



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

07 Jan 2022

DIVISION MEMORANDUM  
No. 009, s. 2022

**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 31, 2022**.
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 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.





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Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) | Email: [elsalvador.city@deped.gov.ph](mailto: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](mailto:rosamaria.rebusto@deped.gov.ph).
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, PhD, CESE**  
Schools Division Superintendent ✓  


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

EMPLOYEES      FORM      POLICY      PROCEDURE



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