



Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



RECEIVED  
Division Office of Education  
Catanduanes  
RECORDS SECTION  
Date: **APR 03 2017**  
Time: **10:20 AM**  
Initial/Signature:

MEMORANDUM

TO : Asst. Schools Division Superintendent  
Public Schools District Supervisors  
Elementary & Secondary School Heads/Principals/OICs  
Non-Teaching Personnel

FROM :   
**SOCORRO V. DELA ROSA, CESO VI**  
Schools Division Superintendent

SUBJECT : **ACCOMPLISHMENT AND SUBMISSION OF THE REVISED PERSONAL DATA SHEET (Civil Service Form 212, Revised 2017)**

DATE : March 30, 2017

Per Civil Service Commission Resolution No. 1700656 dated March 21, 2017, all government officials and employees are directed to submit (1 copy) updated Personal Data Sheet (PDS) using the new form not later than **April 30, 2017** at the **SDO-Personnel Section**. Submission must be in bunch by school. The revised form, work experience sheet and the guide to filling out the PDS can be downloaded at <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>

For information, guidance and strict compliance.