



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

20 Jan 2023

DIVISION MEMORANDUM
No. 027, s. 2023

SUBMISSION OF UPDATED PERSONAL DATA SHEET (PDS)

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
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, 2023**.
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. Each employee must prepare 3 sets of PDS, distribution to wit:

SET	DISTRIBUTION
1	Employee/School
2 & 3	For submission to the Division Office (1 set to be retained and 1 set to be forwarded to the Civil Service Commission)

4. Any clarification relative to PDS may be addressed to the Admin-Personnel Office thru this email address: recordspersonnel.elsalvadorcity@deped.gov.ph.
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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6. This Office reiterates that it adheres to Equal Opportunity Principle (EOP) and thus, all its 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.

7. For information, guidance and strict compliance.


OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent


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

EMPLOYEES FORM POLICY PROCEDURE

