



MC No. **05**, s. 2026

MEMORANDUM CIRCULAR

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

SUBJECT : Adoption of CS Form No. 212, Revised 2026 (Personal Data Sheet)

The Civil Service Commission (CSC), through CSC Resolution No. 2500358, approved the 2025 Omnibus Rules on Appointments and Other Human Resource Actions (2025 ORAOHRA), which was subsequently circularized through CSC Memorandum Circular No. 8, s. 2025. As part thereof, CS Form No. 212, Revised 2025, otherwise known as the Personal Data Sheet (PDS), was adopted as Annex H-1 of the said Rules. However, it was noted that in the Work Experience section (Item No. 28, Section V) of the said form, the columns for "Monthly Salary" and "Salary/Job/Pay Grade & Step Increment" were not reflected in the current form.

To ensure completeness of the PDS, the CSC hereby adopts CS Form No. 212, Revised 2026, which restores in the Work Experience section (Item No. 28, Section V.) the columns for:

1. Monthly Salary; and
2. Salary/Job/Pay Grade and Step Increment.

As a transitory measure, for a period of three (3) months from the effectivity of this Memorandum Circular, PDS accomplished using CS Form No. 212, Revised 2025 may still be accepted as an attachment to appointments submitted for attestation. Thereafter, CS Form No. 212, Revised 2026 shall effectively supersede the 2025 version attached to the 2025 ORAOHRA as Annex H-1 and shall be the only accepted form for such purpose.

This Memorandum Circular shall take effect after fifteen (15) days from publication in the Official Gazette or in a newspaper of general circulation.

For information and compliance.


ATTY. MARILYN B. YAP, DPA
Chairperson

23 June 2026

HRPSO/PSSDI/CDGM/SGA/JDRA/harold

