



MC No. 08, 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 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



Updating of the Personal Data Sheet  
Using the Revised CS Form 212

X-----X

**RESOLUTION NO. 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;

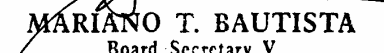
**WHEREAS**, the data capture process warrants a preliminary updating of the PDS to ensure that accurate information will be encoded;

**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:

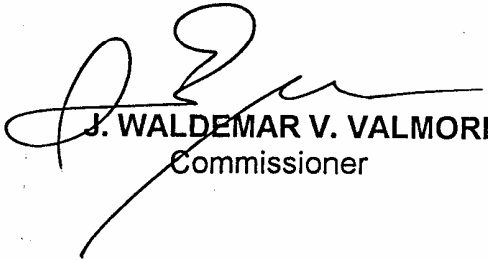
  
**MARIANO T. BAUTISTA**  
Board Secretary V  
Commission Secretariat & Liaison Office

**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 16 2005



**KARINA CONSTANTINO-DAVID**  
Chair

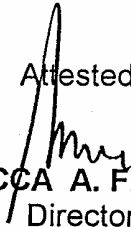


**J. WALDEMAR V. VALMORES**  
Commissioner



**CESAR D. BUENAFLOR**  
Commissioner

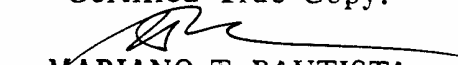
Attested by:



**REBECCA A. FERNANDEZ**  
Director IV

Opa/rsd

Certified True Copy:



**MARIANO T. BAUTISTA**  
Board Secretary V  
Commission Secretariat & Liaison Office

# PERSONAL DATA SHEET

Print legibly. Mark appropriate boxes  with "✓" and use separate sheet if necessary.

1. CS ID No. \_\_\_\_\_

(to be filled up by CSC)

## I. PERSONAL INFORMATION

|                               |   |                         |                                   |
|-------------------------------|---|-------------------------|-----------------------------------|
| 2. SURNAME                    |   |                         |                                   |
| FIRST NAME                    |   |                         |                                   |
| MIDDLE NAME                   |   |                         | 3. NAME EXTENSION (e.g. Jr., Sr.) |
| 4. DATE OF BIRTH (mm/dd/yyyy) | / /   | 16. RESIDENTIAL ADDRESS |                                   |
| 5. PLACE OF BIRTH             |   |                         |                                   |
| 6. SEX                        | <input type="checkbox"/> Male <input type="checkbox"/> Female   |                         |                                   |
| 7. CIVIL STATUS               | <input type="checkbox"/> Single <input type="checkbox"/> Widowed<br><input type="checkbox"/> Married <input type="checkbox"/> Separated<br><input type="checkbox"/> Annulled <input type="checkbox"/> Others, specify _____ |                         |                                   |
| 8. CITIZENSHIP                |   |                         |                                   |
| 9. HEIGHT (m)                 |   |                         |                                   |
| 10. WEIGHT (kg)               |   |                         |                                   |
| 11. BLOOD TYPE                |   |                         |                                   |
| 12. GSIS ID NO.               |   |                         |                                   |
| 13. PAG-IBIG ID NO.           |   |                         |                                   |
| 14. PHILHEALTH NO.            |   |                         |                                   |
| 15. SSS NO.                   |   |                         |                                   |
|                               | ZIP CODE  |                         | 17. TELEPHONE NO.                 |
|                               | ZIP CODE  |                         | 18. PERMANENT ADDRESS             |
|                               | ZIP CODE  |                         | 19. TELEPHONE NO.                 |
|                               | 20. E-MAIL ADDRESS (if any)   |                         |                                   |
|                               | 21. CELLPHONE NO. (if any)  |                         |                                   |
|                               | 22. AGENCY EMPLOYEE NO.   |                         |                                   |
|                               | 23. TIN   |                         |                                   |

## II. FAMILY BACKGROUND

|   |  |  |                            |
|---|--|--|----------------------------|
| 24. SPOUSE'S SURNAME                      |  | 25. NAME OF CHILD (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME                                |  |  | / /                        |
| MIDDLE NAME                               |  |  | / /                        |
| OCCUPATION                                |  |  | / /                        |
| EMPLOYER/BUS. NAME                        |  |  | / /                        |
| BUSINESS ADDRESS                          |  |  | / /                        |
| TELEPHONE NO.                             |  |  | / /                        |
| (Continue on separate sheet if necessary) |  |  | / /                        |
| 26. FATHER'S SURNAME                      |  |  | / /                        |
| FIRST NAME                                |  |  | / /                        |
| MIDDLE NAME                               |  |  | / /                        |
| 27. MOTHER'S MAIDEN NAME                  |  |  | / /                        |
| SURNAME                                   |  |  | / /                        |
| FIRST NAME                                |  |  | / /                        |
| MIDDLE NAME                               |  |  | / /                        |
| (Continue on separate sheet if necessary) |  |  |                            |

## III. EDUCATIONAL BACKGROUND

| 28. LEVEL                    | NAME OF SCHOOL<br>(Write in full) | DEGREE COURSE<br>(Write in full) | YEAR GRADUATED<br>(if graduated) | HIGHEST GRADE/<br>LEVEL/<br>UNITS EARNED<br>(if not graduated) | INCLUSIVE DATES OF ATTENDANCE |    | SCHOLARSHIP/<br>ACADEMIC HONORS<br>RECEIVED |
|------------------------------|-----------------------------------|----------------------------------|----------------------------------|--|-------------------------------|----|---|
|                              |                                   |                                  |                                  |  | From                          | To |   |
| ELEMENTARY                   |                                   |                                  |                                  |  |                               |    |   |
| SECONDARY                    |                                   |                                  |                                  |  |                               |    |   |
| VOCATIONAL /<br>TRADE COURSE |                                   |                                  |                                  |  |                               |    |   |
| COLLEGE                      |                                   |                                  |                                  |  |                               |    |   |
| GRADUATE STUDIES             |                                   |                                  |                                  |  |                               |    |   |

(Continue on separate sheet if necessary)



|  |   |
|--|---|
| <p><b>36. Are you related by consanguinity or affinity to any of the following :</b></p> <p>a. Within the third degree (for National Government Employees).<br/>appointing authority, recommending authority, chief of office/bureau/department or person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed?</p> <p>b. Within the fourth degree (for Local Government Employees):<br/>appointing authority or recommending authority where you will be appointed?</p> | <p><input type="checkbox"/> YES <input type="checkbox"/> NO<br/>If YES, give details:<br/>_____<br/>_____</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO<br/>If YES, give details:<br/>_____<br/>_____</p>   |
| <p><b>37 a. Have you ever been formally charged?</b></p> <p><b>b. Have you ever been guilty of any administrative offense?</b></p>   | <p><input type="checkbox"/> YES <input type="checkbox"/> NO<br/>If YES, give details:<br/>_____<br/>_____</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO<br/>If YES, give details:<br/>_____<br/>_____</p>   |
| <p><b>38. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</b></p>   | <p><input type="checkbox"/> YES <input type="checkbox"/> NO<br/>If YES, give details:<br/>_____<br/>_____</p>   |
| <p><b>39. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract, AWOL or phased out, in the public or private sector?</b></p>   | <p><input type="checkbox"/> YES <input type="checkbox"/> NO<br/>If YES, give details:<br/>_____<br/>_____</p>   |
| <p><b>40. Have you ever been a candidate in a national or local election (except Barangay election)?</b></p>   | <p><input type="checkbox"/> YES <input type="checkbox"/> NO<br/>If YES, give details:<br/>_____<br/>_____</p>   |
| <p><b>41. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:</b></p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you differently abled?</p> <p>c. Are you a solo parent?</p>   | <p><input type="checkbox"/> YES <input type="checkbox"/> NO<br/>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO<br/>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO<br/>If YES, please specify: _____</p> |

|   |                               |           |     |                        |  |                                 |                   |   |
|---|-------------------------------|-----------|-----|------------------------|--|---------------------------------|-------------------|---|
| <b>42. REFERENCES (Person not related by consanguinity or affinity to applicant / appointee)</b>  |                               |           |     |                        |  |                                 |                   |   |
| NAME  | ADDRESS                       | TEL. NO.  |     |                        |  |                                 |                   |   |
|   |                               |           |     |                        |  |                                 |                   |   |
|   |                               |           |     |                        |  |                                 |                   |   |
|   |                               |           |     |                        |  |                                 |                   |   |
| <p><b>43. I declare under oath that this Personal Data Sheet has been accomplished by me, and is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines.</b></p> <p>I also authorize the agency head / authorized representative to verify / validate the contents stated herein. I trust that this information shall remain confidential.</p> |                               |           |     |                        |  |                                 |                   |   |
| <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="text-align:center;">COMMUNITY TAX CERTIFICATE NO.</td></tr> <tr><td style="text-align:center;">ISSUED AT</td></tr> <tr><td style="text-align:center;">/ /</td></tr> <tr><td style="text-align:center;">ISSUED ON (mm/dd/yyyy)</td></tr> </table>   | COMMUNITY TAX CERTIFICATE NO. | ISSUED AT | / / | ISSUED ON (mm/dd/yyyy) | <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="text-align:center;">SIGNATURE (Sign inside the box)</td></tr> <tr><td style="text-align:center;">DATE ACCOMPLISHED</td></tr> </table> | SIGNATURE (Sign inside the box) | DATE ACCOMPLISHED | <div style="border: 1px solid black; padding: 5px; text-align:center;"> <p>ID picture taken within the last 6 months<br/>3.5 cm. X 4.5 cm<br/>(passport size)</p> <p>Computer generated or xerox copy of picture is not acceptable</p> <p>PHOTO</p> </div> <div style="border: 1px solid black; height: 80px; width:100%; margin-top: 10px;"></div> <p style="text-align:center;">RIGHT THUMBMARK</p> |
| COMMUNITY TAX CERTIFICATE NO.   |                               |           |     |                        |  |                                 |                   |   |
| ISSUED AT   |                               |           |     |                        |  |                                 |                   |   |
| / /   |                               |           |     |                        |  |                                 |                   |   |
| ISSUED ON (mm/dd/yyyy)  |                               |           |     |                        |  |                                 |                   |   |
| SIGNATURE (Sign inside the box)   |                               |           |     |                        |  |                                 |                   |   |
| DATE ACCOMPLISHED   |                               |           |     |                        |  |                                 |                   |   |



- 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.

## **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 |
|---|--------------------|
| <b>PREPARATORY ACTIVITY</b>   |                    |
| <input type="checkbox"/> OPA will prepare the following materials for the PDS updating activities <ul style="list-style-type: none"> <li>• HRMIS orientation material</li> <li>• guide on how to fill up the PDS</li> <li>• new PDS form (soft and hard copy)</li> <li>• CSC-IGP Form 2005-1 (for IGP purposes and to be filled up by the HRMO)</li> <li>• certification by HRMO (CSC-PDS Certification Form 1), and</li> <li>• PDS Summary Forms 1 and 2.</li> </ul> | February, 2005     |
| <input type="checkbox"/> OPA will prepare monitoring schedule   | February, 2005     |
| <input type="checkbox"/> OPA will distribute materials on PDS updating for CSCROs   | March 2, 2005      |
| <b>CSCRO ORIENTATION OF CSCFO</b>   |                    |
| <input type="checkbox"/> CSCRO will reproduce materials for CSCFO orientation   | March 4, 2005      |
| <input type="checkbox"/> CSCRO will gather CSCFOs for orientation on HRMIS and PDS updating using the HRMIS orientation and PDS updating materials. Emphasize the following: <ul style="list-style-type: none"> <li>• Accredited agencies are to be included under the CSCFO jurisdiction</li> </ul>  | March 7, 2005      |

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Agencies will reproduce new PDS forms with the following specifications: <ul style="list-style-type: none"> <li>○ Paper thickness – 60 gsm minimum (i.e. mimeo, bond paper)</li> <li>○ Color of the paper – white or off-white or beige</li> <li>○ Paper size – 8 1/2 by 14 inches</li> <li>○ Color of ink for printing – black</li> <li>○ Document form – back to back</li> </ul> </li> <li>• Schedules to meet as prescribed by OPA</li> </ul> <p><input type="checkbox"/> CSCRO will distribute materials on PDS updating during the orientation of CSCFOs.</p>  | <p style="text-align: center;">March 7, 2005</p>       |
| <p><b>CSCFO ORIENTATION OF AGENCY HRMO</b></p> <p><input type="checkbox"/> CSCFO will reproduce materials for HRMO orientation</p> <p><input type="checkbox"/> CSCFO will prepare timetable of HRMO orientation and retrieval of new PDS consistent with the schedule prescribed by OPA</p> <p><input type="checkbox"/> CSCFO will gather HRMOs for orientation on HRMIS and PDS updating using the HRMIS orientation and PDS updating materials. Emphasize the following:</p> <ul style="list-style-type: none"> <li>• HRMO will fill up the PDS of employees who are currently on scholarship, training or leave</li> <li>• Schedules to be met</li> <li>• Agencies' reproduction of new PDS form with the following specifications: <ul style="list-style-type: none"> <li>○ Paper thickness – 60 gsm minimum (i.e. mimeo, bond paper)</li> </ul> </li> </ul> | <p style="text-align: center;">March 9 – 11 , 2005</p> |

|  |                                  |
|--|----------------------------------|
| <ul style="list-style-type: none"> <li>○ Color of the paper – white or off-white or beige</li> <li>○ Paper size – 8 1/2 by 14 inches</li> <li>○ Color of ink for printing – black</li> <li>○ Document form – back to back</li> </ul> <ul style="list-style-type: none"> <li>● 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.</li> </ul>   |                                  |
| <p><b>HRMO ORIENTATION OF EMPLOYEES</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> HRMO will reproduce the new PDS form.</li> <li><input type="checkbox"/> HRMO will pull out existing PDS form of employees</li> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> HRMO will distribute new PDS form and existing PDS forms to employees</li> </ul> | <p>March 14 – April 29, 2005</p> |
| <p><b>EMPLOYEES UPDATING OF PDS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Employee will fill up new PDS form</li> <li><input type="checkbox"/> Employee will use old PDS as reference to make necessary updates</li> <li><input type="checkbox"/> Employee will ensure completeness of entries in the PDS</li> <li><input type="checkbox"/> Employee will write his/her name at the lower right end of every page of the PDS.</li> <li><input type="checkbox"/> Employee will submit accomplished PDS</li> </ul>         | <p>March 14 – April 29, 2005</p> |

|  |   |
|--|---|
| to HRMO  |   |
| <p><b>HRMO's PDS RETRIEVAL FROM THE EMPLOYEES</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> HRMO will check completeness of submitted PDS as to <ul style="list-style-type: none"> <li>• Picture</li> <li>• Signature</li> <li>• Thumbmark</li> <li>• Name on every page of the PDS</li> <li>• N/A entry for not applicable items</li> </ul> </li> <li><input type="checkbox"/> HRMO will submit accomplished PDS, certification and IGP report to CSCFO following the set schedule.</li> </ul>  | <p>March 14 – April 29, 2005</p>  |
| <p><b>CSCFO's PDS RETRIEVAL FROM HRMO</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Based on schedule set, CSCFO will retrieve from the Agency the following: <ul style="list-style-type: none"> <li>• Accomplished PDS</li> <li>• CSC PDS Certification Form 1</li> <li>• CSC-IGP Form 2005-1</li> </ul> </li> <li><input type="checkbox"/> CSCFO will prepare summary report on retrieved PDS using CSC-PDS Summary Form 2.</li> <li><input type="checkbox"/> CSCFO will submit to CSCRO <ul style="list-style-type: none"> <li>• CSC-PDS Summary Form 2</li> <li>• CSC-IGP Form 2005-1</li> </ul> </li> <li><input type="checkbox"/> CSCFO will store retrieved PDS in a secure place until instructions for PDS scanning are received</li> </ul> | <p>March 15 – May 2, 2005</p> <p>March 21, 2005<br/> March 28, 2005<br/> April 4, 2005<br/> April 11, 2005<br/> April 18, 2005<br/> April 25, 2005<br/> May 2, 2005</p> |

|   |   |
|---|---|
| <p><b>CSCRO REPORT SUBMISSION</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> CSCRO will prepare weekly status report on retrieved PDS using CSC-PDS Summary Form 1</li> <li><input type="checkbox"/> CSCRO will submit to OPA <ul style="list-style-type: none"> <li>• CSC-PDS Summary Form 1 (on a weekly basis)</li> <li>• Copy of CSC-IGP Form 2005-1 collected by CSCFO from HRMO</li> </ul> </li> </ul> | <p>March 22, 2005<br/> March 29, 2005<br/> April 5, 2005<br/> April 12, 2005<br/> April 19, 2005<br/> April 26, 2005<br/> May 3, 2005</p> |
| <p><b>OPA MONITORING</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> OPA will monitor the PDS retrieval through the CSC-PDS Summary Form 1 submitted weekly by the CSCRO.</li> <li><input type="checkbox"/> OPA will prepare status report on PDS retrieval and submit the same to the Commission</li> </ul>  | <p>March 23, 2005<br/> March 30, 2005<br/> April 6, 2005<br/> April 13, 2005<br/> April 20, 2005<br/> April 27, 2005<br/> May 4, 2005</p> |

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**

| (a)<br>Regional Office | (b)<br>Field Office          | (c)<br>Total No. of Agencies | (d)<br>No. of Agencies to be Covered Per Day | No. of Agencies to have Submitted PDS on a Weekly Basis |             |                  |           |             |             |             | (f)<br>No. of Agencies Covered by EO April |
|------------------------|------------------------------|------------------------------|--|---|-------------|------------------|-----------|-------------|-------------|-------------|--|
|                        |                              |                              |  | Week 1  | Week 2      | Week 3           | Week 4    | Week 5      | Week 6      | Week 7      |  |
|                        |                              |                              |  | March 14-18   | March 21-23 | March 28-April 1 | April 4-8 | April 11-15 | April 18-22 | April 25-28 |  |
| <b>CSRO#1</b>          | 1. La Union                  | 127                          | 2  | 12  | 7           | 12               | 12        | 12          | 12          | 11          | 76   |
|                        | 2. Urdaneta City, Pangasinan | 54                           | 1  | 5   | 3           | 5                | 5         | 5           | 5           | 5           | 33   |
|                        | 3. Ilocos Sur                | 131                          | 2  | 14  | 7           | 12               | 12        | 12          | 12          | 12          | 81   |
|                        | 4. Ilocos Norte              | 71                           | 1  | 8   | 4           | 6                | 6         | 6           | 6           | 5           | 43   |
|                        | 5. Lingayen, Pangasinan      | 53                           | 1  | 6   | 3           | 5                | 5         | 5           | 5           | 4           | 32   |
| <b>TOTAL</b>           |                              | <b>436</b>                   | <b>7</b>                                     | <b>44</b>   | <b>24</b>   | <b>40</b>        | <b>40</b> | <b>40</b>   | <b>40</b>   | <b>37</b>   | <b>262</b>                                 |
| <b>CSRO#2</b>          | 1. Cagayan-Batanes           | 124                          | 2  | 11  | 7           | 11               | 11        | 11          | 11          | 11          | 74   |
|                        | 3. Isabela                   | 71                           | 1  | 6   | 5           | 6                | 6         | 6           | 6           | 6           | 43   |
|                        | 4. Quirino-Nueva Viscaya     | 60                           | 1  | 5   | 3           | 5                | 5         | 5           | 5           | 5           | 36   |
|                        | <b>TOTAL</b>                 |                              | <b>255</b>                                   | <b>4</b>  | <b>23</b>   | <b>15</b>        | <b>23</b> | <b>23</b>   | <b>23</b>   | <b>23</b>   | <b>22</b>                                  |
| <b>CSRO#3</b>          | 1. Aurora                    | 15                           | 1  | 4   | 3           | 4                | 4         | 4           | 4           | 4           | 15   |
|                        | 2. Bataan                    | 26                           | 1  | 5   | 4           | 5                | 4         | 4           | 4           | 4           | 26   |
|                        | 3. Bulacan                   | 49                           | 1  | 5   | 3           | 4                | 4         | 4           | 4           | 4           | 29   |
|                        | 4. Nueva Ecija               | 58                           | 1  | 5   | 3           | 5                | 5         | 5           | 5           | 5           | 34   |
|                        | 5. Pampanga                  | 64                           | 1  | 6   | 3           | 6                | 6         | 6           | 6           | 6           | 38   |
|                        | 6. Tarlac                    | 34                           | 1  | 4   | 2           | 3                | 3         | 3           | 3           | 3           | 20   |
|                        | 7. Zambales                  | 30                           | 1  | 3   | 2           | 3                | 3         | 3           | 3           | 3           | 18   |
| <b>TOTAL</b>           |                              | <b>276</b>                   | <b>7</b>                                     | <b>32</b>   | <b>20</b>   | <b>30</b>        | <b>29</b> | <b>25</b>   | <b>25</b>   | <b>18</b>   | <b>182</b>                                 |
| <b>CSRO#4</b>          | 1. Batangas                  | 59                           | 1  | 5   | 3           | 5                | 5         | 5           | 5           | 5           | 35   |
|                        | 2. Cavite                    | 38                           | 1  | 4   | 2           | 3                | 3         | 3           | 3           | 3           | 23   |
|                        | 3. Laguna                    | 48                           | 1  | 5   | 3           | 4                | 4         | 4           | 4           | 4           | 29   |
|                        | 4. Quezon                    | 50                           | 1  | 5   | 3           | 5                | 5         | 5           | 5           | 5           | 30   |
|                        | 5. Rizal                     | 54                           | 1  | 6   | 3           | 5                | 5         | 5           | 5           | 5           | 32   |
|                        | 6. Marinduque                | 9                            | 1  | 6   | 3           | 5                | 4         | 4           | 4           | 4           | 9  |
|                        | 7. Occ. Mindoro              | 17                           | 1  | 5   | 3           | 4                | 4         | 4           | 4           | 4           | 17   |
|                        | 8. Oriental Mindoro          | 16                           | 1  | 5   | 3           | 4                | 4         | 4           | 4           | 4           | 16   |
|                        | 9. Palawan                   | 32                           | 1  | 3   | 2           | 3                | 3         | 3           | 3           | 3           | 19   |
|                        | 10. Romblon                  | 25                           | 1  | 6   | 3           | 6                | 5         | 5           | 5           | 5           | 25   |
| <b>TOTAL</b>           |                              | <b>348</b>                   | <b>10</b>                                    | <b>51</b>   | <b>27</b>   | <b>41</b>        | <b>39</b> | <b>31</b>   | <b>26</b>   | <b>22</b>   | <b>236</b>                                 |

| Regional Office | Field Office           | Total No. of Agencies | No. of Agencies to be Covered Per Day | No. of Agencies to have Submitted PDS on a Weekly Basis |             |                  |           |             |             |             | No. of Agencies Covered by EO April |            |
|-----------------|------------------------|-----------------------|---------------------------------------|---|-------------|------------------|-----------|-------------|-------------|-------------|-------------------------------------|------------|
|                 |                        |                       |                                       | Week 1  | Week 2      | Week 3           | Week 4    | Week 5      | Week 6      | Week 7      |                                     |            |
|                 |                        |                       |                                       | March 14-18   | March 21-23 | March 28-April 1 | April 4-8 | April 11-15 | April 18-22 | April 25-28 |                                     |            |
| (a)             | (b)                    | (c)                   | (d)                                   | (e)   |             |                  |           |             |             |             | (f)                                 |            |
| CSRO#5          | 1. Sorsogon            | 72                    | 1                                     | 7   | 4           | 7                | 7         | 7           | 7           | 7           | 6                                   | 43         |
|                 | 2. Camarines Norte     | 44                    | 1                                     | 4   | 2           | 4                | 4         | 4           | 4           | 4           | 3                                   | 26         |
|                 | 3. Catanduanes         | 47                    | 1                                     | 4   | 3           | 4                | 4         | 4           | 4           | 4           | 4                                   | 28         |
|                 | 4. Albay               | 151                   | 3                                     | 15  | 8           | 15               | 14        | 13          | 13          | 13          | 13                                  | 91         |
|                 | 5. Masbate             | 35                    | 1                                     | 4   | 2           | 3                | 3         | 3           | 3           | 3           | 3                                   | 21         |
|                 | 6. Camarines Sur       | 127                   | 2                                     | 12  | 7           | 12               | 12        | 12          | 12          | 12          | 11                                  | 76         |
| <b>TOTAL</b>    | <b>6</b>               | <b>476</b>            | <b>9</b>                              | <b>45</b>   | <b>26</b>   | <b>45</b>        | <b>44</b> | <b>43</b>   | <b>43</b>   | <b>43</b>   | <b>40</b>                           | <b>286</b> |
| CAR             | 1. Abra                | 38                    | 1                                     | 4   | 2           | 3                | 3         | 3           | 3           | 3           | 3                                   | 23         |
|                 | 2. Baguio-Benguet      | 80                    | 1                                     | 7   | 4           | 7                | 7         | 7           | 7           | 7           | 7                                   | 48         |
|                 | 3. Itugao-Mt. Province | 39                    | 1                                     | 4   | 2           | 4                | 4         | 4           | 4           | 4           | 3                                   | 23         |
|                 | 4. Kalinga-Apayao      | 31                    | 1                                     | 3   | 2           | 3                | 3         | 3           | 3           | 3           | 3                                   | 19         |
| <b>TOTAL</b>    | <b>4</b>               | <b>188</b>            | <b>4</b>                              | <b>18</b>   | <b>10</b>   | <b>17</b>        | <b>17</b> | <b>17</b>   | <b>17</b>   | <b>17</b>   | <b>16</b>                           | <b>113</b> |
| CSRO#6          | 1. Negros Occ.         | 75                    | 1                                     | 7   | 4           | 7                | 7         | 7           | 7           | 7           | 7                                   | 45         |
|                 | 2. Iloilo              | 144                   | 3                                     | 13  | 8           | 13               | 13        | 13          | 13          | 13          | 13                                  | 86         |
|                 | 3. Capiz               | 26                    | 1                                     | 5   | 3           | 5                | 5         | 5           | 5           | 5           | 3                                   | 26         |
|                 | 4. Antique             | 31                    | 1                                     | 3   | 2           | 3                | 3         | 3           | 3           | 3           | 3                                   | 19         |
|                 | 5. Aklan               | 29                    | 1                                     | 3   | 2           | 3                | 3         | 3           | 3           | 3           | 3                                   | 17         |
|                 | 6. Guimaras            | 10                    | 1                                     | 5   | 3           | 2                | 2         | 3           | 3           | 3           | 3                                   | 10         |
| <b>TOTAL</b>    | <b>6</b>               | <b>315</b>            | <b>8</b>                              | <b>35</b>   | <b>21</b>   | <b>32</b>        | <b>30</b> | <b>30</b>   | <b>30</b>   | <b>28</b>   | <b>25</b>                           | <b>203</b> |
| CSRO#7          | 1. Cebu North & South  | 125                   | 2                                     | 11  | 7           | 11               | 11        | 11          | 11          | 11          | 11                                  | 75         |
|                 | 2. Negros Oriental     | 43                    | 1                                     | 4   | 2           | 4                | 4         | 4           | 4           | 4           | 4                                   | 26         |
|                 | 3. Siquilor            | 14                    | 1                                     | 4   | 3           | 4                | 3         | 3           | 3           | 3           | 3                                   | 14         |
|                 | 4. Bohol               | 60                    | 1                                     | 5   | 3           | 5                | 5         | 5           | 5           | 5           | 5                                   | 36         |
| <b>TOTAL</b>    | <b>4</b>               | <b>242</b>            | <b>5</b>                              | <b>25</b>   | <b>15</b>   | <b>25</b>        | <b>24</b> | <b>21</b>   | <b>21</b>   | <b>21</b>   | <b>20</b>                           | <b>151</b> |
| CSRO#8          | 1. Leyte               | 93                    | 2                                     | 9   | 5           | 8                | 8         | 8           | 8           | 8           | 8                                   | 56         |
|                 | 2. Southern Leyte      | 36                    | 1                                     | 4   | 2           | 3                | 3         | 3           | 3           | 3           | 3                                   | 22         |
|                 | 3. Samar (Catbalogan)  | 65                    | 1                                     | 6   | 4           | 6                | 6         | 6           | 6           | 6           | 6                                   | 38         |
|                 | 4. Northern Samar      | 77                    | 1                                     | 7   | 4           | 7                | 7         | 7           | 7           | 7           | 7                                   | 46         |
|                 | 5. Eastern Samar       | 31                    | 1                                     | 3   | 2           | 3                | 3         | 3           | 3           | 3           | 3                                   | 19         |
|                 | 6. Biliran             | 24                    | 1                                     | 5   | 3           | 5                | 4         | 4           | 4           | 4           | 3                                   | 24         |
| <b>TOTAL</b>    | <b>6</b>               | <b>326</b>            | <b>7</b>                              | <b>34</b>   | <b>19</b>   | <b>32</b>        | <b>31</b> | <b>31</b>   | <b>31</b>   | <b>30</b>   | <b>26</b>                           | <b>205</b> |
| CSRO#9          | 1. Zamboanga del Norte | 70                    | 1                                     | 6   | 4           | 6                | 6         | 6           | 6           | 6           | 6                                   | 42         |
|                 | 2. Zamboanga del Sur   | 88                    | 2                                     | 8   | 5           | 8                | 8         | 8           | 8           | 8           | 8                                   | 53         |
|                 | 3. Zamboanga City      | 94                    | 2                                     | 9   | 5           | 9                | 9         | 9           | 9           | 9           | 8                                   | 56         |

| Regional Office | Field Office                 | Total No. of Agencies | No. of Agencies to be Covered Per Day | No. of Agencies to have Submitted PDS on a Weekly Basis |             |                  |           |             |             |             | No. of Agencies Covered by EO April |
|-----------------|------------------------------|-----------------------|---------------------------------------|---|-------------|------------------|-----------|-------------|-------------|-------------|-------------------------------------|
|                 |                              |                       |                                       | Week 1  | Week 2      | Week 3           | Week 4    | Week 5      | Week 6      | Week 7      |                                     |
|                 |                              |                       |                                       | March 14-18   | March 21-23 | March 28-April 1 | April 4-8 | April 11-15 | April 18-22 | April 25-28 |                                     |
| (a)             | (b)                          | (c)                   | (d)                                   | (e)   |             |                  |           |             |             |             | (f)                                 |
| TOTAL           | 3                            | 252                   | 5                                     | 23  | 14          | 23               | 23        | 23          | 23          | 22          | 151                                 |
| CSRO#10         | 1. Misamis Oriental          | 240                   | 4                                     | 22  | 13          | 22               | 22        | 22          | 22          | 22          | 144                                 |
|                 | 2. Camiguin                  | 42                    | 1                                     | 4   | 2           | 4                | 4         | 4           | 4           | 4           | 25                                  |
|                 | 3. Bukidnon                  | 35                    | 1                                     | 4   | 2           | 3                | 3         | 3           | 3           | 3           | 21                                  |
|                 | 4. Misamis Occ.              | 60                    | 1                                     | 5   | 3           | 5                | 5         | 5           | 5           | 5           | 36                                  |
|                 | 5. Lanao del Norte           | 38                    | 1                                     | 4   | 2           | 3                | 3         | 3           | 3           | 3           | 23                                  |
| TOTAL           | 5                            | 415                   | 8                                     | 39  | 23          | 38               | 38        | 38          | 38          | 36          | 249                                 |
| CSRO#11 est.    | 1. Davao City                | 198                   | 4                                     | 18  | 11          | 18               | 18        | 18          | 18          | 18          | 119                                 |
|                 | 2. Davao del Sur             | 58                    | 1                                     | 5   | 3           | 5                | 5         | 5           | 5           | 5           | 35                                  |
|                 | 3. Davao del Norte           | 30                    | 1                                     | 3   | 2           | 3                | 3         | 3           | 3           | 3           | 18                                  |
|                 | 4. Compostela Valley         | 37                    | 1                                     | 3   | 2           | 3                | 3         | 3           | 3           | 3           | 22                                  |
|                 | 5. Davao Oriental            | 49                    | 1                                     | 5   | 3           | 4                | 4         | 4           | 4           | 4           | 29                                  |
| TOTAL           | 5                            | 372                   | 8                                     | 35  | 20          | 34               | 34        | 34          | 34          | 34          | 223                                 |
| CSRO#12 est.    | 1. Cotabato City             | 75                    | 1                                     | 7   | 4           | 7                | 7         | 7           | 7           | 7           | 44                                  |
|                 | 2. South Cotabato            | 21                    | 1                                     | 5   | 3           | 5                | 5         | 5           | 5           | 5           | 21                                  |
|                 | 3. Sarangani                 | 60                    | 1                                     | 5   | 3           | 5                | 5         | 5           | 5           | 5           | 36                                  |
|                 | 4. Cotabato Province         | 33                    | 1                                     | 3   | 2           | 3                | 3         | 3           | 3           | 3           | 20                                  |
|                 | 5. Sultan Kudarat            | 21                    | 1                                     | 5   | 3           | 5                | 5         | 5           | 5           | 5           | 21                                  |
| TOTAL           | 5                            | 210                   | 5                                     | 25  | 15          | 25               | 25        | 25          | 21          | 15          | 143                                 |
| ARMM            | 1. Cotabato City             | 39                    | 1                                     | 4   | 2           | 4                | 4         | 4           | 4           | 4           | 23                                  |
|                 | 2. Maguindanao               | 28                    | 1                                     | 3   | 2           | 3                | 3         | 3           | 3           | 3           | 17                                  |
|                 | 3. Lanao del Sur/Marawi City | 43                    | 1                                     | 4   | 2           | 4                | 4         | 4           | 4           | 4           | 26                                  |
|                 | 4. Tawi-Tawi                 | 14                    | 1                                     | 4   | 3           | 4                | 3         |             |             |             | 14                                  |
|                 | 5. Sulu/Basilan              | 56                    | 1                                     | 5   | 3           | 5                | 5         | 5           | 5           | 5           | 34                                  |
| TOTAL           | 5                            | 180                   | 5                                     | 19  | 12          | 19               | 18        | 15          | 15          | 15          | 114                                 |
| CARAGA          | 1. Agusan del Norte          | 121                   | 2                                     | 11  | 7           | 11               | 11        | 11          | 11          | 11          | 73                                  |
|                 | 2. Agusan del Sur            | 56                    | 1                                     | 5   | 3           | 5                | 5         | 5           | 5           | 5           | 34                                  |
|                 | 3. Surigao del Norte         | 62                    | 1                                     | 6   | 3           | 6                | 6         | 6           | 6           | 6           | 37                                  |
|                 | 4. Surigao del Sur           | 73                    | 1                                     | 7   | 4           | 7                | 7         | 7           | 7           | 7           | 44                                  |
| TOTAL           | 4                            | 312                   | 5                                     | 28  | 17          | 28               | 28        | 28          | 28          | 28          | 187                                 |

| Regional Office                                       | Field Office | Total No. of Agencies | No. of Agencies to be Covered Per Day | No. of Agencies to have Submitted PDS on a Weekly Basis                   |             |                  |            |             |             |             | No. of Agencies Covered by EO April |   |   |   |    |    |
|---|--------------|-----------------------|---------------------------------------|---|-------------|------------------|------------|-------------|-------------|-------------|-------------------------------------|---|---|---|----|----|
|   |              |                       |                                       | Week 1  | Week 2      | Week 3           | Week 4     | Week 5      | Week 6      | Week 7      |                                     |   |   |   |    |    |
|   |              |                       |                                       | March 14-18   | March 21-23 | March 28-April 1 | April 4-8  | April 11-15 | April 18-22 | April 25-28 |                                     |   |   |   |    |    |
| NCR   | (b)          | (c)                   | (d)                                   | (e)   |             |                  |            |             |             |             | (f)                                 |   |   |   |    |    |
|   |              |                       |                                       | 1. National Museum  | 35          | 1                | 4          | 2           | 3           | 3           |                                     | 3 | 3 | 3 | 21 |    |
|   |              |                       |                                       | 2. Rizal Technological University / Development Bank of the Philippines   | 52          | 1                | 5          | 3           | 5           | 5           |                                     | 5 | 5 | 5 | 5  | 31 |
|   |              |                       |                                       | 3. Department of Health / Caloocan City Government                        | 23          | 1                | 5          | 3           | 5           | 5           |                                     | 5 | 5 |   | 23 |    |
|   |              |                       |                                       | 4. Philippine National Police   | 1           | 1                | 1          |             |             |             |                                     |   |   |   | 1  |    |
|   |              |                       |                                       | 5. Department of Nat'l Defense  | 31          | 1                | 3          | 2           | 3           | 3           |                                     | 3 | 3 | 3 | 19 |    |
|   |              |                       |                                       | 6. Bangko Sentral ng Pilipinas / Dept. Foreign Affairs                    | 29          | 1                | 3          | 2           | 3           | 3           |                                     | 3 | 3 | 2 | 17 |    |
|   |              |                       |                                       | 7. Bureau of Internal Revenue / House of Representatives                  | 21          | 1                | 5          | 3           | 5           | 4           |                                     | 4 | 4 |   | 21 |    |
|   |              |                       |                                       | 8. Department of Agriculture / Quezon City Government/U.P.                | 40          | 1                | 4          | 2           | 4           | 4           |                                     | 4 | 4 | 4 | 24 |    |
|   |              |                       |                                       | 9. Dept of Int. & Local Gov't.  | 8           | 1                | 5          | 3           |             |             |                                     |   |   |   | 8  |    |
|   |              |                       |                                       | 10. Office of the President / National Food Authority                     | 33          | 1                | 3          | 2           | 3           | 3           |                                     | 3 | 3 | 3 | 20 |    |
|   |              |                       |                                       | 11. Dept. of Pub. Works & Hwys.   | 10          | 1                | 5          | 3           | 2           |             |                                     |   |   |   | 10 |    |
|   |              |                       |                                       | 12. Social Security System/ Department of Environment & Natural Resources | 34          | 1                | 3          | 2           | 3           | 3           |                                     | 3 | 3 | 2 | 20 |    |
|   |              |                       |                                       | 13. Dept. of Science & Techn.   | 28          | 1                | 3          | 2           | 3           | 3           |                                     | 3 | 3 | 3 | 17 |    |
| 14. Government Service Insurance System/Supreme Court | 15           | 1                     | 5                                     | 3   | 4           | 3                |            |             |             | 15          |                                     |   |   |   |    |    |
| <b>TOTAL</b>  | <b>14</b>    | <b>360</b>            | <b>14</b>                             | <b>52</b>   | <b>30</b>   | <b>42</b>        | <b>38</b>  | <b>35</b>   | <b>26</b>   | <b>25</b>   | <b>247</b>                          |   |   |   |    |    |
| <b>GRAND TOTAL</b>                                    | <b>92</b>    | <b>4,963</b>          | <b>111</b>                            | <b>529</b>  | <b>310</b>  | <b>494</b>       | <b>481</b> | <b>455</b>  | <b>432</b>  | <b>397</b>  | <b>3,104</b>                        |   |   |   |    |    |

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

| Regional Office | Field Office                 | No. of Agencies | Total No. of Gov't. Personnel | 60% of the Total No. of Gov't. Personnel (to be covered by EO April) | No. of Gov't. Personnel to be Covered Per Day (Mar. 14-Apr. 29 or 33 working days) | No. of Agencies to be Covered Per Day | No. of Agencies Covered by EO April |
|-----------------|------------------------------|-----------------|-------------------------------|--|--|---------------------------------------|-------------------------------------|
|                 | (a)                          | (b)             | (c)                           | (d)  | (e)  | (f)                                   | (g)                                 |
| CSRO#1          | 1. La Union                  | 127             | 20,491                        | 12,295   | 373  | 2                                     | 76                                  |
|                 | 2. Urdaneta City, Pangasinan | 54              | 13,150                        | 7,890  | 239  | 1                                     | 32                                  |
|                 | 3. Ilocos Sur                | 131             | 15,500                        | 9,300  | 282  | 2                                     | 79                                  |
|                 | 4. Ilocos Norte              | 71              | 12,593                        | 7,556  | 229  | 1                                     | 43                                  |
|                 | 5. Lingayen, Pangasinan      | 53              | 20,145                        | 12,087   | 366  | 1                                     | 32                                  |
| <b>TOTAL</b>    | <b>5</b>                     | <b>436</b>      | <b>81,879</b>                 | <b>49,127</b>  | <b>1,489</b>   | <b>7</b>                              | <b>231</b>                          |
| CSRO#2          | 1. Cagayan-Batanes           | 124             | 21,418                        | 12,851   | 389  | 2                                     | 74                                  |
|                 | 3. Isabela                   | 71              | 16,832                        | 10,099   | 306  | 1                                     | 43                                  |
|                 | 4. Quirino-Nueva Viscaya     | 60              | 10,675                        | 6,405  | 194  | 1                                     | 36                                  |
|                 | <b>TOTAL</b>                 | <b>3</b>        | <b>255</b>                    | <b>48,925</b>  | <b>29,355</b>  | <b>890</b>                            | <b>4</b>                            |
| CSRO#3          | 1. Aurora                    | 15              | 3,132                         | 1,879  | 57   | 1                                     | 33                                  |
|                 | 2. Batan                     | 26              | 8,501                         | 5,101  | 155  | 1                                     | 33                                  |
|                 | 3. Bulacan                   | 49              | 14,000                        | 8,400  | 255  | 1                                     | 29                                  |
|                 | 4. Nueva Ecija               | 58              | 22,234                        | 13,340   | 404  | 1                                     | 35                                  |
|                 | 5. Pampanga                  | 64              | 42,460                        | 25,476   | 772  | 1                                     | 38                                  |
|                 | 6. Tarlac                    | 34              | 12,889                        | 7,733  | 234  | 1                                     | 20                                  |
|                 | 7. Zambales                  | 30              | 10,393                        | 6,236  | 189  | 1                                     | 18                                  |
| <b>TOTAL</b>    | <b>7</b>                     | <b>276</b>      | <b>113,609</b>                | <b>68,165</b>  | <b>2,066</b>   | <b>7</b>                              | <b>231</b>                          |
| CSRO#4          | 1. Batangas                  | 59              | 8,000                         | 4,800  | 145  | 1                                     | 35                                  |
|                 | 2. Cavite                    | 38              | 21,366                        | 12,820   | 388  | 1                                     | 23                                  |
|                 | 3. Laguna                    | 48              | 21,000                        | 12,600   | 382  | 1                                     | 29                                  |
|                 | 4. Quezon                    | 50              | 7,000                         | 4,200  | 127  | 1                                     | 30                                  |
|                 | 5. Rizal                     | 54              | 36,000                        | 21,600   | 655  | 1                                     | 32                                  |
|                 | 6. Marinduque                | 9               | 3,963                         | 2,378  | 72   | 1                                     | 33                                  |
|                 | 7. Occ. Mindoro              | 17              | 3,000                         | 1,800  | 55   | 1                                     | 33                                  |
|                 | 8. Oriental Mindoro          | 16              | 2,000                         | 1,200  | 36   | 1                                     | 33                                  |
|                 | 9. Palawan                   | 32              | 9,661                         | 5,797  | 176  | 1                                     | 19                                  |
|                 | 10. Romblon                  | 25              | 4,701                         | 2,821  | 85   | 1                                     | 33                                  |
| <b>TOTAL</b>    | <b>10</b>                    | <b>348</b>      | <b>116,691</b>                | <b>70,015</b>  | <b>2,122</b>   | <b>10</b>                             | <b>330</b>                          |

| Regional Office | Field Office           | No. of Agencies | Total No. of Gov't. Personnel | 60% of the Total No. of Gov't. Personnel (to be covered by EO April) | No. of Gov't. Personnel to be Covered Per Day (Mar. 14-Apr. 29 or 33 working days) | No. of Agencies Covered Per Day | No. of Agencies Covered by EO April |
|-----------------|------------------------|-----------------|-------------------------------|--|--|---------------------------------|-------------------------------------|
|                 | (a)                    | (b)             | (c)                           | (d)  | (e)  | (f)                             | (g)                                 |
| CSRO#5          | 1. Sorsogon            | 72              | 8,649                         | 5,189  | 157  | 1                               | 43                                  |
|                 | 2. Camarines Norte     | 44              | 5,859                         | 3,515  | 107  | 1                               | 26                                  |
|                 | 3. Catanduanes         | 47              | 4,621                         | 2,773  | 84   | 1                               | 28                                  |
|                 | 4. Albay               | 151             | 22,652                        | 13,591   | 412  | 3                               | 91                                  |
|                 | 5. Masbate             | 35              | 9,418                         | 5,651  | 171  | 1                               | 21                                  |
|                 | 6. Camarines Sur       | 127             | 19,102                        | 11,461   | 347  | 2                               | 76                                  |
| <b>TOTAL</b>    | <b>6</b>               | <b>476</b>      | <b>70,301</b>                 | <b>42,181</b>  | <b>1,278</b>   | <b>9</b>                        | <b>297</b>                          |
| CAR             | 1. Abra                | 38              | 6,436                         | 3,862  | 117  | 1                               | 23                                  |
|                 | 2. Baguio-Benguet      | 80              | 29,300                        | 17,580   | 533  | 1                               | 48                                  |
|                 | 3. Itugao-Mt. Province | 39              | 7,510                         | 4,506  | 137  | 1                               | 23                                  |
|                 | 4. Kalinga-Apayao      | 31              | 6,980                         | 4,188  | 127  | 1                               | 19                                  |
| <b>TOTAL</b>    | <b>4</b>               | <b>188</b>      | <b>50,226</b>                 | <b>30,136</b>  | <b>913</b>   | <b>4</b>                        | <b>132</b>                          |
| CSRO#6          | 1. Negros Occ.         | 75              | 31,481                        | 18,889   | 572  | 1                               | 45                                  |
|                 | 2. Iloilo              | 144             | 46,869                        | 28,121   | 852  | 3                               | 86                                  |
|                 | 3. Capiz               | 26              | 10,203                        | 6,122  | 186  | 1                               | 33                                  |
|                 | 4. Antique             | 31              | 7,664                         | 4,598  | 139  | 1                               | 19                                  |
|                 | 5. Aklan               | 29              | 7,454                         | 4,472  | 136  | 1                               | 17                                  |
|                 | 6. Guimaras            | 10              | 2,192                         | 1,315  | 40   | 1                               | 33                                  |
| <b>TOTAL</b>    | <b>6</b>               | <b>315</b>      | <b>105,863</b>                | <b>63,518</b>  | <b>1,925</b>   | <b>8</b>                        | <b>264</b>                          |
| CSRO#7          | 1. Cebu North & South  | 125             | 61,200                        | 36,720   | 1,113  | 2                               | 75                                  |
|                 | 2. Negros Oriental     | 43              | 14,033                        | 8,420  | 255  | 1                               | 26                                  |
|                 | 3. Siquijor            | 14              | 1,783                         | 1,070  | 32   | 1                               | 33                                  |
|                 | 4. Bohol               | 60              | 12,188                        | 7,313  | 222  | 1                               | 36                                  |
| <b>TOTAL</b>    | <b>4</b>               | <b>242</b>      | <b>89,204</b>                 | <b>53,522</b>  | <b>1,622</b>   | <b>5</b>                        | <b>165</b>                          |
| CSRO#8          | 1. Leyte               | 93              | 35,004                        | 21,002   | 636  | 2                               | 56                                  |
|                 | 2. Southern Leyte      | 36              | 5,430                         | 3,258  | 99   | 1                               | 22                                  |
|                 | 3. Samar (Catbalogan)  | 65              | 10,212                        | 6,127  | 186  | 1                               | 39                                  |
|                 | 4. Northern Samar      | 77              | 7,512                         | 4,507  | 137  | 1                               | 46                                  |
|                 | 5. Eastern Samar       | 31              | 7,450                         | 4,470  | 135  | 1                               | 19                                  |
|                 | 6. Biliran             | 24              | 4,362                         | 2,617  | 79   | 1                               | 33                                  |
| <b>TOTAL</b>    | <b>6</b>               | <b>326</b>      | <b>69,970</b>                 | <b>41,982</b>  | <b>1,272</b>   | <b>7</b>                        | <b>231</b>                          |

| Regional Office | Field Office                 | No. of Agencies | Total No. of Gov't. Personnel | 60% of the Total No. of Gov't. Personnel (to be covered by EO April) | No. of Gov't. Personnel to be Covered Per Day (Mar. 14-Apr. 29 or 33 working days) | No. of Agencies to be Covered Per Day | No. of Agencies Covered by EO April |
|-----------------|------------------------------|-----------------|-------------------------------|--|--|---------------------------------------|-------------------------------------|
|                 | (a)                          | (b)             | (c)                           | (d)  | (e)  | (f)                                   | (g)                                 |
| CSRO#9          | 1. Zamboanga del Norte       | 70              | 12,815                        | 7,689  | 233  | 1                                     | 42                                  |
|                 | 2. Zamboanga del Sur         | 88              | 18,129                        | 10,877   | 330  | 2                                     | 53                                  |
|                 | 3. Zamboanga City            | 94              | 17,354                        | 10,412   | 316  | 2                                     | 56                                  |
|                 | <b>TOTAL</b>                 | <b>3</b>        | <b>48,298</b>                 | <b>28,979</b>  | <b>878</b>   | <b>5</b>                              | <b>151</b>                          |
| CSRO#10         | 1. Misamis Oriental          | 240             | 31,113                        | 18,668   | 566  | 4                                     | 144                                 |
|                 | 2. Camiguin                  | 42              | 1,781                         | 1,069  | 32   | 1                                     | 25                                  |
|                 | 3. Bukidnon                  | 35              | 14,308                        | 8,585  | 260  | 1                                     | 21                                  |
|                 | 4. Misamis Occ.              | 60              | 8,686                         | 5,212  | 158  | 1                                     | 36                                  |
|                 | 5. Lanao del Norte           | 38              | 15,689                        | 9,413  | 285  | 1                                     | 23                                  |
| <b>TOTAL</b>    | <b>5</b>                     | <b>415</b>      | <b>71,577</b>                 | <b>42,946</b>  | <b>1,301</b>   | <b>8</b>                              | <b>264</b>                          |
| CSRO#11 est.    | 1. Davao City                | 198             | 52,148                        | 31,289   | 948  | 4                                     | 119                                 |
|                 | 2. Davao del Sur             | 58              | 9,500                         | 5,700  | 173  | 1                                     | 35                                  |
|                 | 3. Davao del Norte           | 30              | 9,693                         | 5,816  | 176  | 1                                     | 18                                  |
|                 | 4. Compostela Valley         | 37              | 11,085                        | 6,651  | 202  | 1                                     | 22                                  |
|                 | 5. Davao Oriental            | 49              | 5,473                         | 3,284  | 100  | 1                                     | 29                                  |
| <b>TOTAL</b>    | <b>5</b>                     | <b>372</b>      | <b>87,899</b>                 | <b>52,739</b>  | <b>1,598</b>   | <b>8</b>                              | <b>264</b>                          |
| CSRO#12 est.    | 1. Cotabato City             | 75              | 13,108                        | 7,865  | 238  | 1                                     | 45                                  |
|                 | 2. South Cotabato            | 21              | 6,000                         | 3,600  | 109  | 1                                     | 33                                  |
|                 | 3. Sarangani                 | 60              | 9,000                         | 5,400  | 164  | 1                                     | 36                                  |
|                 | 4. Cotabato Province         | 33              | 14,331                        | 8,599  | 261  | 1                                     | 20                                  |
|                 | 5. Sultan Kudarat            | 21              | 11,558                        | 6,935  | 210  | 1                                     | 33                                  |
| <b>TOTAL</b>    | <b>5</b>                     | <b>210</b>      | <b>53,997</b>                 | <b>32,398</b>  | <b>982</b>   | <b>5</b>                              | <b>165</b>                          |
| ARMM            | 1. Cotabato City             | 39              | 28,442                        | 17,065   | 517  | 1                                     | 23                                  |
|                 | 2. Maguindanao               | 28              | 1,933                         | 1,160  | 35   | 1                                     | 17                                  |
|                 | 3. Lanao del Sur/Marawi City | 43              | 3,130                         | 1,878  | 57   | 1                                     | 26                                  |
|                 | 4. Tawi-Tawi                 | 14              | 2,179                         | 1,307  | 40   | 1                                     | 33                                  |
|                 | 5. Sulul/Basilan             | 56              | 7,427                         | 4,456  | 135  | 1                                     | 34                                  |
| <b>TOTAL</b>    | <b>5</b>                     | <b>180</b>      | <b>43,111</b>                 | <b>25,867</b>  | <b>784</b>   | <b>5</b>                              | <b>165</b>                          |

| Regional Office    | Field Office  | No. of Agencies | Total No. of Gov't. Personnel | 60% of the Total No. of Gov't. Personnel (to be covered by EO April) | No. of Gov't. Personnel to be Covered Per Day (Mar. 14-Apr. 29 or 33 working days) | No. of Agencies to be Covered Per Day | No. of Agencies Covered by EO April |
|--------------------|---|-----------------|-------------------------------|--|--|---------------------------------------|-------------------------------------|
|                    | (a)   | (b)             | (c)                           | (d)  | (e)  | (f)                                   | (g)                                 |
| CARAGA             | 1. Agusan del Norte   | 121             | 15,000                        | 9,000  | 273  | 2                                     | 73                                  |
|                    | 2. Agusan del Sur   | 56              | 9,937                         | 5,962  | 181  | 1                                     | 34                                  |
|                    | 3. Surigao del Norte  | 62              | 10,879                        | 6,527  | 198  | 1                                     | 37                                  |
|                    | 4. Surigao del Sur  | 73              | 9,465                         | 5,679  | 172  | 1                                     | 44                                  |
| <b>TOTAL</b>       | <b>4</b>  | <b>312</b>      | <b>45,281</b>                 | <b>27,169</b>  | <b>823</b>   | <b>5</b>                              | <b>165</b>                          |
| NCR                | 1. National Museum  | 35              | 17,207                        | 10,324   | 313  | 1                                     | 21                                  |
|                    | 2. Rizal Technological University / Development Bank of the Philippines   | 52              | 42,685                        | 25,611   | 776  | 1                                     | 31                                  |
|                    | 3. Department of Health / Caloocan City Government                        | 23              | 26,305                        | 15,783   | 478  | 1                                     | 33                                  |
|                    | 4. Philippine National Police   | 1               | 112,944                       | 67,766   | 2,054  | 1                                     | 33                                  |
|                    | 5. Department of Nat'l Defense  | 31              | 19,284                        | 11,570   | 351  | 1                                     | 19                                  |
|                    | 6. Bangko Sentral ng Pilipinas / Dept. Foreign Affairs                    | 29              | 21,467                        | 12,880   | 390  | 1                                     | 17                                  |
|                    | 7. Bureau of Internal Revenue / House of Representatives                  | 21              | 36,069                        | 21,641   | 656  | 1                                     | 33                                  |
|                    | 8. Department of Agriculture / Quezon City Government/U.P.                | 40              | 47,471                        | 28,483   | 863  | 1                                     | 24                                  |
|                    | 9. Dept of Int. & Local Gov't.  | 8               | 23,732                        | 14,239   | 431  | 1                                     | 33                                  |
|                    | 10. Office of the President / National Food Authority                     | 33              | 18,441                        | 11,065   | 335  | 1                                     | 20                                  |
|                    | 11. Dept. of Pub. Works & Hwys.   | 10              | 55,550                        | 33,330   | 1,010  | 1                                     | 33                                  |
|                    | 12. Social Security System/ Department of Environment & Natural Resources | 34              | 30,894                        | 18,536   | 562  | 1                                     | 20                                  |
|                    | 13. Dept. of Science & Techn.   | 28              | 22,253                        | 13,352   | 405  | 1                                     | 17                                  |
|                    | 14. Government Service Insurance System/Supreme Court                     | 15              | 45,266                        | 27,160   | 823  | 1                                     | 33                                  |
| <b>TOTAL</b>       | <b>14</b>   | <b>360</b>      | <b>519,568</b>                | <b>311,741</b>   | <b>9,447</b>   | <b>14</b>                             | <b>462</b>                          |
| <b>GRAND TOTAL</b> | <b>92</b>   | <b>4,963</b>    | <b>1,616,399</b>              | <b>969,839</b>   | <b>29,389</b>  | <b>111</b>                            | <b>3,649</b>                        |





Republic of the Philippines  
CIVIL SERVICE COMMISSION

CSC-PDS Certification Form 1  
January 2005  
HRMO Copy

## CERTIFICATION

I hereby certify to the best of my knowledge that the enclosed \_\_\_\_\_  
*(state number)*

accomplished Personal Data Sheets (PDS) correspond to the total number of personnel for

\_\_\_\_\_  
*(Agency Name and Region)*

and have been checked for completeness of entry.

\_\_\_\_\_  
Printed Name & Signature of HRMO

\_\_\_\_\_  
Date







# CERTIFICATION

I hereby certify that the information indicated in this Inventory of Government Personnel Form is correct.

Printed Name & Signature of HRMO \_\_\_\_\_

Date \_\_\_\_\_

CSC-IGP Form 2005-1

To be accomplished by the HRMO

CSCFO: \_\_\_\_\_



Republic of the Philippines  
CIVIL SERVICE COMMISSION

## 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:

- Attached Agency (pls. specify mother agency) \_\_\_\_\_
- Attached Bureau (pls. specify mother agency) \_\_\_\_\_

Appointments Processing:

- 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-career service)
- Pls. specify salary grades being processed by agency (e.g. SG 11 to 19) \_\_\_\_\_
- Not Accredited

ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ TELEPHONE NO.: \_\_\_\_\_

OPA

1. Prepare the following materials for the PDS Updating Activities
  - Guide on How to Fill 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

CSC RO

1. Reproduce materials for CSC FO orientation (March 4)
  - 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 ½ 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)

MONITORING

CSC FO

- 3
- (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

MONITORING

AGENCY HRMO

- 4
- (March 14 - 29)
1. Reproduce new PDS form
  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

EMPLOYEEE

- 5
- (March 14 – 29)
1. Fill up new revised PDS form using old PDS as reference to make necessary updates

- 6
- (March 14 – 29)
1. Submit accomplished PDS to HRMO
  2. Ensure completeness of entries in the PDS

- 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

- 9
- (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

- 8
- (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.

- 7
- (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