



DIVISION MEMORANDUM

No. 102, s. 2018

To: ALL EMPLOYEES

From: **AGUSTINES E. CEPE, Ph.D., CESO VI**
Schools Division Superintendent

Subject: Submission of Personal Data Sheet (PDS)- CSC Form 212 Revised 2017

Date: April 2, 2018



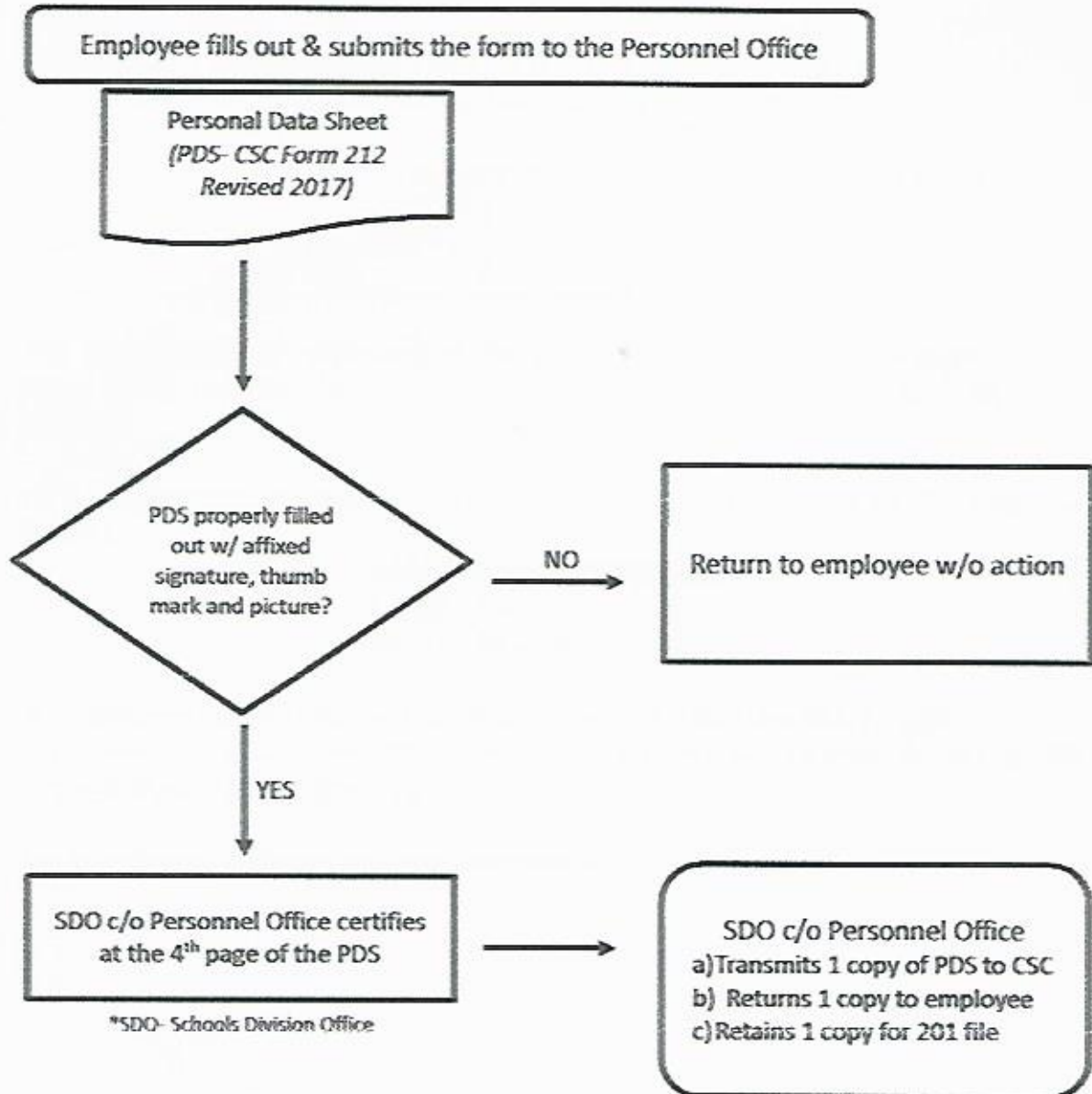
1. This is to remind all employees on the yearly submission of updated Personal Data Sheet (PDS). Deadline for submission of CY 2018 PDS shall be on **April 10, 2018, 12:00NN.**
2. All are encouraged to submit at least three (3) copies which shall be distributed as follows:
 - 1 copy – Personnel Office/201 File
 - 1 copy – CSC
 - 1 copy – Employee
3. All employees may request for a soft copy of the PDS (CSC Form 212, Revised 2017) and the guide in filling out the form from the Admin Section or via email: depedelsalvador.hrmo@gmail.com.
4. For information, guidance and strict compliance.

Copies Furnished:
Person Concerned
Records Section-Notice/Personnel/HR matters

OSDS/ama

...Continuation on PROCESS FLOW ON SUBMISSION OF PERSONAL DATA SHEET

B. Non School-Based Personnel

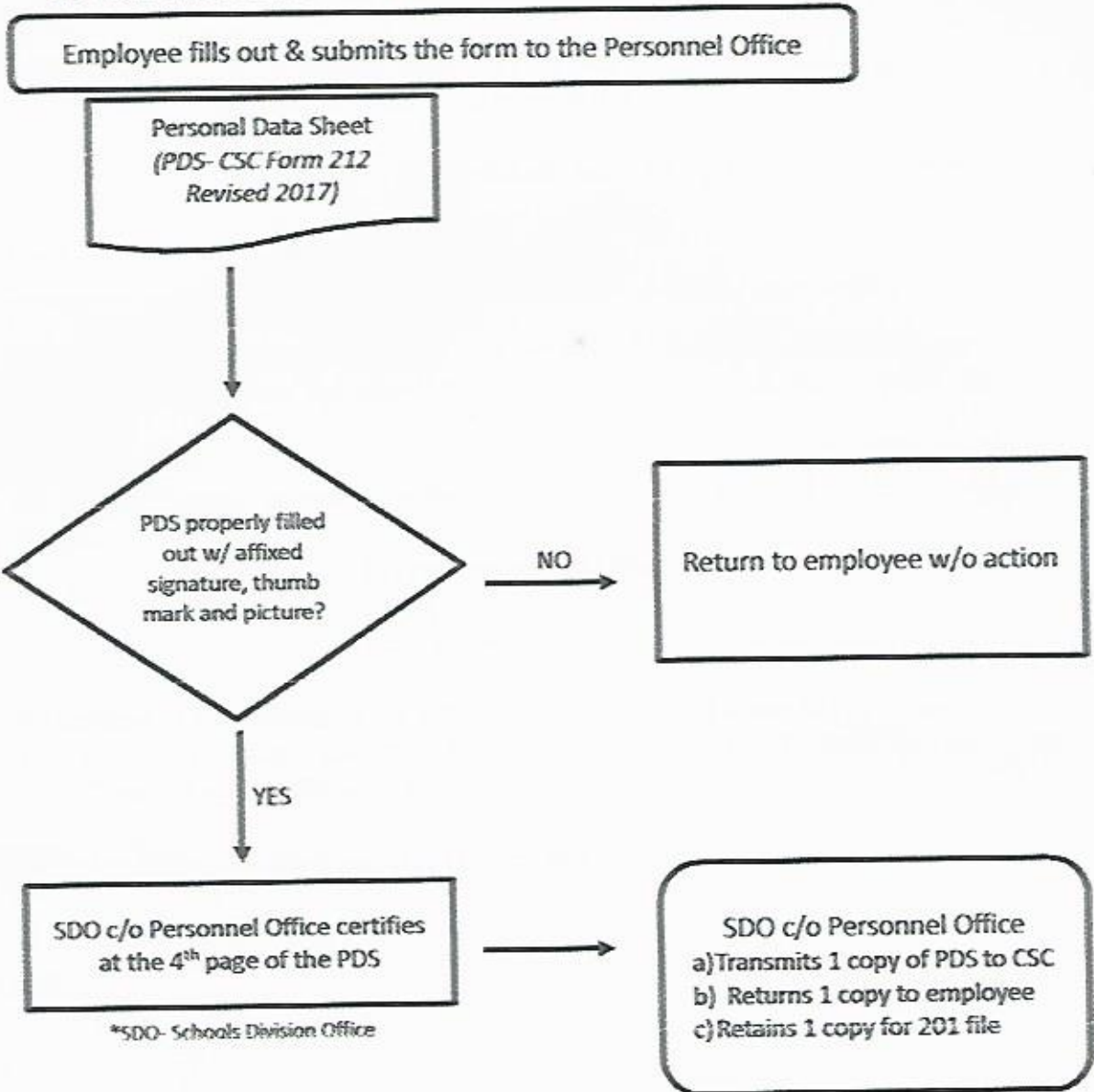


Copies Furnished:
Person Concerned
Records Section-Notice/Personnel/HR matters

OSDS/ama

...Continuation on PROCESS FLOW ON SUBMISSION OF PERSONAL DATA SHEET

B. Non School-Based Personnel



C
P
R
C
Copies Furnished:
Person Concerned
Records Section-Notice/Personnel/HR matters
OSDS/jama