

HR ADVISORY_OPSPD-04

12 March 2025

TO ALL APPLICANTS OF THE 10 & 12 MARCH 2025 ANNOUNCEMENTS

On the accomplishment of required forms:

- All forms should be **completely** and **properly filled out**. Indicate **N/A** if not applicable (do not leave any field blank or unanswered).
- The Personal Data Sheet (PDS) must be **notarized by a Notary Public OR signed/certified by an Administering Officer** with his/her signature over printed name.
- The PDS must contain the **signature of the applicant on all pages, with latest passport size picture (white background, business attire) and thumbmark**.
- Date of accomplishment **must be within the application period** of these announcements.
- Only downloaded forms with eRecruitment Application (ERA) number in the upper right corner of the forms shall be assessed by the OPSD.
- Make sure that the documents have been properly and completely scanned, showing **ALL** information **BEFORE** uploading.

Improper and incomplete accomplishment and scanning of forms can lead to **outright denial of application**.

For other guidelines in filling out of Personal Data Sheet, please refer to **CSC MC No. 16 s. 2017 - Guide to Filling out the Personal Data Sheet (PDS)**. This is also available in the eRecruitment Portal upon log-in under "Reminders" and on the upper right side of the screen of the Personal Data Sheet side menu, marked as "**Guide**".