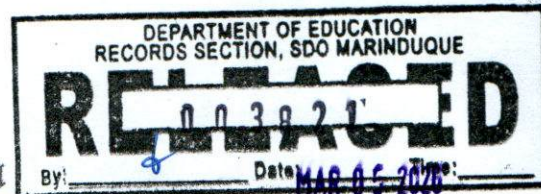




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-PS-2026-008

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Heads of all Public Elementary, Integrated, and Secondary Schools
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
OIC - Schools Division Superintendent

SUBJECT: **SUBMISSION OF UPDATED CSC FORM 212 REVISED 2025 PERSONAL DATA SHEET (PDS) CY 2026**

DATE: March 04, 2026

1. In order to maintain an updated personnel information, all DepEd Schools Division teaching, teaching-related, and non-teaching personnel are directed to accomplish and submit the updated Civil Service Commission Form 2012 Revised 2025 Personal Data Sheet (PDS).
2. To be included in the PDS are all learning and development interventions/training programs attended from January 01, 2021 up to present. Attached is the copy of the Revised 2025 PDS for your reference.
3. The CSC Form 212 must be subscribed and sworn by a Notary Public.
4. The updated PDS must be submitted in two (2) printed copies back-to-back with transmittal form per school per district on or before March 31, 2026 to the Records Unit. Please provide PDF copy to the Personnel Unit. thru the link bit.ly/4b89GCe
5. This Office maintains and protects the privacy of the personal data that you share with us. It is our commitment to implement appropriate security measures to maintain the integrity, confidentiality and availability of your personal data in accordance with the Data Privacy Act of 2012 or the Republic Act 10173.
6. Immediate dissemination of and compliance with the contents of this Memorandum is desired.



PERSONAL DATA SHEET

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.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly if accomplished through own handwriting. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

I. PERSONAL INFORMATION

1. SURNAME			
2. FIRST NAME			NAME EXTENSION (JR., SR)
MIDDLE NAME			
3. DATE OF BIRTH (dd/mm/yyyy)	16. CITIZENSHIP		<input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	If holder of dual citizenship, please indicate the details:		
5. SEX AT BIRTH	<input type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	House/Block/Lot No. Street		
8. WEIGHT (kg)	Subdivision/Village Barangay		
9. BLOOD TYPE	City/Municipality Province		
10. UMD ID NO.	ZIP CODE		
11. PAG-IBIG ID NO.	18. PERMANENT ADDRESS		
12. PHILHEALTH NO.	House/Block/Lot No. Street		
13. PhilSys Number (PSN):	Subdivision/Village Barangay		
14. TIN NO.	City/Municipality Province		
15. AGENCY EMPLOYEE NO.	ZIP CODE		
	19. TELEPHONE NO.		
	20. MOBILE NO.		
	21. E-MAIL ADDRESS (if any)		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (dd/mm/yyyy)
FIRST NAME	NAME EXTENSION (JR., SR)			
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME				
FIRST NAME	NAME EXTENSION (JR., SR)			
MIDDLE NAME				
25. MOTHER'S MAIDEN NAME				
SURNAME				
FIRST NAME				
MIDDLE NAME				

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY							
SECONDARY							
VOCATIONAL / TRADE COURSE							
COLLEGE							
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE	(wet signature/e-signature/digital certificate)	DATE	
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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,

a. within the third degree? YES NO

b. within the fourth degree (for Local Government Unit - Career Employees)? YES NO

If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense? YES NO

If YES, give details: _____

b. Have you been criminally charged before any court? YES NO

If YES, give details: _____

Date Filed: _____

Status of Case/s: _____

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal? YES NO

If YES, give details: _____

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? YES NO

If YES, give details: _____

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? YES NO

If YES, give details: _____

b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate? YES NO

If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country? YES NO

If YES, give details (country): _____

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277, as amended); and (c) Expanded Solo Parents Welfare Act (RA 11861), please answer the following items:

a. Are you a member of any indigenous group? YES NO

If YES, please specify: _____

b. Are you a person with disability? YES NO

If YES, please specify ID No: _____

c. Are you a solo parent? YES NO

If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	OFFICE / RESIDENTIAL ADDRESS	CONTACT NO. AND/OR EMAIL



PHOTO

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 case/s against me.

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: _____

ID/License/Passport No.: _____

Date/Place of Issuance: _____

(wet signature/e-signature/digital certificate)

Signature (Sign inside the box)

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

(wet signature/e-signature/digital certificate)

Person Administering Oath

Sample Transmittal

Personal Data Sheet (PDS) for CY 2026

No.	District	School	Surname	First Name	Middle Initial	Position
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Submitted by:

School Head

