Republic of the Philippines
CIVIL SERVICE COMMISSION

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

CORAZON ALMA G. DE LEON
Chairman

THELMA P. GAMINDE
Commissioner

JOSE F. ERESTAIN, JR.
Commissioner

Attested by:

ARIEL G. RONQUILLO
Director III

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