



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

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08 June 2022

MEMORANDUM NO. 20

Series of 2022

TO : All Vice Chancellors, Deans, Directors, and Heads of Units

SUBJECT : Advisory on Recruitment, Selection, and Placement for Original and Promotion Appointments of Administrative Personnel

This is an advisory to guide all units on Recruitment, Selection, and Placement for Administrative positions.

Please see the attached advisory for other concerns on Recruitment, Selection, and Placement for Administrative positions.

For your information and guidance.

A handwritten signature in blue ink, appearing to read "R. Bello".

ROLANDO T. BELLO
Vice Chancellor



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
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Advisory on Recruitment, Selection and Placement for Original and Promotion Appointments of Administrative personnel

1. Authority to Fill

Before any recruitment of administrative personnel can be done to fill a vacant plantilla position, authorization from the UP President/Chancellor is required. The said authorization is the approved Authority to Fill (ATF). All requests for ATF should be submitted through the University Information System (UIS). This is in compliance with the *Office of the Vice President for Administration (OVPA) Memorandum No. NGY 21 – 16: Reminders on the Submission and Approval of Requests for Authority to Fill (ATF) Plantilla Items (Annex A)*. The validity of the approved ATF is nine (9) months after the date it was approved by the final approver. Therefore, the filling up/hiring process must be completed within the **nine (9) month period**.

Please be advised that as per *Memorandum No. NGY 21 – 16*, the renewal of lapsed ATF shall no longer be allowed. For vacant positions with an existing valid ATF that are currently at various stages of the recruitment process (posting, HRDO evaluation of applicants, Unit evaluation of qualified applicants' deliberation, University HRMPSB deliberation) the respective offices should be reminded that an appointment must be issued before the ATF expires.

To facilitate filling positions vacated due to retirement, promotion, transfer, resignation, and other employee separation from the University, may we remind you of the following:

- a. Units may request authority to fill for items vacated due to compulsory retirement one month before the date of retirement. The validity of the ATF starts with the date of the approval of the authority to fill.
- b. Other reasons that resulted in the vacancy of an item should be requested once it is already vacant. This is to avoid complications brought by retracting requests for separation.

Please take note that, in reference to the *OVPA Memorandum No. 20-163 (Annex B)*, all plantilla items vacated in 2019 or earlier are already pooled under the Office of the President.

Below is a guide on how to request ATF for Administrative positions:

1. Request Authority to Fill in UIS.

Follow the procedure below in submitting in UIS:

1. Go to UP Authority to Fill/Hire
 2. Authority to Fill for Permanent Position
 3. Submit Authority to Fill
 4. Add
 5. Fill out the field:
 - a. Type: Original
 - b. Position to be Filled: Write the Position
 6. Title (Parenthetical position if any) Item Number
 - a. Classification: Admin
 - b. Date of vacancy:
 - c. Reason for vacancy:
 - d. Other fields are optional
 7. Apply
 8. Next
 9. Add an attachment (should be in pdf and make sure that you attach only one file)
 10. Apply
 11. Submit
2. The attachment mentioned in step 9 of the procedure above should be composed of the following:
 - a. Organizational Chart- this chart contains the sections/division in the unit. Please highlight the section/division where the item requested will be assigned.



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- b. Personnel Chart- this chart contains the name of staff and their position titles. Only the item being requested has an item number. Highlight the box of the item being requested.
- c. Functional Chart- this chart contains the function of each section. Please highlight the section/division where the item requested will be assigned.
- d. Duties and responsibilities (of the vacant item being requested)- in table form, put % distribution in each duty. Indicate the Position title, Parenthetical position (if any), and Item Number in the upper portion.

3. Put all the requirements in 1 file and in sequence. Send your draft to Ms. Annalyn Ledda (agledda@up.edu.ph) for checking before submitting it to UIS.

Source: HRDO KMT Big. 13 Ano ang Authority to Fill? (Annex C)

2. Publication of Vacant Position and Evaluation of Qualified Applicants

Once the ATF is approved the unit will be able to generate a notice of approval, the unit can then send a request for posting to HRDO via email to Ms. Gilanda Parungao (gsparungao@up.edu.ph, cc: hrdo.uplb@up.edu.ph). The requirements are: 1) letter request for posting addressed to the Chancellor and 2) notification of ATF approval. HRDO will notify the unit once the vacancy is posted on the HRDO website. In the notification, HRDO will indicate the validity of the ATF and the CSC Publication. Please note that the validity period of the CSC Publication is 9 months from the date of posting.

The unit is also requested to download the bulletin of vacant positions posted at the HRDO website, and post the job vacancy in their bulletin boards, unit website, and official FB page for a wider dissemination of the bulletin.

3. Pre-assessment and Evaluation

3. 1. HRDO Evaluation of Applicants and Referral of Applicants to the Units

After the deadline of each posting, HRDO evaluates all applicants to the position to determine if the applicants are qualified to the position by checking the minimum qualification standard only with the applicant's submitted credentials.

In case no one is qualified or none applied for the posted position, the HRDO has a pool of applicants who have previously applied for other job postings. Access to this is available upon request.

3. 2. Unit HRMPSB and University HRMPSB Deliberations

The unit may shortlist the applicants for interview and examination based on the matrix of scores (say, top 5), especially when the list of qualified applicants is long. Interview is required in the selection process. The unit is encouraged to give an examination, as the head of the Unit HRMPSB sees fit. Further, the Unit HRMPSB is required to have a comparative analysis matrix in aid of justifying the selection (recommendee) of the unit. Please take note that HRMPSB is only assistorial and the final decision for selection is with the appointing authority upon submission of the top five applicants with suggestion on the selection from the HRMPSB. The appointing authority is afforded with a wide latitude of discretion on appointment but subject to Civil Service rules and policies including the approved Merit Selection Plan.

As part of the selection process, background check of the shortlisted applicants is needed through the HRDO Assessment Form No. 1 (PHYSICAL CHARACTERISTICS AND PERSONALITY TRAITS) and HRDO Assessment Form No. 2 (POTENTIAL CRITERION FOR FIRST LEVEL POSITION). These forms should not be given to the applicant and should be conducted by the Unit HRMPSB requesting the previous employer to fill out the assessment forms. In case that the applicant is not within UP units, the Unit HRMPSB may ask the assistance of the applicant to contact previous employer and give a blank form together with a letter from Unit HRMPSB requesting the previous employer/coworker to accomplish the form and send back a scanned accomplish form to the Unit HRMPSB or thru the applicant in a sealed envelope.

As a general rule, all applicants are required to submit two latest performance rating periods before the deadline of the posting of the job vacancy. The submitted performance rating will be the basis of the assessment of the applicants. Failure to submit a performance rating does not mean that the applicant is disqualified. The Unit HRMPSB may request applicants to submit performance ratings and other credentials for proper assessment of scores using MSP.



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After the Unit HRMPSB has finished the selection of applicants, they must submit it to Ms. Imelda Tandang (iptandang@up.edu.ph, cc: hrdo.uplb@up.edu.ph). For inclusion in the HRMPSB agenda, the Unit must submit the results of their selection process at least 5 working days before the scheduled regular meeting of the University HRMPSB. The University HRMPSB regular schedule is every 2nd and 4th Wednesday of the month.

The unit must have already submitted its composition of Unit HRMPSB to HRDO prior to any deliberation. This is a reminder for those units that have not yet submitted the composition of HRMPSB.

Below is the list and order of attachments to be submitted in hard copy and scanned copy (pdf file) for HRMPSB Agenda:

1. Selection Report (refer to OVCA Memo No. 02, s.2018 Administrative Selection Report Template **(Annex D)**)
2. Shortlisting matrix (if applicable)
3. College HRMPSB approval sheet
4. Copy of Publication
5. Copy of Transmittal of applicants
6. Unit HRMPSB interview forms/questions, notes, and exam results (works sample test if any), or photos of practical test
7. Documentation or background check (see reference list template ANNEX-A)
8. Applications materials of the applicants

The Chair of the HRMPSB reminds all members of the Unit HRMPSB not to formally or informally notify any applicant of the result of deliberations of Unit HRMPSB or University HRMPSB in advance.

4. Appointment Processing

After the University HRMPSB has deliberated and endorsed an applicant to the Chancellor, HRDO will forward to the Chancellor the selection report and endorsement. Once HRDO receives the approval from the Chancellor through the signed endorsement, HRDO informs the Unit to submit the required documents of the selected applicant attached to the basic paper for appointment processing. The Unit HRMPSB will then officially inform all applicants of the outcome of their application. HRDO then verifies the school records and other credentials (PRC, MARINA, LTO and Civil Service Eligibility).

Below please find the list of documents needed for the original appointment:

1. Two (2) duly signed original copies of Personal Data Sheet (CSC Form 212, Revised 2017) **(Annex E)**; It is highly encouraged to read the guide **(Annex F)** before filling up the PDS.
2. with passport size photo taken within the last (6) months and Work Experience Sheet **(Annex G)**
3. Certificate of eligibility/rating/license associated with the position requiring as such or involving practice of profession (two 2 original copies of authenticated Certificate with valid license/s issued by authorized regulatory agencies)
4. Two (2) original copies of Position Description Form (DBM-CSC Form No. 1, Rev Ver. No. 1, s. 2017) **(Annex H)**
5. Official Transcript of Records (1 certified true copy from the School/University graduated from)
6. Diploma (Original / 1 certified true copy from the School)
7. Certificate of Training for the last 5 years (Certified True Copy)
8. Birth Certificate duly authenticated by the PSA
9. Marriage contract/certificate duly authenticated by the Philippine Statistics Authority (PSA), if married
10. Original copy of NBI Clearance
11. One (1) copy of Medical Certificate issued by a licensed government Physician together with Blood Test, Urinalysis, Chest X-ray, Drug Test, and Psychological Test
12. Letter of Approved transfer from the former Office, if applicable
13. Neuropsychiatric examination (Applicable to positions that involve maintenance of peace, order, and the protection of life and property)
14. Results of Psychological Test
15. Certificate of Nepotism
16. TTBDO Certificate and notarized contract
17. Results of evaluation process
18. Performance Rating for the last two (2) semestral periods



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19. Waiver (if from permanent to temporary) if applicable
20. Clearance from previous government agency (if reemployment)

Once signed, the appointee must submit the following:

1. Three (3) copies of Oath of Office
2. Three (3) copies of Certification of Assumption of duty
3. Three (3) original copies of Sworn Statement of Assets, Liabilities and Net Worth (SALN) printed back-to-back
4. Applicable BIR Form and its attachment/s:
 - a. Two (2) original copies of 1902 Application for Registration (if no TIN)
 - i. Attachments: Two (2) photocopies of PSA authenticated birth certificate and PSA authenticated marriage contract (if married)
 - b. Two (2) original copies of 1905 Application for Registration Information Update (for updating)
 - i. Attachments: Two (2) photocopies of PSA authenticated birth certificate and PSA authenticated marriage contract (if married)
5. Applicable Pag-IBIG form and its attachment/s:
 - a. One (1) original printed e-generated Member's Data Form (MDF) with tracking number (if not yet a member, please visit https://www.pagibigfundservices.com/PubReg/Starter_Page.aspx)
 - b. One (1) original copy of Pag-IBIG Member's Data Form (for updating employer)
 - c. One (1) original Request for Consolidation/Merging of Member's Records (if previously employed)
6. Applicable Philhealth form and its attachments:
 - a. One (1) original Philhealth Member Registration Form (PMRF)
 - b. One (1) photocopy of PSA authenticated birth certificate, PSA authenticated marriage contract (if married), and PSA authenticated birth certificate of dependent/s
7. Applicable GSIS form:
 - a. One (1) original copy of GSIS Membership Information Sheet



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ANNEX B

30 October 2020

MEMORANDUM NO. NGY 20 – 163

TO : Chancellors Director,
UP-PGH

ATTENTION : Vice Chancellors/Deputy Director for Administration
HRDO Directors/Heads

SUBJECT : **Pooling Under the Office of the President of
All Unfiled Administrative Plantilla Items Vacated
before 01 January 2020**

Effective 03 November 2020, all unfiled administrative plantilla items vacated before 01 January 2020 without an approved Authority to Fill (ATF) as of this date shall be pooled under the Office of the President, in accordance with the authority given to the President by the UP Board of Regents (BOR) at its 1287th Meeting dated 12 April 2013.

For your guidance,


NESTOR G. YUNQUE
Vice President for Administration

cc: Office of the President
Vice Presidents and Secretary of the University



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ANNEX A

10 February 2021

MEMORANDUM NO. NGY 21 – 16

TO : Chancellors Director,
UP PGH

ATTENTION : Vice Chancellors/Deputy Director for Administration
HRDO Directors/Heads

SUBJECT : **Reminders on the Submission and Approval of
Requests for Authority to Fill (ATF) Plantilla Items and Authority to
Hire (ATH) UP Contractuals**

In view of ensuring efficiency in the process of filling up vacant plantilla items for REPS and administrative staff and hiring of UP Contractuals, please be reminded that all requests for Authority to Fill (ATF) and Authority to Hire (ATH) must be submitted using the University Information System (UIS). As discussed¹, the submission of ATF and ATH through UIS allows us to approve the requests faster, as well as monitor the status of the ATF and ATH requests/approval more conveniently, compared with submission through e-mail.

Further, only ATF for residual items² (i.e. items vacated due to promotion of the incumbent to another item within UP) shall be approved up to the level of the Chancellor/UP-PGH Director. The OVPA must be furnished with a copy of the ATFs approved by the Chancellors/UP-PGH Director for monitoring purposes.

The ATFs and ATHs shall be valid for nine (9) months only, during which, the filling up of the items/hiring of UP Contractuals must be completed. Renewal of lapsed ATFs and ATHs shall be no longer allowed.

For strict compliance,

NESTOR G. YUNQUE
Vice-President for Administration

cc: Office of the President
Office of the Vice Presidents and Secretary of the University

¹ 20 January 2021 HRDO Heads' Meeting

25 January 2021 at the 200th SFPOC Meeting

² The hiring of UP Contractuals is subject to the guidelines per Memo No. PDLC 17-28 dated 22 September 2017 re: Moratorium in Hiring of Non-UP and UP Contractuals.



ANNEX C

HRDO Karaniwang Mga Tanong (KMT) Blg. 13

Paksa:

Ano ang Authority to Fill?

1. Ano ang Authority to Fill (ATF) request?

Ang Authority to Fill request ay ang unang hakbang sa Filling-Up ng item. Dito ay humihingi ng pahintulot sa mga nakatataas na mapayagan na muling makapag-hire ng bagong empleyado para sa nabakanteng item.

2. Paano mag request ng Authority to Fill (ATF)?

Ang pag-submit ng ATF request ay sa UIS.

(Source: Memo No. PAEP 16-27 s. 2016, OVCA Memo No. 20 s. 2021)

Kung nabakante ang item dahil sa **Optional Retirement, Resignation, Promotion o Pagkamatay**, maari irequest ang ATF pagkatapos ng kanilang huling araw sa trabaho. *(Source: OVCA Memo No. 27 s. 2019)*

- Kung nakabante ang item dahil sa **Compulsory Retirement**, maari na itong gawan ng ATF request isang buwan bago ang araw ng kanyang pagreretiro.

(Source: OVCA Memo No. 36 s. 2020)

3. Anu-ano ang mga kailangang dokumento sa pag-request ng Authority to Fill?

- A. Organizational Chart
- B. Personnel Chart
- C. Functional Chart
- D. Duties and Responsibilities

- Ang apat na requirements ay dapat naka isang PDF file lamang. Sundin ang nasa itaas na pagkakasunod-sunod.

A. Organizational Chart

Ito ay ang mga division o section sa inyong opisina. Dapat i-highlight ang division/section kung saan ilalagay ang inire-request na bakanteng item.

HUMAN RESOURCES DEVELOPMENT OFFICE

Organizational Chart



B. Personnel Chart

Dito nakalagay ang mga pangalan ng empleyado at ang kanilang position title sa inyong opisina. Dapat din ilagay ang inire-request na item, lagyan ng Item Number at i-highlight ito.

HUMAN RESOURCES DEVELOPMENT OFFICE

Personnel Chart



- F. Apply
- G. Next
- H. Add an attachment

(Attach the requirements here. All requirements should be in **1 file only** with the following sequence: Organizational Chart, Personnel chart, Functional Chart, Duties and Responsibilities. File should be in PDF.)

- I. Apply
- J. Submit

5. Paano malalaman ang status ng Authority to Fill sa UIS?

Maaring makita ang ATF status sa UIS account na ginamit sa pag-submit ng request.

- A. Pindutin ang Full List
- B. Paltan ang Open Notification ng All Notification
- C. Pindutin ang Go
- D. Hanapin ang ATF request
- E. Pindutin upang mabuksan ang file at makita ang status ng inyong request

6. Paano malalaman ang sequence number ng ATF Request sa UIS?

Maaring makita ang sequence number sa UIS account na ginamit sa pag-submit ng request.

- A. Pindutin ang UP Authority to Fill/Hire
- B. Pindutin ang Authority to Fill (For Permanent Position)
- C. Pindutin ang Submit Authority to Fill

7. Paano mag print ng Notification of Approval (NOA)?

Kung approved na ang iyong request, ito ang paraan sa pag print ng NOA.

- A. Pindutin ang UP Authority to Fill/Hire
- B. Pindutin ang UP Authority to Fill (For Permanent Position)
- C. Pindutin ang Print Notification of Approval
- D. Ilagay ang sequence number
- E. Pindutin ang continue, submit at ok

MARAMING SALAMATI!

For inquiries/clarifications, please email us at hrdo.uplb@up.edu.ph

For other concerns, please contact us at
0998-571-8619 (EB & PCSD)
0998-575-1071 (RSA)

* Please follow us on our Facebook page for more updates
<https://www.facebook.com/UPLB.HRDO/>



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08 January 2018

MEMORANDUM NO. 02
Series 2018

T O: All Vice-Chancellors, Deans, Directors,
Department Chairs and Unit Heads

SUBJECT: Administrative Selection Report Template

Please be informed that effective immediately, selection report template for administrative personnel shall be submitted for AdPB's agenda in electronic format (PDF) and hard copy with the following attachments to support the recommendation:


1. Copy of Bulletin announcement
2. Copy of Letter of HRDO indorsing the applicants and list of UPLB next-in-rank employees (if applicable)
3. Short-Listing matrix (including description of the assessment criteria)
4. Unit APC interview forms/questions, notes and exam results (work sample tests) if any
5. Documentation of background check (you may use reference list template ANNEX A)
6. Application material of the applicants
7. Copy of reply slip of next-in-rank UPLB employees
8. College APC Approval Sheet

The basic paper/recommendation with attachments will be submitted upon the approval of endorsement by the Chancellor.

Enclosed is the new selection report template as well as reference checklist for documentation background of the applicants. Please email the above said documents to gaparungao@up.edu.ph.

This Memorandum supersedes the OVCA Memorandum No 46 dated 08 December 2016.

For compliance


CRISANTO A. DORADO
Vice Chancellor

UPLB HRDO SELECTION REPORT TEMPLATE

(NAME OF HIRING UNIT) ADMINISTRATIVE PERSONNEL COMMITTEE

SELECTION REPORT

(For First/Second Level Positions)

PSI POP NUMBER: _____

POSITION TITLE: _____ SG/STEP _____

DATE OF LOCAL PUBLICATION (HRDO POSTING) _____

I. ASSESSMENT PROCEDURE

The Unit/Integrated Administrative Personnel Committee evaluated the following qualified applicants:

(Insert Name)	Employment History (pls. include the name of company where the applicant currently works or previously worked)

(Provide details of any other assessment processes used for short listing and interview. Attach the selection documentation for each selection procedure.)

1. MERIT SELECTION PLAN

Selection Factors	Applicant 1	Applicant 2	Applicant 3	Applicant 4	Applicant 5
1. Performance Rating					
2. Education					
3. Potential					
4. Physical Characteristics & Personality Traits					
5. Accomplishments					
6. Training					
7. Experience					
Total					

II. COMPARATIVE ASSESSMENT

*(*Summary of applicant 1, applicant 2, etc...)*

*(*Comparative summary of top applicants)*

III. JUSTIFICATION AND RECOMMENDATION

(Description and justification of the most meritorious applicant, highlight the advantages of the recommendee over the other applicants. Explain how he/she will contribute in the UPLB Community.)

(NAME OF HIRING UNIT) ADMINISTRATIVE PERSONNEL COMMITTEE

This is to certify that the selection process has been conducted in accordance to the UP Merit Selection Plan and Civil Service Commission Rules and Regulations.

Signature
Name of APC Member

Signature
Name of APC Member

Signature
Name of APC Member

Signature
Name of APC Member

Signature
Name of Chair, APC

UPLB HRDO SELECTION REPORT TEMPLATE

HIRING DOCUMENTATION CHECKLIST

List of all documents

- o Copy of Bulletin announcement
- o Copy Letter of HRDO endorsing the applicants and list of UPLB next-in-rank employees (if applicable)
- o Short-Listing matrix (including description of the assessment criteria)
- o Unit APC interview forms/questions, notes and exam results (work sample tests) if any
- o Documentation of background check (see reference list template ANNEX A)
- o Application material of the applicants
- o Copy of reply slip of next-in-rank UPLB employees
- o College APC Approval Sheet

ANNEX A

Applicant Information

Last Name First Name Middle Name

Reference Contacted

Person Contacted Employer/Organization Phone Number

Position title of person contacted: Length of Association to Candidate

Relationship to candidate: a Supervisor a Co-Worker an Academic

Other Pts. specify: _____

1. Describe the candidate's ability to make sound and timely decisions.
2. Comment on the candidate's ability to cope in a diverse and complex work environment.
3. What areas could the candidate improve upon?
4. Was the candidate the subject of any disciplinary action or legal proceedings? If yes, please briefly describe the circumstances and the outcome.
5. Would you rehire this person? If no, why not?
6. Is there anything else you would like to add?

REFERENCE CHECKLIST

What level of supervision did he/she require?	<input type="radio"/> Little or no supervision <input type="radio"/> Occasional Supervision <input type="radio"/> Excessive Supervision
How would you compare the candidate's abilities with others that have held the job?	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Poor
Overall, how would rate his/her work habits?	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Unsatisfactory
Dependability?	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Unsatisfactory
Trustworthiness?	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Unsatisfactory
Initiative?	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Unsatisfactory
How would you rate his/her punctuality and attendance?	<input type="radio"/> Excellent <input type="radio"/> Acceptable <input type="radio"/> Below Average
Rate his/her time management and organizational skills.	<input type="radio"/> Excellent <input type="radio"/> Acceptable <input type="radio"/> Below Average
How would you rate his/her interpersonal communication skills? Comments?	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Unsatisfactory
Adaptability to change?	<input type="radio"/> Excellent <input type="radio"/> Acceptable <input type="radio"/> Below Average
Overall, how would rate the quality of work performed?	<input type="radio"/> Consistently high quality <input type="radio"/> Meets job requirements <input type="radio"/> Needs improvement
Comment?	

Signature of Person Checking References

Date

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal cases against the person concerned.
READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDF) BEFORE ACCOMPLISHING THE PDS FORM.

WARNING: FOR RESIDENCE CHECKS () and other applicable check boxes, include your full address. Do not include ZIP CODES.

WARNING: For RESIDENCE CHECKS () and other applicable check boxes, include your full address. Do not include ZIP CODES.

1. SURNAME			
FIRST NAME			
MIDDLE NAME			

2. DATE OF BIRTH (mm/yyyy)		10. CITIZENSHIP	<input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship by birth <input type="checkbox"/> by naturalization (PL. Indicate country)
4. PLACE OF BIRTH		If holder of dual citizenship, please indicate the details.	
3. SEX	<input type="checkbox"/> Male <input type="checkbox"/> Female		

6. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Annulled <input type="checkbox"/> Other ()	17. RESIDENTIAL ADDRESS	Street No. _____ Street Name _____ City/Town/Village _____ State _____ ZIP CODE _____
7. HEIGHT (in)		18. PERMANENT ADDRESS	Street No. _____ Street Name _____ City/Town/Village _____ State _____ ZIP CODE _____
8. WEIGHT (kg)		19. TELEPHONE NO.	
9. BLOOD TYPE		20. MOBILE NO.	
10. SSN ID NO.		21. E-MAIL ADDRESS (if any)	
11. PAS-BSN ID NO.			
12. IHL/HEALTH NO.			
13. SSN NO.			
14. TIN NO.			
15. AGENCY EMPLOYEE NO.			

22. FAMILY BACKGROUND

23. SPOUSE'S SURNAME FIRST NAME MIDDLE NAME		24. NAME OF CHILDREN (Indicate full name and sex)	DATE OF BIRTH (mm/dd/yyyy)
OCCUPATION			
EMPLOYER/BUSINESS NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			
25. FATHER'S			
SURNAME FIRST NAME			
MIDDLE NAME			
26. MOTHER'S MARRIAGE NAME			
SURNAME FIRST NAME			
MIDDLE NAME			

27. EDUCATIONAL BACKGROUND

28. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/EDUCATION COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL ATTAINED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP OR ACADEMIC AWARDS RECEIVED
			From	To			
ELEMENTARY							
SECONDARY							
VOCATIONAL / TRADE COURSE							
COLLEGE							
GRADUATE STUDIES							

SIGNATURE		DATE	
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<p>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the Chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p>YES NO <input type="checkbox"/> YES NO If YES, give details: NO</p>															
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p>YES NO If YES, give details: NO</p> <p>YES NO If YES, give details: NO Date Filed: _____ Status of Case: _____</p>															
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p>YES NO If YES, give details: NO</p>															
<p>37. 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 or phased out (abolition) in the public or private sector?</p>	<p>YES NO If YES, give details: NO</p>															
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>b. Have you resigned from the government service during the three (3)-month period before the last election to promissively campaign for a national or local candidate?</p>	<p>YES NO If YES, give details: _____</p> <p>YES NO If YES, give details: _____</p>															
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p>YES NO If YES, give details (country): _____</p>															
<p>40. 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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p>YES NO If YES, please specify: _____</p> <p>YES NO If YES, please specify ID No: _____</p> <p>YES NO If YES, please specify ID No: _____</p>															
<p>41. REFERENCES (Please list related by consanguinity or affinity to applicant/ appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">NAME</th> <th style="width: 30%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.												
NAME	ADDRESS	TEL. NO.														
<p>42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal cases against me.</p>																
<p>Government issued ID <small>(as provided 018, 019, 016, 017)</small></p> <p>PLEASE INDICATE ID Number and Date of issuance</p> <p>Government issued ID: _____</p> <p>Driver's License/Passport No. _____</p> <p>Date/Place of Issuance: _____</p>	<p>PHOTO</p> <p style="text-align: center;"><small>Computer generated or photocopied picture is not acceptable</small></p> <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> <p style="text-align: center;"><small>Right Thumbprint</small></p>															
<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting to her/ verify issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 200px; height: 40px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering <small>Not</small></p>																

MC No. 16, s. 2017

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; NATIONAL GOVERNMENT AGENCIES; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Clarification on the Filling Out of Personal Data Sheet (CS Form No. 212, Revised 2017) and Extension of Deadline of Submission

The Civil Service Commission issued Memorandum Circular No. 11, s. 2017 dated April 6, 2017 on the adoption of the Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017). In said circular, all government officials and employees were required to submit two (2) copies of their updated PDS to the agency HRMO not later than April 30, 2017.

In view of the numerous concerns and queries received regarding the accomplishment of the PDS, the Commission adopts the following policies clarifying the following provisions in the Guide to Filling Out the PDS:

1. In the first item of Part I (Personal Information), page 1 of the Guide, the sentence "A space is allotted for each character or letter in the name" was deleted since the space allotted for the name is already continuous and no longer per character as previously designed.
2. In Part III (Educational Background), page 2 of the Guide, indicate ELEMENTARY in the third column under item 26, Part III of the PDS if graduated in Elementary Level.
3. The Work Experience sheet which is the additional sheet for work experience as indicated in the last item of Part V (Work Experience), page 3 of the Guide, should be accomplished and submitted together with the PDS for purposes of applying to a vacant position in government. Thus, said form is not required for updating the PDS in compliance with the abovementioned circular.

To a R. S. C. E. to Serve: Progressive, Accountable, Fairness and Effective Public Service

4. In the fourth item of Part VII (Learning and Development Interventions), page 3 of the Guide, the types of L&D intervention which should be indicated in the fifth column of Part VII of the PDS may be Managerial, Supervisory, Technical or Foundation. CSC MC No. 13, s. 2011 provides the definition for Supervisory and Executive/Managerial positions in government which may be used as reference for identifying managerial trainings. On the other hand, item b, Section 7 of the Omnibus Rules Implementing Book V of Executive Order No. 292 provides that Technical training program "refers to substantive programs in specific professional/technical/scientific areas for enhancement of skills and knowledge of second level personnel in the career service." Other L&D interventions such as the Induction Program, Orientation Program or Value Development Program fall under the Foundation type.
5. In item No. 42, page 4 of the Guide, the picture to be attached should be passport size (4.5 cm x 3.5 cm). The handwritten name tag with the signature is no longer required. Thus, passport size ID picture which may or may not have a name tag should be attached.
6. The PDS should be subscribed and sworn to before the highest-ranking Human Resource Management Officer (HRMO) of the agency, any authorized official/officer in the agency, any officer authorized to administer oath or a notary public. Heads of agencies may delegate such authority through an Office Order.

The Guide to Filing Out the Personal Data Sheet (PDS) (Annex A) has been revised accordingly.

The deadline of submission of the PDS to the agency HRMO is extended to June 15, 2017. The agency HRMO shall submit to the CSC Field Office concerned copy of the updated PDS not later than July 31, 2017, using the attached transmittal form (Annex B).

Lastly, those who have already submitted their updated PDS to the agency HRMO in compliance with CSC MC No. 11, s. 2017 need not re-submit. The above guidelines shall apply to those who have not yet submitted their updated PDS to the agency HRMO.

This Memorandum Circular shall take effect immediately.


ALICIA dela ROSA-BALA
Chairperson

15 MAY 2017

GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS)

Warning:

Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case's against the person concerned.

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

Note:

- The PDS may be accomplished using the MS Word format or MS Excel format.
- In the MS Excel format, all the tick boxes will automatically be marked once clicked.
- The PDS must bear the signature of the employee and date of accomplishment at the bottom of every page.
- Entries in the PDS may be filled out through handwriting or via typewriter/computer. If handwritten, entries should be in block capital (e.g. PRINT) format using a pen.
- All information should be provided accurately.
- Do not leave blank entries. Put N/A if not applicable.
- For purposes of application to a vacant position, the additional sheet for work experience should be accomplished. For the purpose of updating personnel information in the PDS, the Work Experience sheet is not required.

I. Personal Information

- Employee's name is to be filled out in the following format: surname, first name, name extension (if any), middle name.
- Dates are in numeric format: 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.
- For holders of foreign/dual citizenship, please select from the dropdown list the foreign country where you were born/naturalized or type/write the same in the space provided therein.

II. Family Background

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

III. Educational Background

- Indicate FULL name of schools. DO NOT ABBREVIATE.
- For Elementary Level, indicate ELEMENTARY if graduated.
- For Secondary Level, indicate HIGH SCHOOL if graduated under the old curriculum; or JUNIOR HIGH SCHOOL or SENIOR HIGH SCHOOL if graduated under the K-12 curriculum.
- Indicate in FULL all courses taken in college (e.g. ASSOCIATE IN ARTS, AB ECONOMICS, BS PSYCHOLOGY).
- Indicate all masters or doctorate degrees taken.
- If graduated for every level, indicate year of graduation.
- If not graduated in any level, indicate the highest grade, level or units earned.
- Period of attendance are stated in school years (e.g. 1992-1996)
- 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	Barangay Official
PD 997 – Scientific and Technological Specialist	

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

V. Work Experience

- Indicate all positions held both in the public and private employment starting from current work.
- Inclusive dates are indicated in numeric format: mm/dd/yyyy.
- Indicate FULL position titles and COMPLETE NAME of department/agency/office/company. DO NOT ABBREVIATE.
- Indicate monthly salary in figures (e.g. P21,877).
- Salary grade and salary step, if applicable, should be stated in the format "00-0" (e.g. 24-2, 24 for salary grade, 2 for salary step)
- Indicate status of employment (e.g. 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.
- Additional sheet for work experience should be accomplished and submitted together with the PDS in case of application to a vacant position. This should be accomplished only for work experience relevant to the position being applied to.

VI. Voluntary Work or Involvement in Civic/Non-Government/People's Voluntary Organizations

- Indicate the FULL name and address of the organization where involved as voluntary worker.
- Inclusive dates, start (from) and end (to) should be in numeric format: mm/dd/yyyy.
- Indicate the number of hours of voluntary work rendered.
- Indicate the position/nature of voluntary work rendered.

VII. Learning and Development Interventions

- Indicate FULL titles of learning and development (L&D) interventions attended during employment. Indicate last from the most recent L&D.
- Inclusive dates of attendance, start (from) and end (to) should be in numeric format: mm/dd/yyyy.
- Indicate the number of hours attended for program.
- Indicate the type of L&D intervention (i.e. Managerial, Supervisory, Technical or Foundation). For managerial and supervisory L&D interventions, reference should be made to CSC MC No. 13, s. 2011 while technical L&D interventions are defined in Item b, Section 7 of the Omnibus Rules Implementing Book V of Executive Order No. 292. Other L&D interventions such as the Induction Program, Orientation Program or Values Development Program fall under the Foundation type.
- Indicate the FULL name of institution/agency that conducted or sponsored the program. DO NOT ABBREVIATE. (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.

34-40

- Indicate response to questions 34 to 40 on the right side of the sheet.
- Provide details or specifications for any yes response.

41

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

42

- As agreement to and for completion of the PDS, the employee's signature and right thumb mark should be affixed in the boxes provided. Indicate also the government ID number and date of issuance in the boxes provided. Lastly, attach a RECENT PASSPORT SIZE (4.5 cm. x 3.5 cm.) picture. Picture must be taken within the last six (6) months. Computer generated or photocopied picture is not acceptable
- The PDS should be subscribed and sworn to before the highest-ranking Human Resource Management Officer (HRMO) of the agency, any authorized official/officer in the agency, any officer authorized to administer oath or a notary public. Heads of agencies may delegate such authority through an Office Order.

PERSONAL DATA SHEET TRANSMITTAL FORM

AGENCY: _____

REGION: _____

Date of receipt of GSCFO: _____

- INSTRUCTIONS:**
- (1) Fill-out the data needed in the POS Transmittal form completely and accurately.
 - (2) Do not abbreviate entries.
 - (3) Submit the duly accomplished POS Transmittal form to the CSC Field Office-Change together with the updated Personal Data Sheets (PDS) of all officials and employees.

No.	NAME OF EMPLOYEES				POSITION TITLE <small>(Indicate parenthetical title if applicable)</small>	SALARY JOB PAY GRADE	EMPLOYMENT STATUS
	Last Name	First Name	Name Extension <small>(Last 7 (8))</small>	Middle Name			
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

CERTIFICATION

This is to certify that the information contained in this form are true, correct and complete

Higher Ranking MEMO

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

Sample: If applying to Supervising Administrative Officer

- Duration: February 11, 2011 – present
- Position: Human Resource Management Officer III
- Name of Office/Unit: Finance and Administrative Service
- Immediate Supervisor: Maria Estrada
- Name of Agency/Organization and Location: Department of Human Resources, Metro Manila

- List of Accomplishments and Contributions (if any)

- Developed recruitment plan
- Designed training program for retirees under EO 366

- Summary of Actual Duties

- Responsible for the management of the recruitment and selection process and the coordination of training activities of the Department; provides assistance in the management of the Division's programs and activities and performs other related functions.

- Duration: January 2, 2002 – February 10, 2011
- Position: Administrative Officer III
- Name of Office/Unit: Finance and Administrative Division
- Immediate Supervisor: Celia Romano
- Name of Agency/Organization and Location: Department of Finance

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Responsible in performing administrative and technical tasks e.g., pre-screening of applicants, preparation of monthly report on accession and separation, report of appointments issued, preparation of minutes of meetings of various HR committees and monitoring of trainings conducted; responds to queries and performs other related functions.

(Signature over Printed Name of
Employee/Applicant)

Date: _____

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title	
2. ITEM NUMBER		3. SALARY GRADE	
4. FOR LOCAL GOVERNMENT POSITION; ENUMERATE GOVERNMENTAL UNIT AND CLASS			
Province	1st Class	5th Class	
City	2nd Class	6th Class	
Municipality	3rd Class	Special	
4th Class			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
9. PRESENT APPROFACY	10. PREVIOUS APPROFACY	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED			
<i>(if more than seven (7) list only by their item numbers and class)</i>			
POSITION TITLE		ITEM NUMBER	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal		17b. External	
Occasional	Frequent	Occasional	Frequent
Executive / Managerial Supervisors		General Public	
Non-Supervisors		Other Agencies	
Staff		Others (Please Specify): _____	
18. WORKING CONDITION			
Office Work		Others (Please Specify)	
Field Work			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
21e. Core Competencies			Competency Level
21f. Leadership Competencies			Competency Level
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here.)		
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
<p>I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.</p>			
Employee's Name, Date and Signature		Supervisor's Name, Designation, Date and Signature	