



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

23 Feb 2021

DIVISION MEMORANDUM
No. 062, s. 2021

SUBMISSION OF UPDATED PERSONAL DATA SHEET (PDS)

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This is to remind all employees on the submission of their updated CS Form No. 212 (Revised 2017), otherwise known as Personal Data (PDS). All are requested to submit their PDS on or before **March 10, 2021**.
2. All are informed that the Civil Service Commission (CSC) requires the submission of a separate Work Experience Sheet, where employees shall indicate their actual duties for each position declared in the PDS under the Work Experience field. These shall be used by the Commission in evaluating appointments issued, particularly in checking whether the appointee's qualifications meet the requirements of the vacant position being filled.
3. Soft copy of the PDS form, including the guide in filling out the form, may be downloaded from the Division Website under Downloadable Forms. This is to ensure that the form used across the Division is uniform and correctly filled out by all the employees.
4. Received PDS shall be reviewed before approval. Any document not found to be in order shall be returned immediately, without action. Below shall be the the authorized signatories for PDS:

DOCUMENT	INITIAL (review)	FULL SIGNATURE (approval)
PDS	Rosa Maria M. Rebusto	Anna Mae M. Atillo

5. As provided in CSC Resolution No. 1700656 dated March 21, 2017, any misrepresentation made in the PDS and the Work Experience Sheet shall be a ground for the filing of appropriate administrative or criminal case/s against the person concerned.

OSDS/ **AMA**



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



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6. Any clarification relative to PDS may be addressed to Ms. Rosa Maria M. Rebusto, from the Admin-Personnel Office thru this email address: rosamaria.rebusto@deped.gov.ph or thru this mobile number: 0935 651 9761.
7. This Office shall adhere to Equal Opportunity Principle (EOP) in reviewing the PDS received and attending to clarification/queries relative to PDS. Hence, all decisions and actions on PDS shall be based solely on guidelines set forth for PDS, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
8. For information, guidance and strict compliance.

OLGA C. ALONSABE
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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

EMPLOYEES FORM POLICY PROCEDURE

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