSC FOs for orientation using HRMIS orientation material. Emphasize the following points: (March 7)
- · Accredited agencies to be included under their FO jurisdiction
- Agencies will reproduce new PDS forms with the following specifications:
- a. Paper thickness 60 gsm minimum (i.e. mimeo, bond paper)
- b. Color of the paper white or off white or beige
- c. Paper size 8 1/2 by 14 inches
- d. Color of ink for printing - black
- e. Document form back to back
- Schedules to be met (as prescribed by OPA)
- . Distribute materials on PDS Updating for CSC FOs (March 7)

CSC FO

AGENCY HRMO

EMPLOYEE

- (March 9 11) 1. Reproduce materials for HRMO orientation
- 2. Prepare timetable of orientation and retrieval of PDS consistent with prescribed schedule from OPA
- 3. Gather HRMOs for orientation using HRMIS orientation material. Emphasize:
- · Schedule to be met
- · Agencies will reproduce new PDS form with said specifications
- . Employees can use the old PDS as reference in filling up new PDS. If old PDS is not available in agency, CSC FO shall provide existing copy
- · HRMOs will fill up new PDS for employees who are currently on scholarship, training or leave
- 4. Distribute existing PDS to agencies during orientation

- (March 14 29) 1. Reproduce new PDS
- 2. Pull-out existing PDS of employees to be distributed in orientation. If old PDS is not available, ask CSC FO to provide existing copy
- 3. Orient employees on PDS updating using HRMIS orientation material and Guide to fill up the PDS
- 4. Distribute new PDS form to all employees and available old PDS for employee reference

(March 14 - 29) 1. Fill up new revised PDS form using old PDS as reference to make necessáry updates

- (March 14 29) 1. Submit accomplished PDS to HRMO
- 2. Ensure completeness of entries in the PDS

MONITORING

(March 22 - May 3)

- 1. Prepare and submit weekly PDS Summary Form 1 to OPA
- 2. Submit a copy of the accomplished CSC IGP Forms to OPA

MONITORING

(March 15 - May 2) 1. Base on schedule set retrieve the following from the agencies:

- Accomplished PDS
- CSC-PDS Certification Form 1
- IGP Form 2005-1
- 2. Prepare weekly Summary Reports on retrieved PDS using PDS Summary Form 2 and submit to CSC RO (March 21 - May 2)
- 3. Store accomplished PDS in a secure place until instructions for PDS scanning are received.

(March 14 - 29) 1. Check completeness of submitted PDS

- ✓ picture
- ✓ signature
- ✓ thumbmark
- ✓ name on every page
- 2. Prepare CSC PDS Certification Form 1
- 3. Submit accomplished PDS, PDS Certification Form and CSC IGP Form to CSC FO following schedule