



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
DECS Complex, Meralco Avenue
Pasig City, Philippines



*Sama-Sama
sa DECS*

*Tanggapan ng Kalihim
Office of the Secretary*

November 25, 1998

DECS ORDER
No. 103, s. 1998

INCLUSION OF BLOOD TYPE IN EMPLOYEE'S RECORDS

To: Undersecretaries
Assistant Secretaries
Bureau/Service/Center Directors
Regional Directors
Schools Superintendents
Division Chiefs

1. Inclosed is a copy of Civil Service Commission (CSC) Memorandum Circular No. 35, s. 1998 directing all government agencies to provide the blood type of the employees in the following vital personnel documents:

- 1.1 Employees Identification (ID) Card issued by the agency;
- 1.2 Personnel Data Sheet (PDS) or CSC Form 212; and
- 1.3 Medical Certificate Form or CSC Form No. 211

2. Particular attention is invited to the last paragraph of said CSC-MC.
3. For the information and guidance of all concerned.

Andrew Gonzalez
ANDREW GONZALEZ, FSC
Secretary

Incl.: As stated

Reference: None

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index under the following subjects:

EMPLOYEES

POLICY

10-27-98

MC No. 35, s. 1998

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT, LOCAL GOVERNMENT UNITS, STATE UNIVERSITIES AND COLLEGES, AND GOVERNMENT OWNED AND/OR CONTROLLED CORPORATIONS

SUBJECT : Inclusion of Blood Type in Employee's Records

Cognizant of the importance of the information on blood type in an individual's records and in support of the national Voluntary Blood Service Program of the Department of Health, the Civil Service Commission (CSC) directs all government agencies to provide the blood type of the employee in vital personnel documents.

The Commission has identified the following vital documents in which the blood type should be indicated:

1. Employee Identification (ID) Card issued by the agency;
2. Personnel Data Sheet (PDS) or CSC Form 212; and
3. Medical Certificate Form or CSC Form No. 211.

The CSC in Resolution No. 982113 has revised the PDS and Medical Certificate Form with provision for blood type.

In this connection, heads of government agencies are directed to include blood typing in the health care program for their employees.

By end of 1998, all agencies should have updated the PDS of existing employees and should have renewed the employee ID cards to contain the blood type.


CORAZON ALMA G. DE LEON
Chairman

18 August 1998
OREP



Republic of the Philippines
CIVIL SERVICE COMMISSION

Blood Type in Employee's Records
X-----X

Resolution No. **982113**

WHEREAS, Section 12 of the Administrative Code of 1987 provides that the CSC shall, among others, prescribe, amend and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws; and prescribe all forms for Civil Service examinations, appointments, reports, and such other forms as may be required by laws, rules and regulations;

WHEREAS, in line with the objectives of Republic Act No. 7719 or the National Blood Services Act of 1994, the Department of Health has proposed to the Commission the inclusion of blood type in every employee's records;

WHEREAS, the Commission, cognizant of the importance of information on blood type in employees' records, has identified the following vital documents in which the blood type should be indicated: Employee Identification (ID) Card issued by the agency, Personal Data Sheet (PDS) or CSC Form No. 212 and Medical Certificate Form for employment purposes or CSC Form No. 211;

WHEREFORE, foregoing premises considered, the Commission RESOLVES to direct all government agencies to provide the blood type of the employees in the abovementioned documents,

The Commission further RESOLVES to direct all government agencies to immediately use the Personal Data Sheet or CSC Form No. 212 and the Medical Certificate Form or CSC Form No. 211 as revised in August 1998 w/ provision for blood type.

QUEZON CITY, **AUG 13 1998**

THELMA P. GAMINDE
Commissioner

CORAZON ALMA G. DE LEON
Chairman

JOSE F. ERESTAIN, JR.
Commissioner

Attested by:

ARIEL G. RONQUILLO
Director III

W 12/25/1982

CSC FORM NO. 211 (Revised August 1998)
MEDICAL CERTIFICATE
For Employment

PHILIPPINE CIVIL SERVICE

INSTRUCTIONS

1. This medical certificate should be accomplished by a government physician.
2. Attached this certificate to original appointments and reinstatements.

FOR THE PROPOSED APPOINTEE

NAME (Last, First, Middle, or if married woman, Maiden Name)			AGENCY/ADDRESS
ADDRESS			
AGE	SEX	CIVIL STATUS	PROPOSED POSITION

Pre-Employment Medical - Physical Tests

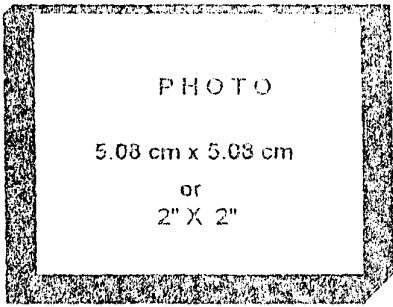
1. Blood Test
2. Urinalysis
3. Chest X-Ray
4. Drug Test
5. Neuro-Psychiatric Examination (if necessary)

NOTE: ALL RESULTS OF EXAMINATIONS MUST BE ATTACHED TO THIS FORM.

FOR THE PHYSICIAN

<p><i>I hereby certify that I have personally examined the abovenamed individual and found her/him to be physically and medically fit/unfit for employment.</i></p>		<p>AFFIX Documentary Stamp Here</p>			
PRINTED NAME / SIGNATURE OF PHYSICIAN	CERTIFICATE NUMBER		OTHER INFORMATION ABOUT THE PROPOSED APPOINTEE		
OFFICIAL DESIGNATION		<table border="1"> <tr> <td>HEIGHT (Bare feet)</td> <td>WEIGHT (Stripped)</td> <td>BLOOD Type</td> </tr> </table>		HEIGHT (Bare feet)	WEIGHT (Stripped)
HEIGHT (Bare feet)	WEIGHT (Stripped)	BLOOD Type			
AGENCY		DATE EXAMINED			

PERSONAL DATA SHEET



SURNAME	FIRST NAME	MIDDLE NAME	2. SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female	3. CIVIL STATUS: <input type="checkbox"/> Single <input type="checkbox"/> Widwer/Widow <input type="checkbox"/> Married <input type="checkbox"/> Separated
Married, write Maiden Name			5. NAME OF SPOUSE	Occupation
EMPLOYER'S IDENTIFICATION NUMBER:			7. CITIZENSHIP:	
DATE OF BIRTH:			9. PLACE OF BIRTH:	
HEIGHT (Meters)		11. WEIGHT (Kilos)	12. BLOOD TYPE:	
ADDRESS			14. TELEPHONE NO.	
NAME OF FATHER:		Place of Birth	16. NAME OF MOTHER:	Place of Birth
CHILDREN:				
Name		Age	Name	

(Continue on separate sheet, if necessary)

EDUCATION	NAME OF SCHOOL/ COLLEGE/UNIVERSITY	DEGREE EARNED (write NONE if not graduated)	Number of Units Completed/ Course Title	INCLUSIVE DATES OF ATTENDANCE	HONORS RECEIVED
ELEMENTARY					
SECONDARY					
	<i>Course</i>				
GRADUATE					

(Continue on separate sheet, if necessary)

MILITARY SERVICE ELIGIBILITY/PROFESSIONAL BOARD/VRAR	Date of Examination	Rating	Place of Examination

RECORD (include experience outside government service)

Dates	Position	Department/Agency	Monthly Salary	Status of Appointment

(Continue on separate sheet, if necessary)

SKILLS:

QUALIFICATIONS (include membership in related association, hobbies, etc.)

(Continue on separate sheet, if necessary)

related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or to the person who has immediate supervision over you in the office, Bureau or Department where you will be appointed,

- 1) within the third degree? Yes No
- 2) within the fourth degree (for LOCAL GOVERNMENT EMPLOYEES)? Yes No

3) particulars:

4) Have any pending (a) administrative case? Yes No (b) criminal case? Yes No
 If any, give details of the offense:

5) Ever been convicted of any crime or violation of any law, decree, ordinance or regulations by any court?
 Yes No

6) Ever been convicted of any administrative offense? Yes No
 If answer is "YES," give details of the offense.

7) Ever been retired, forced to resign or dropped from employment in the public and private sector?
 Yes No If "YES," give reasons.

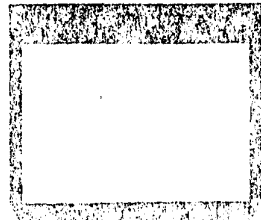
8) Ever been a candidate in a national or local election (except Barangay election)? Yes No
 Give date of election and other particulars.

9) NAMES (Persons not related by consanguinity or affinity to applicant/appointee)

Name	Address

I declare that the answers given above are true and correct.

Signature



Community Tax Certificate No. _____
 Issued at _____
 Issued on _____
