



Republic of the Philippines  
**DEPARTMENT OF HEALTH REGIONAL OFFICE NO. VII**  
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# Personal Information System's Manual

## 1. Login

- To access the PIS, type [dts.doh7.net/pis](https://dts.doh7.net/pis) at the address or location bar of web browser.
- Enter your ID number as LOGIN Username and as Password ( if you hasn't changed your password, your password is your ID number ).
- See Figure 1 below.

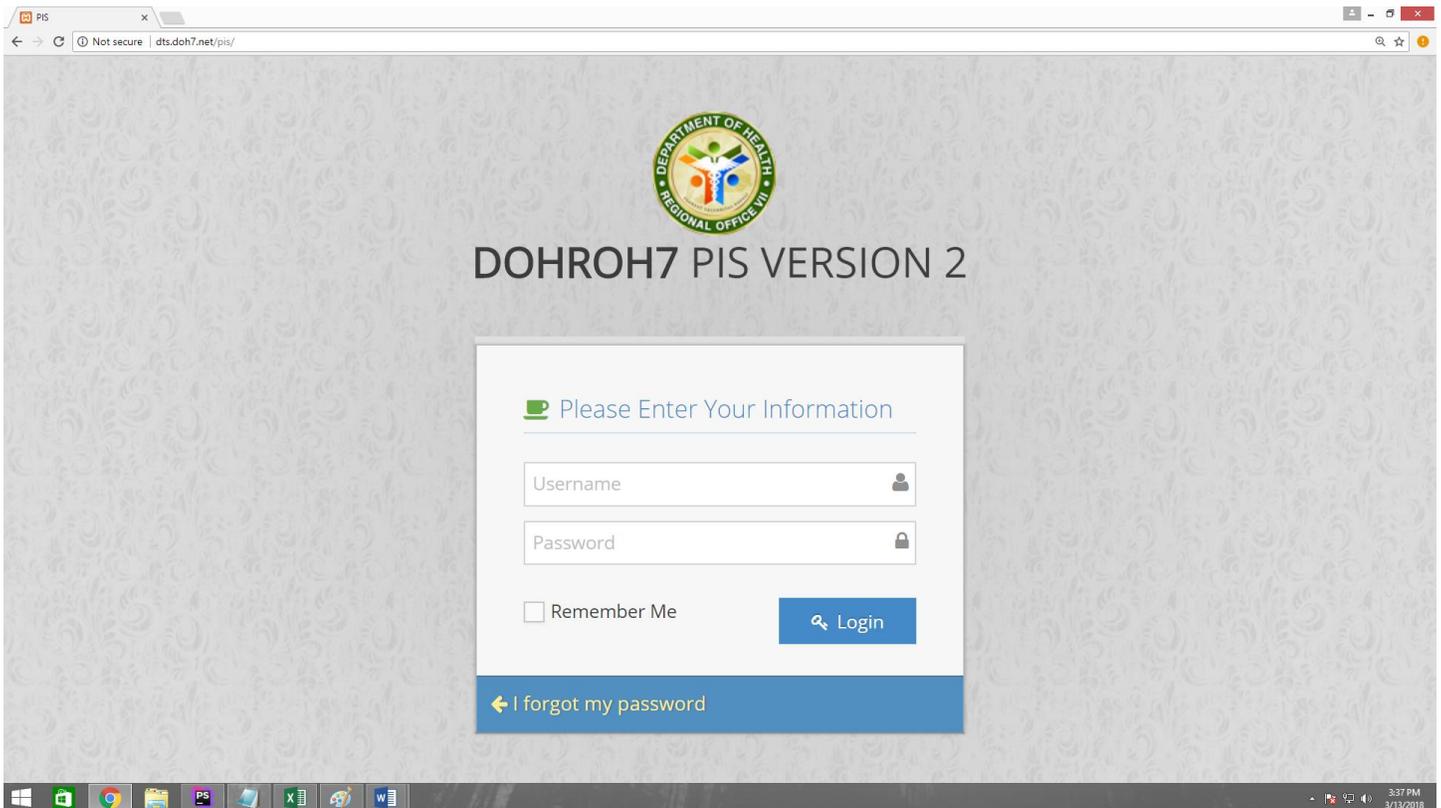


Figure 1

## 2. Profiling

- After Logging in, you will be redirected to your profile and all fields reflect all in BIG ID and PDS.
- Click the field to edit and see the note for the editable fields.
- See Figure 2.1 below

The screenshot shows the 'User Profile Page' in the Personnel Information System. The page header includes the Department of Health - Regional Office VII logo and the text 'PERSONNEL INFORMATION SYSTEM'. The user's name, 'Wairley Von Cabiluna', is displayed below a profile picture and a signature. A table of personal information is shown, with a red box highlighting a note about editable and non-editable symbols.

Note:  
----- EDITABLE SYMBOL  
\_\_\_\_\_ NOT EDITABLE SYMBOL

Field	Value
Designation	Computer Programmer I
Job Status	Job Order
Division	MSD - Management Support Division
Section	Information and Communication Technology Unit
Disbursement Type	CASH CARD
Salary Charge	Empty
Source of Fund	Not Applicable
LASTNAME	Cabiluna
FIRSTNAME	Wairley Von

Figure 2.1

### 3. Generate BID ID

- Click "ID PICTURE | LANDSCAPE" to generate BID ID.
- See Figure 3.1 below

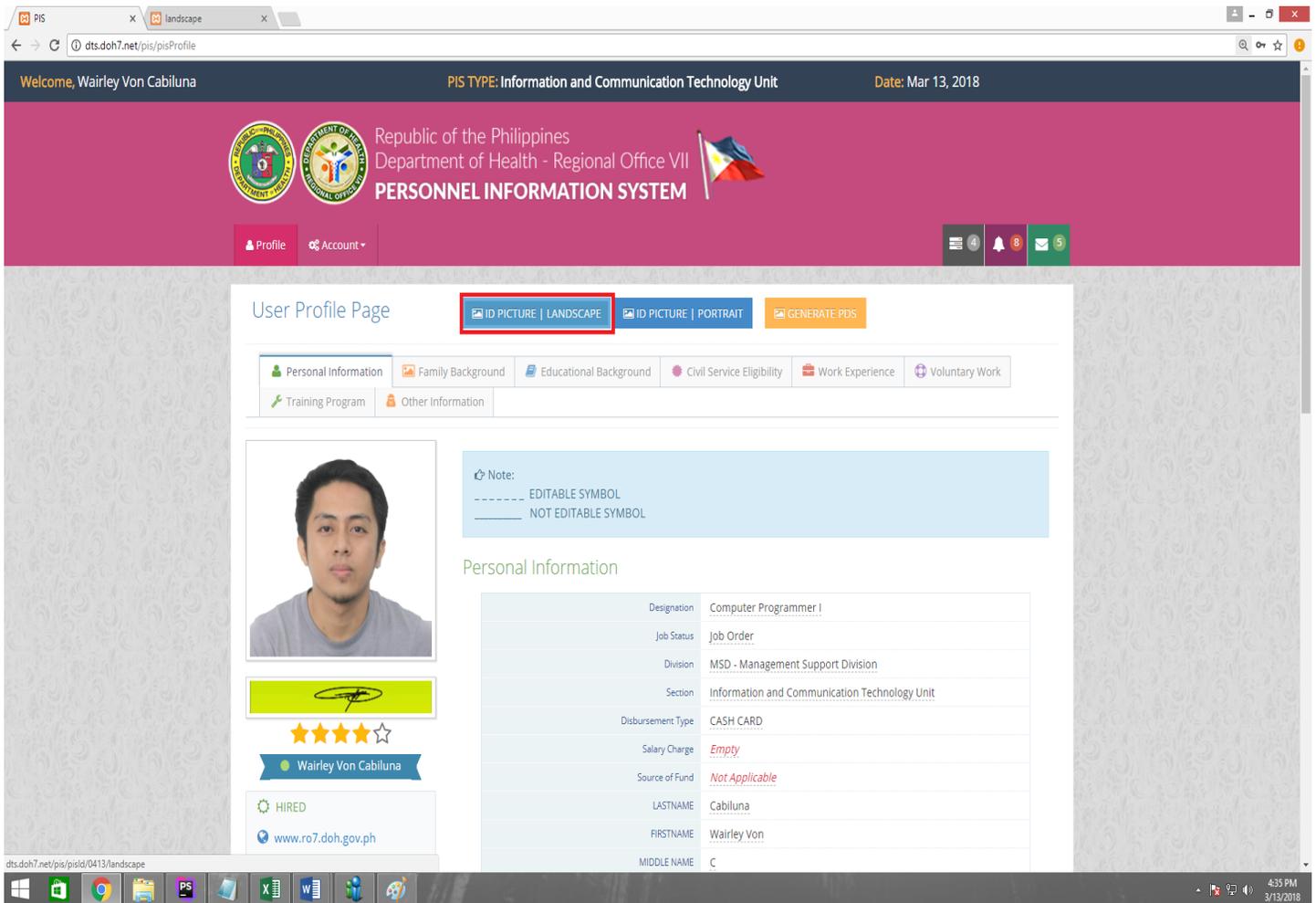


Figure 3.1

- To see sample of generated BIG ID, See figure 3.2 below

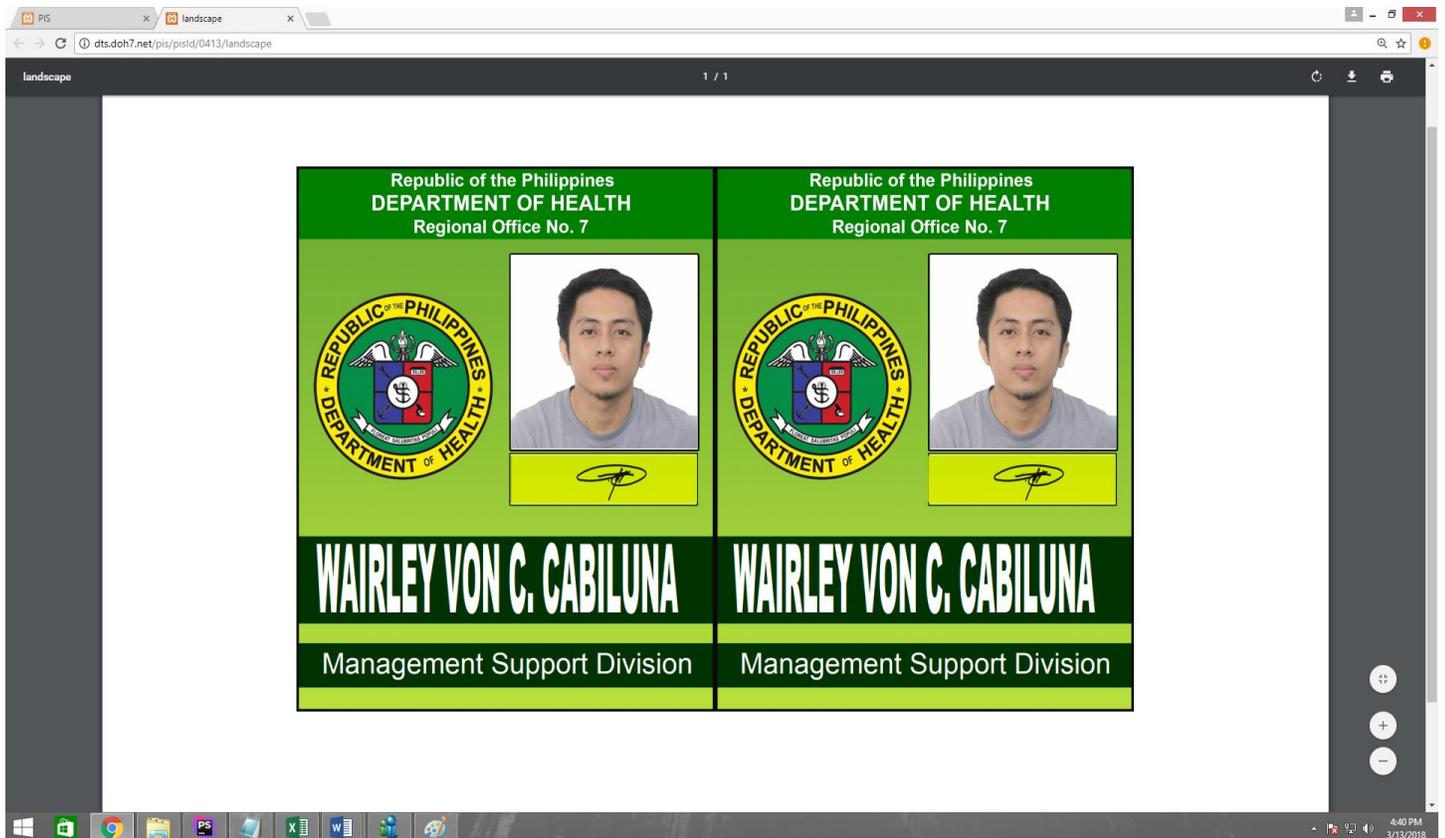


Figure 3.2

#### 4. Generate Printable (PDS) Personal Data Sheet

- Click "Generate PDS" to generate
- See figure 4.1 below

Welcome, Wairley Von Cabiluna

PIS TYPE: Information and Communication Technology Unit

Date: Mar 15, 2018

Republic of the Philippines  
Department of Health - Regional Office VII  
**PERSONNEL INFORMATION SYSTEM**

Profile Account

User Profile Page

ID PICTURE | LANDSCAPE | ID PICTURE | PORTRAIT | **GENERATE PDS**

Personal Information | Family Background | Educational Background | Civil Service Eligibility | Work Experience | Voluntary Work | Training Program | Other Information

Note:  
----- EDITABLE SYMBOL  
\_\_\_\_\_ NOT EDITABLE SYMBOL

Personal Information

Designation	Computer Programmer I
Job Status	Job Order
Division	MSD - Management Support Division
Section	Information and Communication Technology Unit
Disbursement Type	CASH CARD
Salary Charge	Empty
Source of Fund	Not Applicable
LASTNAME	Cabiluna
FIRSTNAME	Wairley Von
MIDDLE NAME	C

LAN Messenger  
Wicked- is offline.

9:52 AM  
3/15/2018

Figure 4.1

- Too see sample of generated (PDS)Personal Data Sheet, See figure 3.2 below

**CS Form No. 212**  
Revised 2017

**PERSONAL DATA SHEET**

**WARNING: Any misinterpretation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminals case/s against the person concerned**  
**READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.**  
 Print legibly. Tick appropriate boxes (  ) and use separate sheet if necessary. Indicate N/A if not applicable. ( **DO NOT ABBREVIATE.** ) 1. CS ID No. \_\_\_\_\_

**11. PERSONAL INFORMATION**

22. SURNAME	Cablungs				
3FIRST NAME	Wairley Von				
4MIDDLE NAME					
5DATE OF BIRTH (mm/dd/yyyy) 6		CITIZENSHIP			
7PLACE OF BIRTH		If holder of dual citizenship, please indicate the details.			
8SEX	<input type="checkbox"/> Male	<input type="checkbox"/> Female			
9CIVIL STATUS	<input type="checkbox"/> Single	<input type="checkbox"/> Married			
10	<input type="checkbox"/> Widowed	<input type="checkbox"/> Separated			
11HEIGHT(m)					
12WEIGHT(kg)					
13BLOOD TYPE					
14GSIS ID NO.					
15PAG-IBIG ID NO.					
16PHILHEALTH NO.					
17SSS NO.					
18TIN NO.					
19AGENCY EMPLOYEE NO.	0413				

**20. RESIDENTIAL ADDRESS**

House/Block/Lot No.	Street
Subdivision/Village	Barangay
City/Municipality	Province
ZIP CODE	

**21. PERMANENT ADDRESS**

House/Block/Lot No.	Street
Subdivision/Village	Barangay
City/Municipality	Province
ZIP CODE	

**23. TELEPHONE AND MOBILE NO.**

TELEPHONE NO.	
MOBILE NO.	

**24. E-MAIL ADDRESS (if any)**

E-MAIL ADDRESS (if any)	
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**203. FAMILY BACKGROUND**

21 SPOUSE'S SURNAME		NAME of Children (Write full name and last all)	
22 FIRST NAME	Name Extension (JR, SR)		
23 MIDDLE NAME			
24 OCCUPATION			
25 EMPLOYER/BUSINESS NAME			

Figure 4.2