CS Form No. 212

Revised 2017

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.

I. PERSONAL INFORMATION

Surname:	
First Name:	
Middle Name:	
Name Extension (e.g. Jr., Sr.):	
Date of Birth (mm/dd/yyyy):	
Place of Birth:	
Sex:	
Civil Status:	
Height (m):	
Weight (kg):	
Blood Type:	
GSIS ID No.:	
PAG-IBIG ID No.:	
PHILHEALTH No.:	
SSS No.:	
TIN No.:	
Agency Employee No.:	
Citizenship:	
Residential Address:	
Zip Code:	
Permanent Address:	
Zip Code:	
Telephone No.:	
Mobile No.:	
E-mail Address:	

II. FAMILY BACKGROUND

Spouse's Surname:	
First Name:	
Middle Name:	
Occupation:	
Employer/Business Name:	
Business Address:	
Telephone No.:	
Father's Surname:	
First Name:	
Middle Name:	
Mother's Maiden Name:	
Mother's Surname:	
First Name:	
Middle Name:	

Children

Name of Child	Date of Birth (mm/dd/yyyy)

III. EDUCATIONAL BACKGROUND

Level	Name of School	Basic Education / Degree / Course	Period of Attendance From	Period of Attendance To	Highest Level / Units Earned	Year Graduated	Scholarship / Academic Honors
Elementary							
Secondary							
Vocational / Trade Course							

College								
Graduate Studies								

IV. CIVIL SERVICE ELIGIBILITY

Career Service / RA 1080 Board / Under Special Laws	Rating (If Applicable)	Date of Examination / Conferment	Place of Examination / Conferment	License Number (if applicable)	License Date of Validity

V. WORK EXPERIENCE

Inclusive Dates From	Inclusive Dates To	Position Title	Department / Agency / Office / Company	Monthly Salary	Salary/ Job/ Pay Grade & Step Increment	Status of Appointment	Gov't Service (Yes / No)